



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

CJA eVoucher for Attorneys

Revised May 11, 2024

Contents

Introduction	3
Panel Management.....	3
Voucher and Authorization Request Submission	3
Browser Compatibility.....	3
Court Appointment.....	4
Accessing the CJA eVoucher Program	4
Creating a Single Login Profile (SLP)	5
Adding an Authentication Method.....	8
Identity Verification	11
Linking Your eVoucher Account to Your Login.gov Account	21
Linking Your Accounts Using Your SLP Email Address and Password.....	23
Linking Your Accounts by Email Invitation – New User	25
Linking Your Accounts by Email Invitation – Existing User	27
Signing In to eVoucher	29
Single Login Profile (SLP).....	31
Editing Your SLP	32
Modifying Your Name	32
Updating Your SLP Email Address.....	34
Updating Your SLP Password	35
Linked eVoucher Accounts.....	35
Accessing Multiple Accounts in eVoucher	36
Navigating in the CJA eVoucher Program.....	39
Customizing the Home Page.....	39
Court Profile.....	41
Attorney Info.....	42
Billing Info	43
Holding Period.....	45
Continuing Legal Education (CLE)	46
Appointments’ List.....	48
View Representation.....	49
Creating the CJA-20 Voucher	50
Entering Services.....	51
Entering Expenses.....	53

Claim Status	55
Documents	57
Signing and Submitting to Court	58
CJA-20 Quick Review Panel	60
Reports and Case Management.....	63
Defendant Detailed Budget Report.....	64
Defendant Summary Budget Report.....	65
Creating a CJA-21 Voucher.....	66
Submitting an Authorization Request for Expert Services	73
Creating an Authorization for Transcripts (AUTH-24)	76
Creating a CJA-24 Voucher	79
Creating a Travel Voucher.....	80
Creating a CJA-26 Voucher.....	83

Introduction

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

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

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

Panel Management

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

Voucher and Authorization Request Submission

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

Browser Compatibility

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

Court Appointment

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

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

Accessing the CJA eVoucher Program

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

Note: Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <https://www.login.gov/contact> or call their 24-hour help line at (844) 875-6446.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.

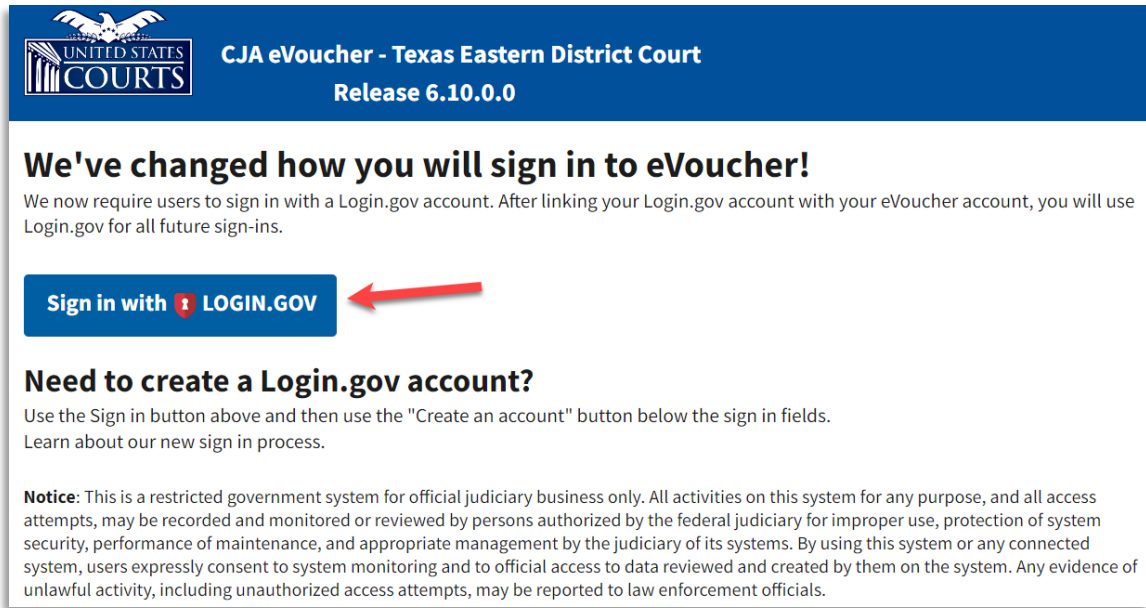
<https://login.gov/what-is-login/>

<https://login.gov/create-an-account/>

Creating a Single Login Profile (SLP)

Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.



UNITED STATES COURTS CJA eVoucher - Texas Eastern District Court
Release 6.10.0.0

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

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

Sign in with LOGIN.GOV

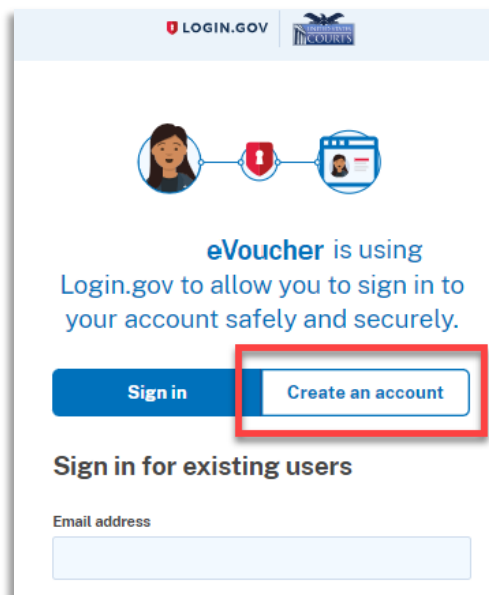
Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.
Learn about our new sign in process.

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

Step 2

On the Login.gov page, click **Create an account**.



LOGIN.GOV UNITED STATES COURTS

eVoucher is using
Login.gov to allow you to sign in to
your account safely and securely.

Sign in **Create an account**

Sign in for existing users

Email address

Step 3

Enter your email address, and then select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

Note: Login.gov recommends 30 that you enter a personal email address that you can always access, not a work email address.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

Sign in Create an account

Create an account for new users

Enter your email address
davidattorney210gmail.com

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default) Español Français

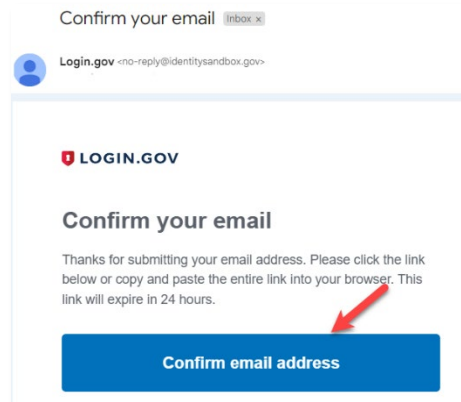
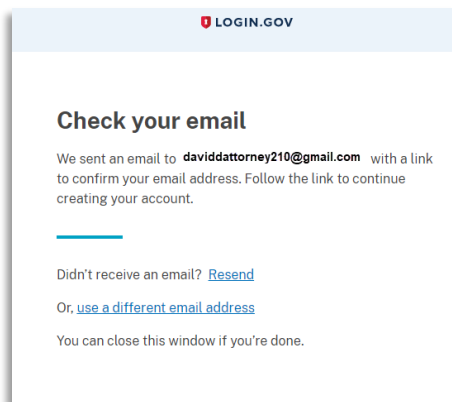
I read and accept the Login.gov [Rules of Use](#)

Submit

You will receive an email message at the email address you entered in step 3. In the email

Step 4

message, click **Confirm email address**, and then continue creating your account.



Step 5

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.

You have confirmed your email address

Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Continue

Your Login.gov account is now created, and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

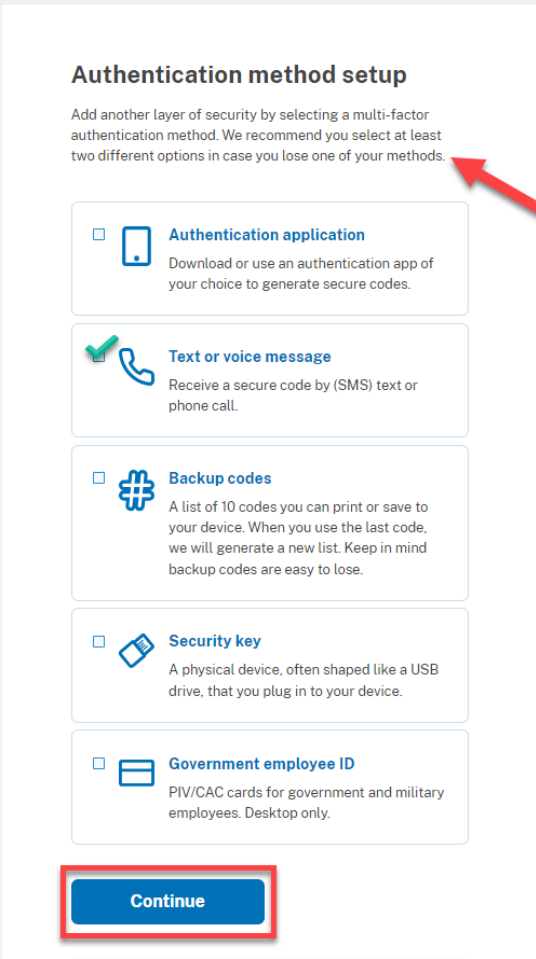
Note: Once your Login.gov setup is complete, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.



Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

Note: Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

Step 2

To authenticate by text or voice message, in the **Phone number** field, enter your phone number to receive a one-time code by text message or phone call, and then click **Send code**.

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

[Mobile terms of service](#)

Step 3

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

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5555. This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

[Send another code](#)

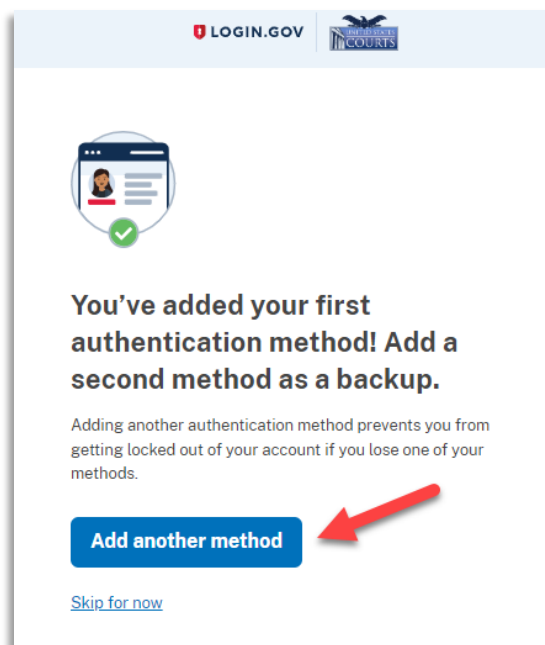
Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [I didn't receive my one-time code](#) >
- [Learn more about authentication options](#) >

Step 4

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

Note: It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you could do the same for the second, as long as you use a different phone number.



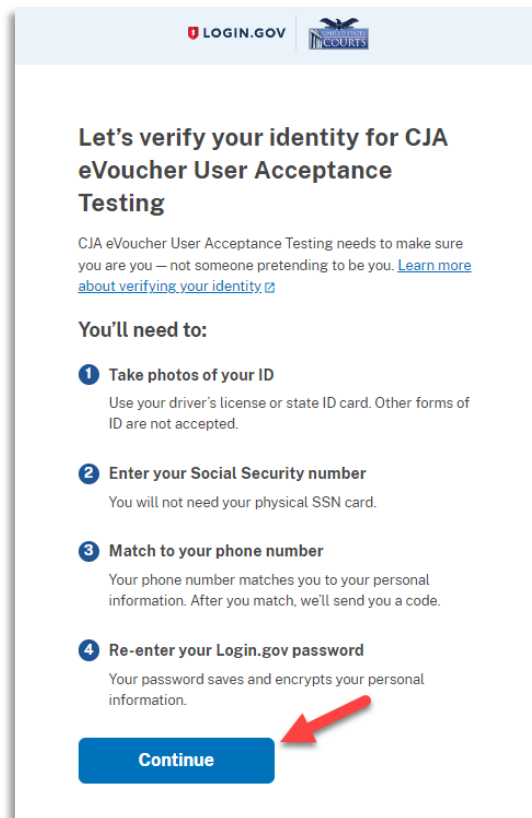
Identity Verification

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

Note: This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and InCOURTS. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose: "CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". A section titled "You'll need to:" lists four steps:

- 1 Take photos of your ID**
Use your driver's license or state ID card. Other forms of ID are not accepted.
- 2 Enter your Social Security number**
You will not need your physical SSN card.
- 3 Match to your phone number**
Your phone number matches you to your personal information. After you match, we'll send you a code.
- 4 Re-enter your Login.gov password**
Your password saves and encrypts your personal information.

At the bottom of the list is a blue "Continue" button, which is highlighted by a red arrow pointing to it from the right.

Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

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

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

We'll ask for your personal information to verify your identity against public records.

Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

Continue

Step 3

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

LOGIN.GOV

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

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

Send link

Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

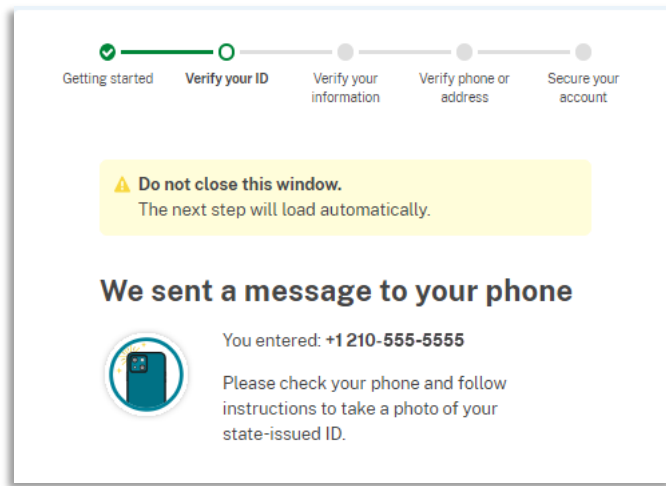
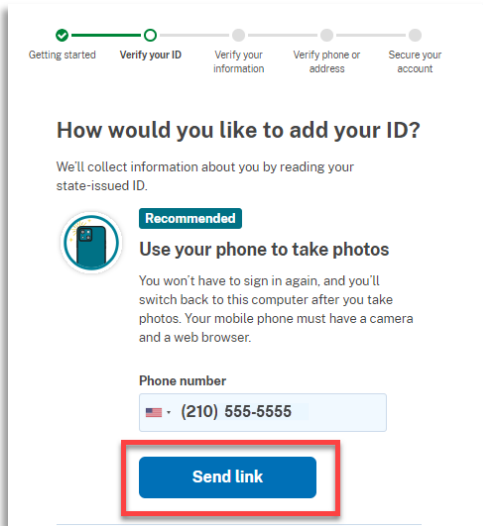
Upload photos

[Cancel](#)

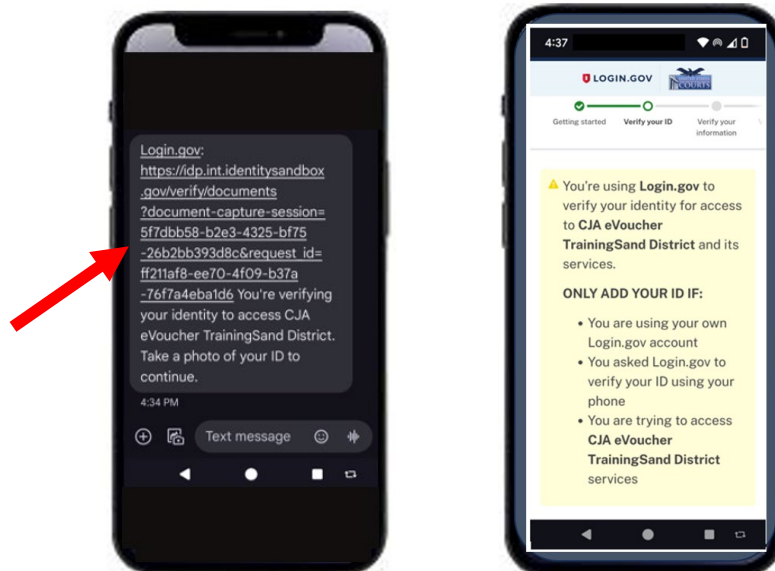
Option 1: Upload photos from phone (recommended)

Option 1

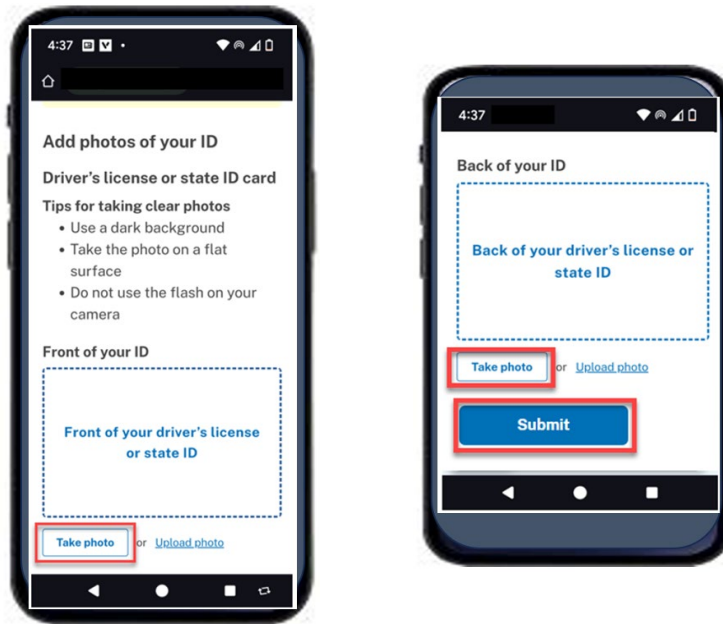
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.



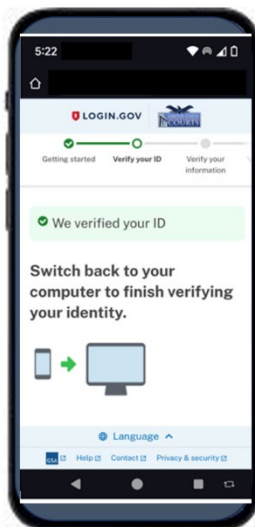
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos and prompts you to switch back to your computer to complete the process.

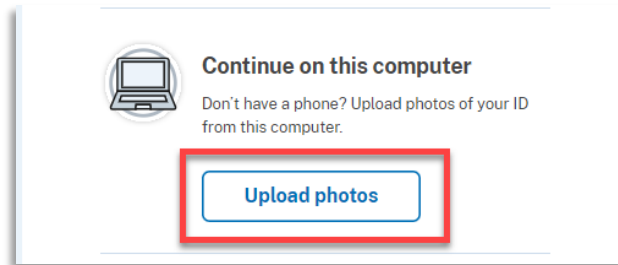


Continue to step 4 to complete the identity verification process.

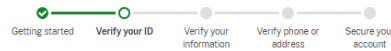
Option 2: Upload photos from your computer

Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.



Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

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

Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID

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

Submit

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

Step 4

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

The screenshot shows the Login.gov verification interface. At the top, there are logos for LOGIN.GOV and the Department of Justice. A progress bar indicates the current step: 'Verify your information' is active, while 'Getting started', 'Verify your ID', 'Verify phone or address', and 'Secure your account' are completed. A green notification box states 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, there is explanatory text and a link: 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' provides instructions and a link: 'You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)'. The 'Social Security number' input field is highlighted with a red box, showing an example '123-45-6789' and a masked input field with dots. Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is highlighted with a red arrow pointing to it.

LOGIN.GOV

DEPARTMENT OF JUSTICE
COURTS

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

✓ We verified your ID

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Don't have a Social Security number?

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

Social Security number
Example: 123-45-6789

.....

Show Social Security number

Continue

Step 5

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

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

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information' (current step), 'Verify phone or address', and 'Secure your account'. Below the progress bar, the title 'Verify your information' is displayed. A message states: 'We read your information from your ID. Review it and make any updates before submitting for verification.' The user's information is listed as follows: First name: FAKEY, Last name: MCFAKERSON, Date of birth: October 6, 1938, ID number: 111111111111. The address is: Address line 1: 1 FAKE RD, Address line 2: City: GREAT FALLS, State: MT, ZIP Code: 59010. The Social Security number is masked as 5**-**-****5. There are 'Update' links next to the address and Social Security number fields. A checkbox labeled 'Show Social Security number' is present. A blue 'Submit' button is at the bottom, with a red arrow pointing to it.

Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information' (completed), 'Verify phone or address' (current step), and 'Secure your account'. Below the progress bar, a green message states: 'We verified your information'. The title 'Verify your phone number' is displayed. A message states: 'We'll check this number with records and send you a one-time code. This is to help verify your identity.' Below this, it says 'Enter a phone number that is:' followed by two bullet points: 'Based in the United States (including U.S. territories)' and 'Your primary number (the one you use the most often)'. A link 'Learn more about what phone number to use' is provided. The 'Phone number' field is highlighted with a red box and contains '(210) 555-5555'. Below the field, the question 'How should we send a code?' is asked, with a note: 'If you entered a landline above, please select "Phone call" below.' There are two radio buttons: 'Text message (SMS)' and 'Phone call'. A blue 'Send code' button is at the bottom, with a red arrow pointing to it.

Step 7

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

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (checked), 'Verify phone or address' (current step, not checked), and 'Secure your account' (not checked). Below the progress bar, the heading is 'Enter your one-time code'. A message states: 'We sent a text (SMS) with a one-time code to (210) 555-5555. This code will expire in 10 minutes.' A text input field labeled 'One-time code' with an example '123ABC' is highlighted with a red box. Below the input field is a blue 'Submit' button, also highlighted with a red box and a red arrow pointing to it.

Step 8

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

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (checked), 'Verify phone or address' (checked), and 'Secure your account' (current step, not checked). Below the progress bar, a green message box says 'We verified your phone number'. The heading is 'Re-enter your Login.gov password'. A message states: 'Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.' A password input field labeled 'Password' with masked characters is highlighted with a red box. Below the input field are two links: 'Show password' and 'Forgot password?'. At the bottom is a blue 'Continue' button, highlighted with a red box and a red arrow pointing to it.

Step 9

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

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

✓ We secured your verified information

Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on **January 22, 2024 at 11:33 AM**

[Copy](#) [Download \(text file\)](#) [Print](#)

**You need your personal key if you forget your password.
Keep it safe and don't share it with anyone.**

If you reset your password without your personal key, you'll need to verify your identity again.


[Learn more about the personal key](#)

I saved my personal key in a safe place.

Continue

Step 10

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.




**Connect your verified information
to CJA eVoucher TrainingSand
District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✔ **Email address**
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.


Agree and continue 

Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Linking Your eVoucher Account to Your Login.gov Account

For NEW Login.gov accounts:

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.



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

Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.
Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address
 ←

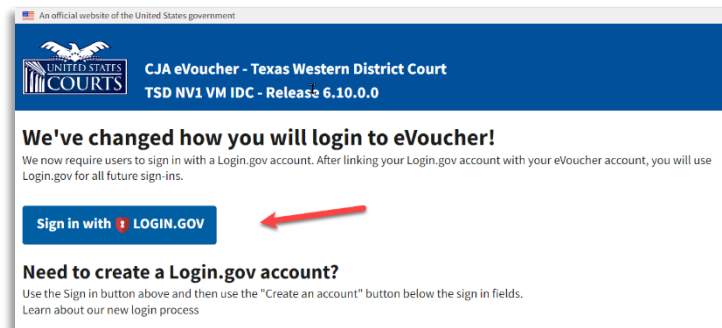
Next

Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

For EXISTING Login.gov accounts:

Step 1

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



An official website of the United States government

CJA eVoucher - Texas Western District Court
TSD NV1 VM IDC - Release 6.10.0.0

We've changed how you will login to eVoucher!

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

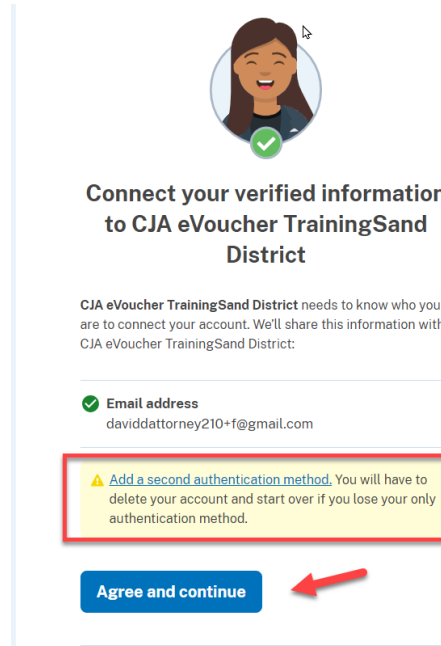
Sign in with LOGIN.GOV ←

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.
Learn about our new login process

Step 2

After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



Connect your verified information to CJA eVoucher TrainingSand District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

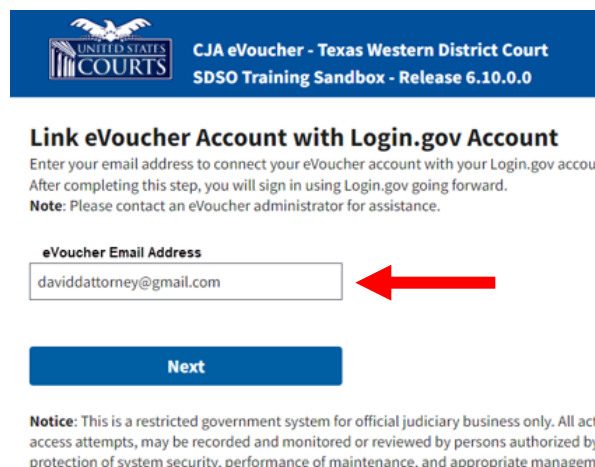
✓ Email address
davidattorney210+f@gmail.com

⚠ Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.



Link eVoucher Account with Login.gov Account

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

Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address
davidattorney@gmail.com

Next

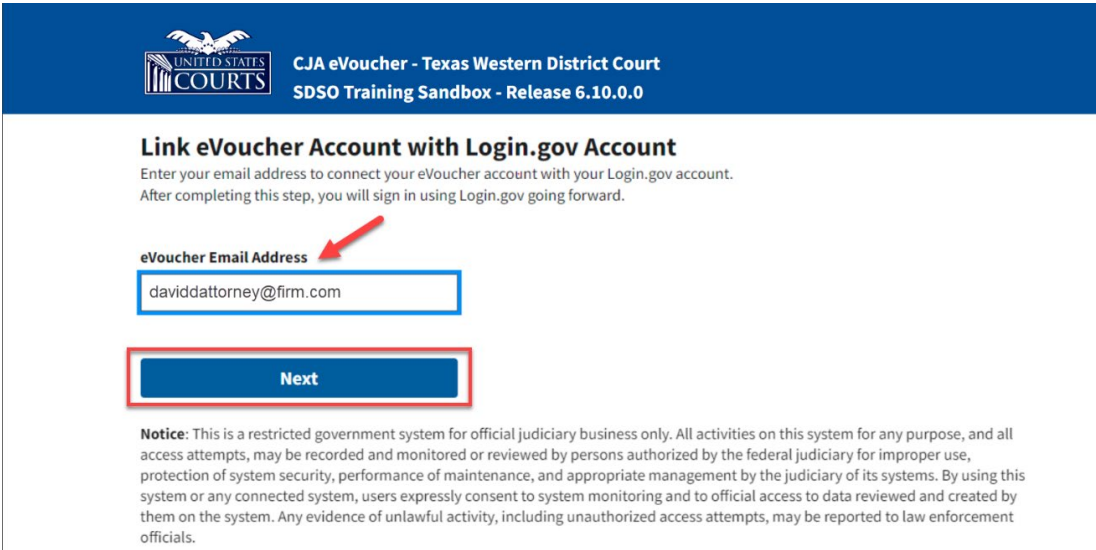
Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

Step 1

In the **eVoucher Email Address** field, delete the pre-populated Login.gov email address and enter your eVoucher SLP email address. Click **Next**.



The screenshot shows a web interface for linking an eVoucher account with a Login.gov account. At the top, there is a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below the header, the main content area has a title "Link eVoucher Account with Login.gov Account" and a sub-header "Link eVoucher Account with Login.gov Account". The instructions state: "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward." There is a text input field labeled "eVoucher Email Address" containing the email address "davidattorney@firm.com". A red arrow points to this field. Below the input field is a blue button labeled "Next" with a red border. At the bottom, there is a "Notice" section with a disclaimer about system security and monitoring.

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

eVoucher Email Address

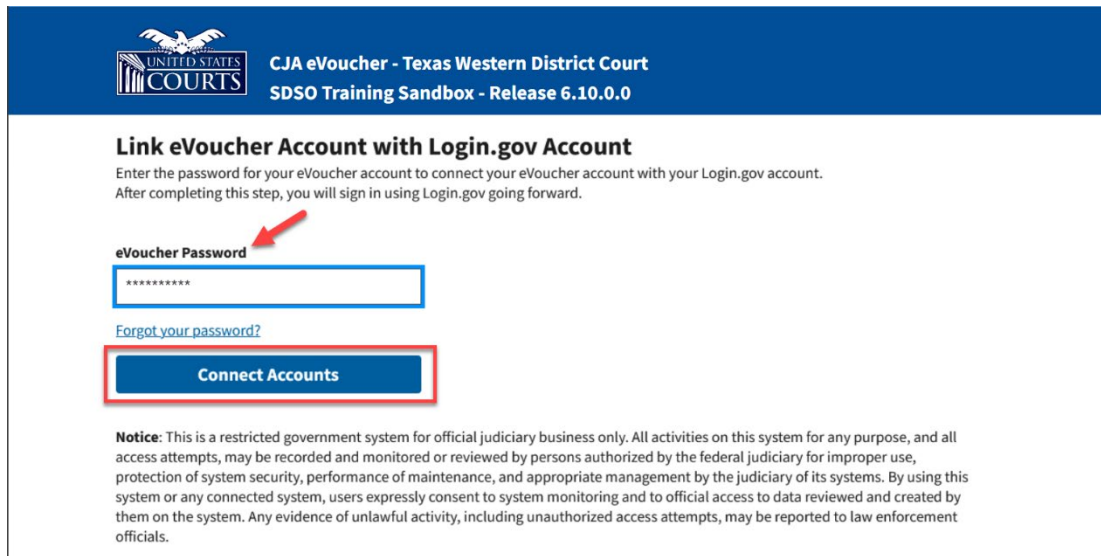
davidattorney@firm.com

Next

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

Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.



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

Link eVoucher Account with Login.gov Account

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

eVoucher Password

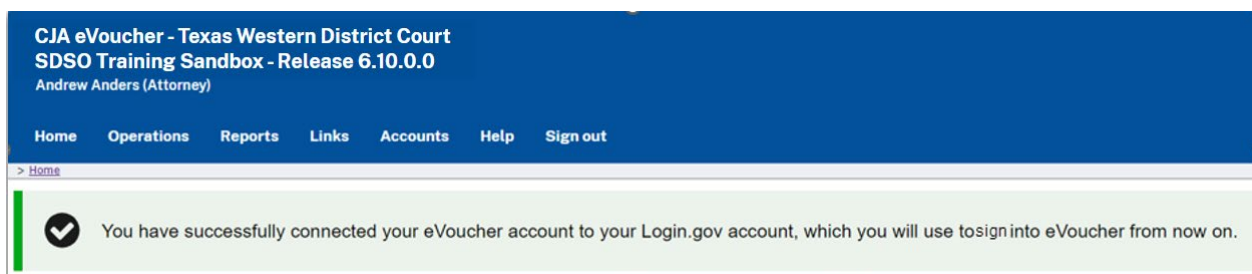
[Forgot your password?](#)

Connect Accounts

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

Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0
Andrew Anders (Attorney)

Home Operations Reports Links Accounts Help Sign out

> Home

You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on.


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

Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

Step 1

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


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

Link eVoucher Account with Login.gov Account

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

eVoucher Email Address


daviddattorney@gmail.com

Next

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

Step 2

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


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

i Check your email

An email has been sent to daviddattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

Step 3

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

Dear David D Attorney,

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

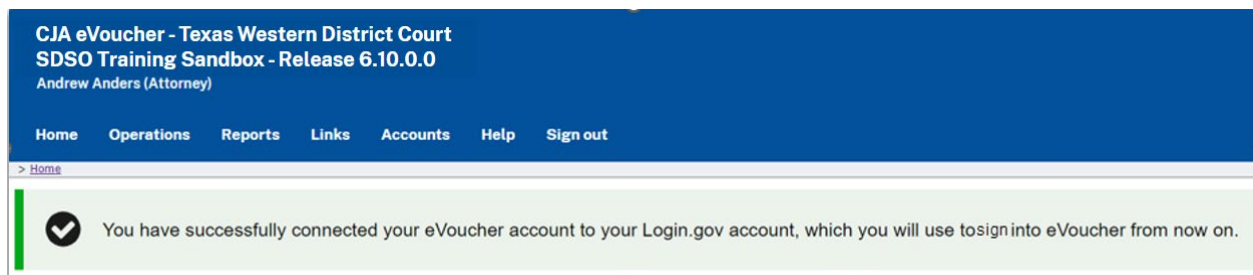
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher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

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

Regards,
District of Texas Western

Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



The screenshot shows the top portion of the CJA eVoucher web application. At the top, a dark blue header contains the text: "CJA eVoucher - Texas Western District Court", "SDSO Training Sandbox - Release 6.10.0.0", and "Andrew Anders (Attorney)". Below the header is a navigation menu with links for "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". Underneath the navigation menu, a light green banner displays a success message: a checkmark icon followed by the text "You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on."

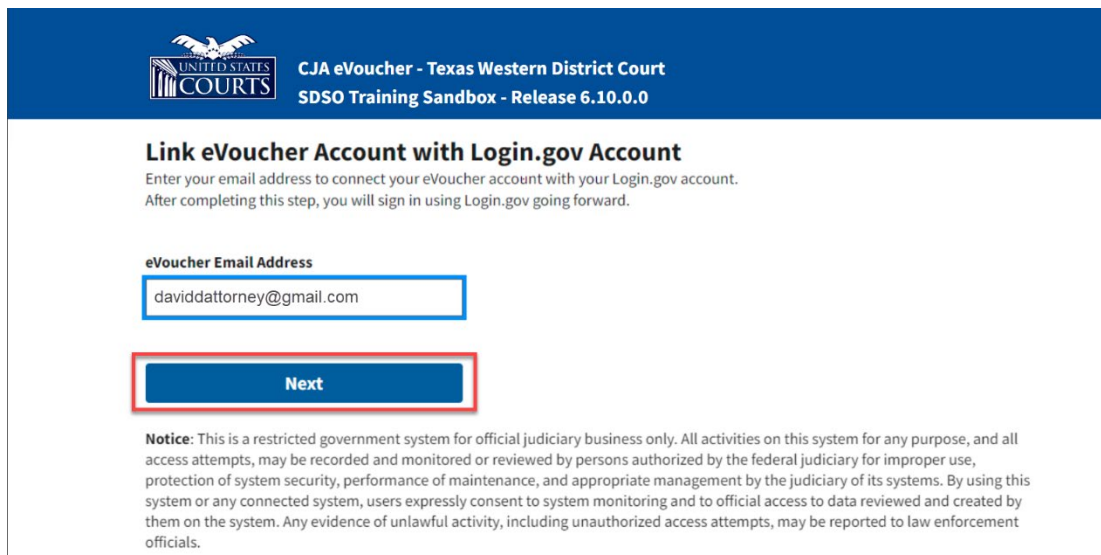
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – Existing User

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

Step 1

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



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

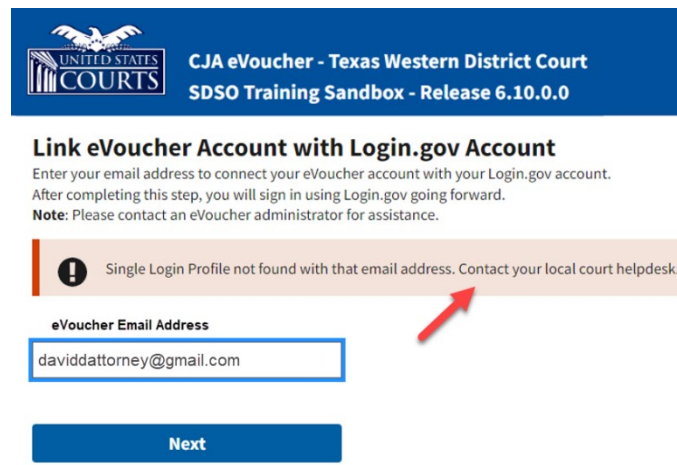
eVoucher Email Address
davidattorney@gmail.com

Next

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

Step 2

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



Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.
Note: Please contact an eVoucher administrator for assistance.

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

eVoucher Email Address
davidattorney@gmail.com

Next

Step 3

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

Dear David D Attorney,

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

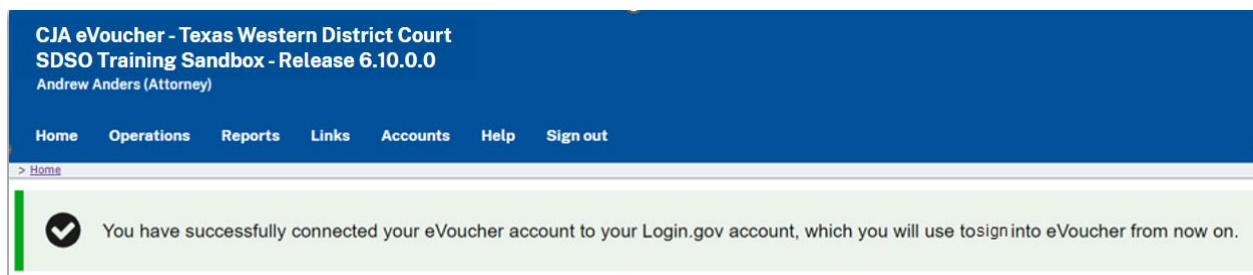
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher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

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

Regards,
District of Texas Western

Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



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


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

Signing In to eVoucher

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


Step 1

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


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

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

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

Sign in with  LOGIN.GOV


Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

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

Step 2

By default, you are directed to the Login.gov sign-in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.



eVoucher SDSO is using Login.gov
to allow you to sign in to your
account safely and securely.

Sign in
Create an account

Sign in for existing users

→ Email address

→ Password

Show password

Sign in


Step 3

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5555. This code will expire in 10 minutes.

One-time code
Example: 123ABC



Login.gov directs you to your eVoucher home page.

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

David Attorney (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Home](#)

My Active Documents

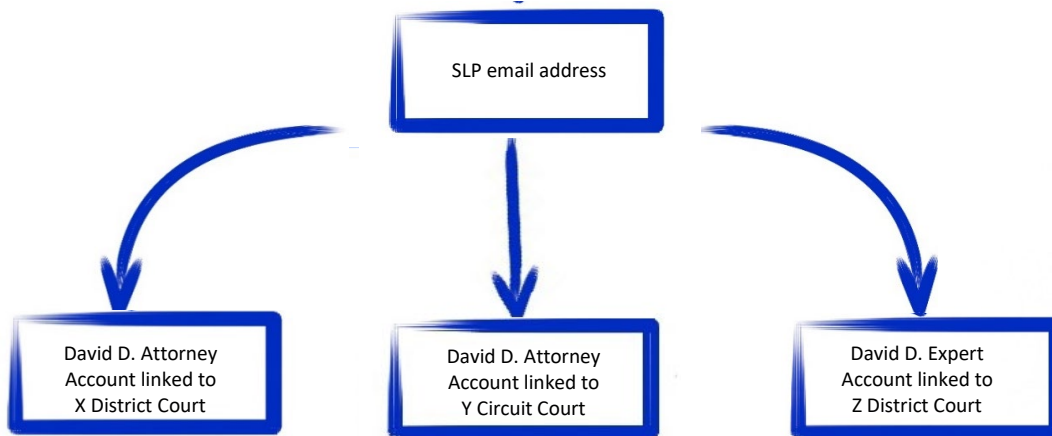
To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-EE	Robert Chodwick (# 1)	CR 00		6/10/2014

Single Login Profile (SLP)

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

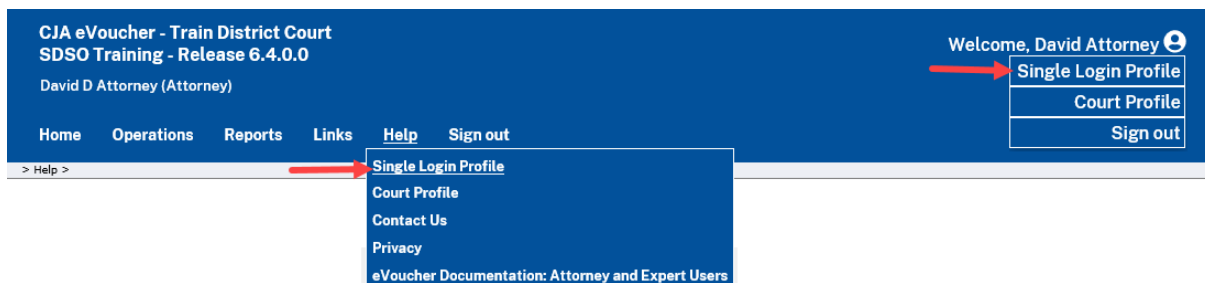
Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, from the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



Editing Your SLP


Your SLP information is divided into two sections: Account Information and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

Note: The Account Information section automatically displays when you access your SLP information.

Home Operations Reports Links Accounts Help Sign out


> Help > Single Login Profile


Single Login Profile – Andrew Anders

Account Information 

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

Email address
aandersattorney+10@gmail.com

Password



Linked eVoucher Accounts 

Modifying Your Name


Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Single Login Profile – Andrew Anders

Account Information 

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-



Step 2

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

Single Login Profile – Andrew AndersAccount Information -

First name	Middle name	Last name	Suffix
Andrew		Anders	
<input type="button" value="Cancel"/>			<input type="button" value="Save changes"/>

Note: It is important to remember that changing your SLP name does not change the name associated with your court profile.

Updating Your SLP Email Address

Step 1

Click the **Edit** link to the right of your email address.

Email address
aandersattorney+10@gmail.com


[Edit](#)

Step 2

Enter your new email address, confirm it, and then click **Save changes**.

Single Login Profile – Andrew Anders

Account Information

 Note: This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

[Edit](#)

Email address

aandersattorney+10@gmail.com

Confirm email address

aandersattorney@gmail.com

Cancel

Save changes

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

Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgot your password requests. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Help > [Single Login Profile](#)

[Back to List](#) [Edit User](#) [Assign Roles](#) Single Login Profile

Single Login Profile – Morales Attorney


Account Information -

First name	Middle name	Last name	Suffix	
Morales	-	Attorney	-	Edit

Email address [Edit](#)

MoralesAttorney210@gmail.com

Password



Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help> or call their 24-hour help line at (844) 875-6446.

Linked eVoucher Accounts

Step 1

Click the plus sign (+) to expand the Linked eVoucher Accounts section and view any accounts that are currently linked.

Single Login Profile – Andrew Anders

Account Information +

Linked eVoucher Accounts +

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default.

Step 2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.

Home Operations Reports Links Accounts Help Sign out

> Help > [Single Login Profile](#)

Single Login Profile – Andrew Anders

Account Information +

Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
District of Texas Western (Anders)	Attorney	<input type="radio"/>
Fifth Circuit Court (Anders)	Attorney	<input checked="" type="radio"/>

Cancel Save changes

Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0
Andrew Anders (Attorney)

Home Operations Reports Links **Accounts** Help Sign out

> Home

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry Edit	04/14/2014

Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in and who you are within that court.

The screenshot shows the CJA eVoucher interface for a user named David D Attorney. The interface includes a header with the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". Below this, the user's name and role "David D Attorney (Attorney)" are displayed. A navigation menu contains links for Home, Operations, Reports, Links, Accounts, Help, and Sign out. A dropdown menu is open under the "Accounts" link, showing "Circuit - Attorney" and "District - Attorney". A profile icon in the top right corner has a dropdown menu with options for "Single Login Profile", "Court Profile", and "Sign out".

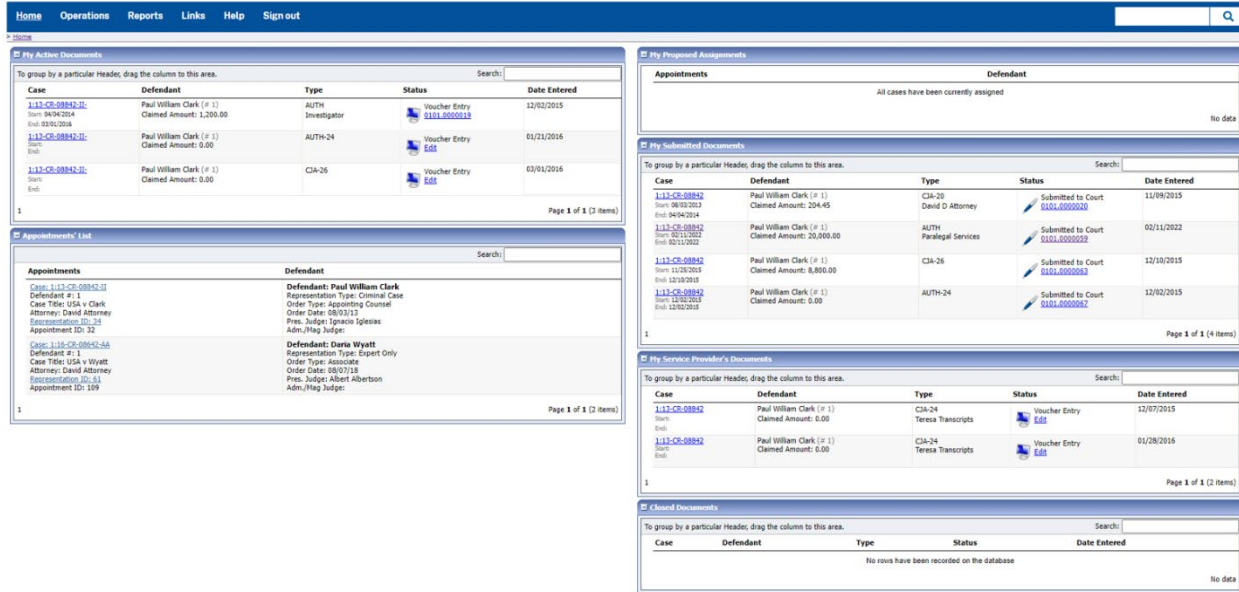
Numbered callouts in the image provide the following explanations:

- 1: Court account to which you are signed in
- 2: Single Login Profile (SLP) username
- 3: Profile icon
- 4: Attorney/expert court account username
- 5: List of linked accounts to which you have access

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

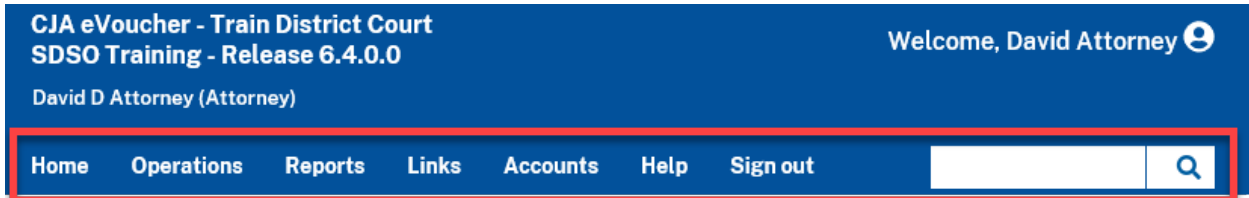
Home Page

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



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

Navigating in the CJA eVoucher Program



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


Customizing the Home Page

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

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

Resize a Column

Step 1

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

Step 2

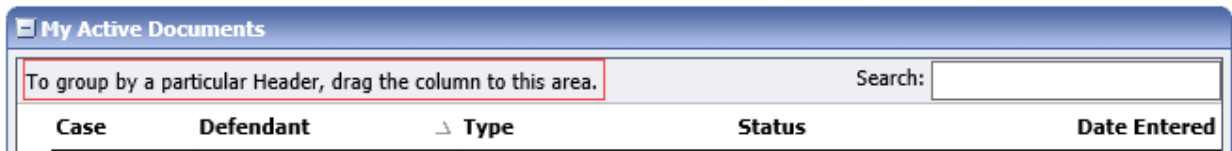
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

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

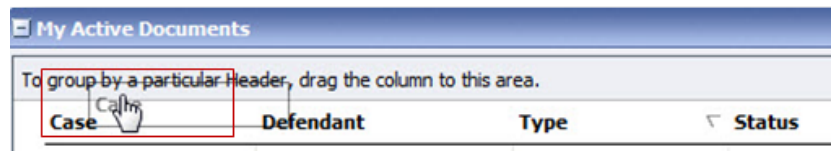
Step 1

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



Step 2

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



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



Court Profile

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



On the Court Profile page you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation in the Billing Info section. Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any continuing legal education (CLE) attendance.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

> Help > [Court Profile](#)

Court Profile

<p>Attorney Info Your personal info</p>	<p>Bar Number: TX125568 Your Name: David D Attorney</p> <p><i>Your Contact Info:</i> Phone: 555-555-5555 Fax: deadmail@ao.uscourts.gov</p> <p><i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78228 US</p>	<p>Edit</p>
<p>Billing Info List all available billing info records</p>	<p>Your default billing info is: David D Attorney Billing Code:0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 555-555-5555 Fax:</p>	<p>Select Add Edit</p>
<p>Holding Period</p>	<p>No info has been stored. Please click VIEW to type your info.</p>	<p>View</p>
<p>Continuing Legal Education</p>	<p>No info has been stored. Please click VIEW to type your info.</p>	<p>View</p>

Attorney Info

Step 1

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

Attorney Info Your personal info	Bar Number: Your Name: Andrew Anders	<input type="button" value="Edit"/>
	<i>Your Contact Info:</i> Phone: 210-833-5623 Cell Phone: 210-555-1234 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov	
	<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Attorney Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

Court Profile

- For **Attorney Info** or **Expert Info** section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax **WILL** be applied to any linked accounts with the same SSN/EIN after one business day.

Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Step 2

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

Attorney Info 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. Payee Certification: This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).	<p>* Required Fields</p> Bar Number <input type="text"/> Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/> Confirm: <input type="text"/> First Name * <input type="text"/> Middle <input type="text"/> Last Name * <input type="text"/> Andrew <input type="text"/> Anders Main Email * <input type="text"/> lisa_ornelas@aobx.uscourts.gov 2nd Email <input type="text"/> deadmail@support.aobx.uscourts.gov 3rd Email <input type="text"/> deadmail@support.aobx.uscourts.gov Phone * <input type="text"/> Cell Phone <input type="text"/> Fax <input type="text"/> 210-833-5623 210-555-1234 Address 1 * <input type="text"/> City * <input type="text"/> 110 Main Street San Antonio Address 2 <input type="text"/> State * (US only) <input type="text"/> Zip * (US only) <input type="text"/> TEXAS 78210 Address 3 <input type="text"/> Country * <input type="text"/> UNITED STATES	<input type="button" value="Save"/> <input type="button" value="cancel"/>
---	---	--

Notes:

- Each attorney (except associates) must enter their SSN into the user profile, or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select the **Foreign Vendor?** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

Billing Info

Step 1

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

Billing Info
List all available billing info records

Your default billing info is:

Andrew Anders
Billing Code:0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Select

Add

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

Court Profile

! Changes made to the **Billing Info** section of this court profile will **NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile **Billing Info** section separately.

Step 2

Make any necessary changes and click **Save**. If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

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:

UNITED STATES

Save
cancel

Billing Info
List all available billing info records

* Required Fields
Billing Type:
 Self-Employed
 Firm
 Associate

Billing Code:

Notes:

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate - No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, attorneys are not given a new assignment.

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

Court Profile

Changes made to this court profile will not be applied to any other linked accounts.

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 1

In the Holding Period section, click **View**.

Holding Period	There are 9 periods of time during which cases cannot be taken.	View
-----------------------	--	-------------

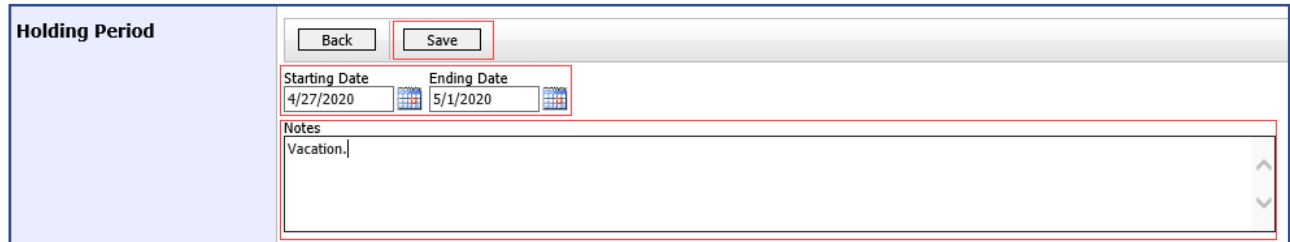
Step 2

Click **Add**.

Holding Period	<input type="button" value="Back"/> <input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>		
	Search: <input type="text"/>		
	Starting	Ending	Notes
No Holding Period			No data

Step 3

In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.

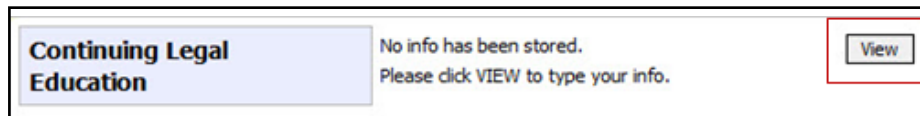


The screenshot shows a form titled "Holding Period". At the top right, there are "Back" and "Save" buttons. Below them are two date pickers: "Starting Date" with the value "4/27/2020" and "Ending Date" with the value "5/1/2020". Underneath the dates is a "Notes" field containing the text "Vacation." The "Save" button, the date pickers, and the notes field are highlighted with red boxes.

Continuing Legal Education (CLE)

Step 1


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



The screenshot shows a section titled "Continuing Legal Education". On the left is a blue sidebar with the title. To the right, there is a message: "No info has been stored. Please click VIEW to type your info." A "View" button is located on the right side of the message and is highlighted with a red box.

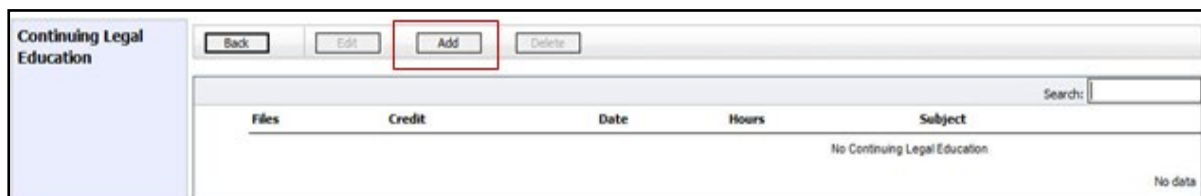
Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

Court Profile

-  **Changes made to this court profile will not be applied to any other linked accounts.**
 Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 2

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



The screenshot shows the "Continuing Legal Education" section. At the top, there are "Back", "Edit", "Add", and "Delete" buttons. The "Add" button is highlighted with a red box. Below the buttons is a table with the following columns: "Files", "Credit", "Date", "Hours", and "Subject". The table is currently empty, and the message "No Continuing Legal Education" is displayed at the bottom. A search bar is located at the top right of the table area.

Step 3

Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

The screenshot shows the 'Continuing Legal Education' form. The 'Save' button is highlighted with a red box. The 'Credit' dropdown menu is also highlighted with a red box and shows 'Sentencing-rel' selected. Below it, the 'Date' field contains '05/01/2014', the 'Hours' field contains '0', and the 'Description' field is empty. A note at the bottom states: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

Note: After you save information, you can upload related PDF documents.

Step 4

Click **Browse** to upload and attach a PDF document. Once the document is uploaded, click **Save**.

The screenshot shows the 'Continuing Legal Education' form. The 'Save' button is highlighted with a red box. The 'Credit' dropdown menu shows 'Sentencing-rel'. The 'Date' field contains '05/15/2014', the 'Hours' field contains '0', and the 'Description' field is empty. The 'Document' field is empty, and the 'Browse...' button is highlighted with a red box.

Continuing Legal Education

Back Edit Add Delete

Search:

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

1 Page 1 of 1 (1 items)

Note: All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

Appointments' List

On your home page, in the Appointment's List section, locate the desired case.

Step 1

Click the case number link to open the Appointment Info page.

Appointments' List Search:

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

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

BUDGETAUTH [Create](#)
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Cases

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

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

CJA-24 [Create](#)
Authorization and Voucher for Payment of Transcript

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Reports

[Appointment Report](#)

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

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

[Attorney Time](#)

[Case Detail Budget Report](#)

Appointment Info

1. CHECK DISTRICT CODE 0101	1. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER
3. MAG. DISTRICT NUMBER 1:14-CR-08805-1-AA	2. DIST. DISTRICT NUMBER 1:14-CR-08805-1-AA	4. OTHER DISTRICT NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Penalty (including pre-trial diversion if alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE(S) CHARGED 15.182.2 F INSPECTION VIOLATION/PENALTIES	12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 610 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: andrew_anders@web.com	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Pretrial Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> V Steady Counsel
14. LAW FIRM NAME AND MAILING ADDRESS	10. REPRESENTATION TYPE Criminal Case	16. REPRESENTATION TYPE Criminal Case

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH Andrew Anders Chemist/Toxicologist	Voucher Entry Edit	08/01/2022
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH Andrew Anders Chemist/Toxicologist	Voucher Entry Edit	07/28/2022
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Submitted to Court 0101.00009257 FINAL PAYMENT	01/25/2022
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed 0101.00009595	01/25/2022
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed 0101.00009555	01/25/2022
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed 0101.00009555	01/19/2022
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-21 Lucy Hall Litigation Support Services	Voucher Entry Edit	12/14/2021
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH Andrew Anders Psychologist	Voucher Closed 0101.00009520	12/14/2021
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed 0101.00009519	12/14/2021
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Submitted to Court 0101.00009218 FINAL PAYMENT	12/14/2021

Page 1 of 18 (176 Items)

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

View Representation

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

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

Step 1

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



The Representation Info page appears.

App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aotx.uscourts.gov

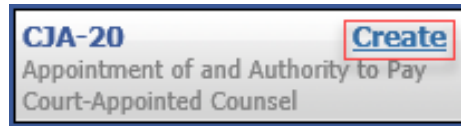
Representation		Representation Info			
In this page you can view or delete the representation.		1. CIR. DIST DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
Reports Representation Report		3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
		7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
		11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
		EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
					DESIGNEE 2

Creating the CJA-20 Voucher

The court creates the appointment. The attorney initiates the CJA-20 voucher.

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

In the Create New Voucher section, from the CJA-20 voucher template, click the **Create** link.



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

CJA-20
Attorney Enters

Def.: Kip Longoria

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
\$11,500.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Actions
[Import Service Entries \(.csv\)](#)

Reports
[Form CJA20](#)
[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Basic Info](#) |
 [Services](#) |
 [Expenses](#) |
 [Claim Status](#) |
 [Documents](#) |
 [Confirmation](#)

Basic Info

1. CIR. DIST.DIV.CODE 0101	2. PERSON REPRESENTED Kip Longoria	VOUCHER NUMBER	
3. MAG. DKT.DEF.NUMBER	4. DIST. DKT.DEF.NUMBER 1:71-CR-01989-616-AA	5. APPEALS. DKT.DEF.NUMBER	6. OTHER. DKT.DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) Longoria vs USA	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
15:1644 F CREDIT CARD FRAUD

12. ATTORNEY'S NAME AND MAILING ADDRESS Morales Attorney - Bar Number: 2222222 1234 Main Street San Antonio TX 78221 Phone: 2105551234 - Fax: 2105554321 Email: MoralesAttorney210@gmail.com	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> I Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 10/1/2021 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
---	--

14. LAW FIRM NAME AND MAILING ADDRESS

Payment Info

Preferred Payee: Morales Attorney

Morales Attorney
 Billing Code:0101-000105
 1234 Main Street
 San Antonio, TX
 78209 - US
 Phone: 2105551234
 Fax:

Tabs appear at the top of the screen.

A progress bar appears at the bottom of the screen.

Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

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

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

Services

Date: 4/17/2020 * Description: *

Units: *

Rate: *

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

« First < Previous **Next >** Last »

Step 2

Enter the date of the service. The default date is always the current date. You can either type the date or click the calendar icon and select a date from the pop-up calendar.

Services

Date: 4/17/2020 * Description: Des

Units:

Rate:

* Required Fields

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

Date	Description
(Empty)	

« First < Previous **Next >** Last »

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Step 3

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

The screenshot shows the 'Services' form with the following fields and values:

- Date: 4/17/2020
- Service Type: A dropdown menu is open, showing options:
 - a. Arraignment and/or Plea
 - b. Bail and Detention Hearing
 - c. Motion
 - d. Trial
 - e. Sentencing Hearings
- Doc.# (ECF): [Empty]
- Hours: [Empty]
- Description: [Empty]

A red box highlights the Service Type dropdown arrow. A red asterisk indicates required fields.

Note: You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.

Step 4

Enter your hours of service in tenths of an hour, enter a description, and then click **Add**.

The screenshot shows the 'Services' form with the following fields and values:

- Date: 4/17/2020
- Service Type: a. Arraignment and/or Plea
- Doc.# (ECF): [Empty]
- Pages: [Empty]
- Hours: 5.0
- Description: First appearance an arraignment of defendant.

The Hours field is highlighted with a red box. The 'Add' button is visible. A red asterisk indicates required fields.

Step 5

The entry is added to the voucher and appears at the bottom of the Service Type column. The default sort for services is chronological by date, oldest to newest. Be sure to click **Save**. Click an entry to edit.

Entering Expenses

Step 1

Click the **Expenses** tab or click **Next** on the progress bar.

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

- Date:** 4/17/2020
- Expense Type:** A dropdown menu with a red asterisk indicating it is a required field.
- Miles:** An input field with the text 'at \$0.535 per mile.' next to it.
- Amount:** An input field.
- Description:** A text area.

Below these fields is a table with the following columns: Expense Type, Date, Description, Mile Rate, and Amt. The table is currently empty, with '(Empty)' centered in the first row.

At the bottom of the form, there is a navigation bar with buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Next >' button is highlighted with a red box.

Step 2

Click the **Expense Type** drop-down arrow and select the applicable expense.

The screenshot shows the 'Expenses' form with the 'Expense Type' dropdown menu open. The dropdown 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, and the dropdown menu is also highlighted with a red box.

Step 3

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

Expenses

Date: 4/17/2020 *  Description: Travel to and from court. *

Expense Type: Travel Miles *  Miles: 20 at \$0.535 per mile. Amount:

Add **Remove**

* Required Fields


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


Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

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

Expenses

Date: 4/17/2020 *  Description: *

Expense Type: *  Miles: * at \$0.535 per mile. Amount:

Add **Remove**

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70

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

Step 4

Expenses are sorted chronologically by date, oldest to newest. Click **Save**.

Expenses

Date *  Description *

Expense Type *

Miles * at \$0.535 per mile.

Amount

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70
Photocopies	04/17/2020	Copies- 100 pages @ .10 per page.	0	\$0.000	\$10.00

Notes:



- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.

Claim Status

Step 1

Click the **Claim Status** tab or click **Next** on the progress bar.

Claim Status

Start Date *  End Date * 

Payment Claims *

Final Payment
 Interim Payment (payment #)
 Supplemental Payment
 Withholding Return Payment

** Reminder: Please select the appropriate claim status.

1. Have you previously applied to the court for compensation and/or reimbursement for this case? * Yes No
 If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? * Yes No



* Required Fields

Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever date is earliest. If necessary, go back to the Expense and Service sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**. Click **Audit Assist** at any time to view any errors or warnings regarding your document.

[Basic Info](#) | [Services](#) | [Expenses](#) | **[Claim Status](#)** | [Documents](#) | [Confirmation](#)

Claim Status

Start Date * 
End Date * 

Payment Claims *

Final Payment
 Interim Payment (payment #)
 Supplemental Payment
 Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this case? * Yes No
 If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? * Yes No


* Required Fields

Notes:

In the Payment Claims section, click one of the following radio buttons:

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** to allow for payment throughout the appointment, but each court's practice may differ. If using this type of payment, in the **(payment #)** field, indicate the number of interim payments.
- **Supplemental Payment** to request payment due to a missed or forgotten receipt after the final payment has been submitted.
- **Withholding Return Payment** for an attorney to request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

If you try to submit with errors, you may receive the following pink error message:

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

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

Documents

Attorneys (as well as courts) can attach documents. Attach any documentation that supports the voucher, e.g., travel or other expense receipts, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

Step 1

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

[Basic Info](#) | [Services](#) | [Expenses](#) | [Claim Status](#) | **[Documents](#)** | [Confirmation](#)

Supporting Documents

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

File

Description

Description	Delete	View
Document	Delete	View

Step 2

To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

Supporting Documents

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

File

Description

Description	Delete	View
Document	Delete	View

Signing and Submitting to Court

Step 1

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.

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

Confirmation

1. CIR. DIST DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aobx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nuac Pro Tunc Date Repayment <input type="checkbox"/> YES <input 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	\$0.00			
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	\$0.00			
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.)		\$0.00			
18. Other Expenses (other than expert, transcripts, etc.)		\$0.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$0.00			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO:

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

22. CLAIM STATUS Final Payment Interim Payment (*) Supplemental Payment Withholding Payment (---) (Total ---)

Have you previously applied to the court for compensation and/or reimbursement for this case? YES NO
 If yes, were you paid? YES NO
 Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? YES NO If yes, please attach supporting documentation
 I swear or affirm the truth or correctness of the above statements.


Signature of Attorney: _____ Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR. CERT.
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR. CERT.
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE
				TOTAL AMT. CERTIFIED FOR PAYMENT

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: _____



Step 2

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Step 3

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

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

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

Page 1 of 1 (3 items)

Note: If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.

Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

CJA-20 Quick Review Panel

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



The screenshot shows a blue sidebar panel titled "CJA-20 Attorney Enters" with a computer icon. Below the title, it displays "Def.: Elizabeth Waverly" and a link "Link to CM/ECF". A dotted line separates this from the "Voucher #:" section, which includes "Start Date:" and "End Date:". Below this, two summary rows are highlighted with a red border: "Services: \$9,400.00" with a clock icon and "Expenses: \$215.42" with a dollar sign icon. At the bottom, two white boxes with blue borders show "Representation Fee Limit: \$11,500.00" and "Fee Amount Remaining After Approved and Pending: \$2,100.00".

	CJA-20 Attorney Enters
Def.: Elizabeth Waverly	
Link to CM/ECF	
.....	
Voucher #:	
Start Date:	
End Date:	
	Services: \$9,400.00
	Expenses: \$215.42
Representation Fee Limit:	
\$11,500.00	
Fee Amount Remaining After Approved and Pending:	
\$2,100.00	

The **Services** and **Expenses** fields tally services and expenses as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or the expenses.

Services: \$9,400.00		
In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	6.0	\$1,200.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	2.0	\$400.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	8.0	\$1,600.00
Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	13.0	\$2,600.00
Obtaining and Reviewing Records	8.0	\$1,600.00
Legal Research and Brief Writing	6.0	\$1,200.00
Travel Time	4.0	\$800.00
Investigative and Other Work	8.0	\$1,600.00
Totals	39.0	\$7,800.00
Expenses: \$215.42		
Travel		
Expense Type	Amount	
Travel Miles	\$90.42	
Travel Misc	\$0.00	
Totals	\$90.42	
Expenses		
Expense Type	Amount	
Fax	\$0.00	
Long Distance Charges	\$0.00	
Photocopies	\$100.00	
Postage	\$0.00	
Other Expenses	\$25.00	
Totals	\$125.00	

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.

CJA-20
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

🕒 Services: \$9,400.00

💰 Expenses: \$215.42

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
\$2,100.00

CJA-20
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

🕒 Services: \$12,600.00

💰 Expenses: \$215.42

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
(\$1,100.00)

Reports and Case Management

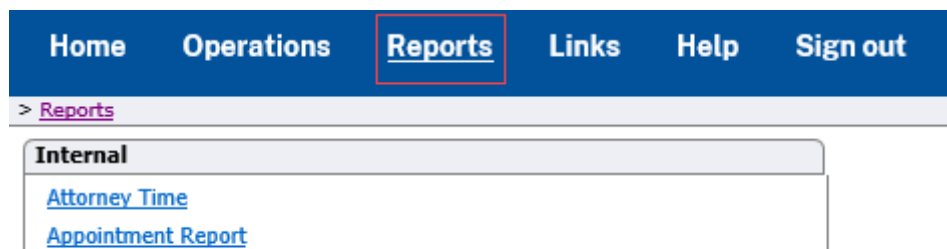
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear in the left review panel.
- Each panel, depending on the document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



To find other accessible reports, from the menu bar at the top of the screen, click **Reports**.



Defendant Detailed Budget Report

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

It provides the information in two sections: attorney appointment and authorized expert service.

Defendant Detail Budget Report - Attorney 1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$9,900.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)		Active									
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending:			\$0.00	Total Approved:		\$6,350.00	\$3,550.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders		

Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not Include Travel Auth	Pending			Approved			Combined Total		
	Fees	Expenses		Total	Fees	Expenses		Approved and Pending	
		Travel	Other			Travel	Other	Fees	Fees and Expenses
		\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00

Defendant Summary Budget Report

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

Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$3,900.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Attorney: Andrew Anders (Appointing Counsel)		Active								
Total Pending:				\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders		

Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending			Approved			Combined Total		
	Fees	Expenses		Total	Fees	Expenses		Approved and Pending	
		Travel	Other			Travel	Other	Fees	Fees and Expenses
	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00

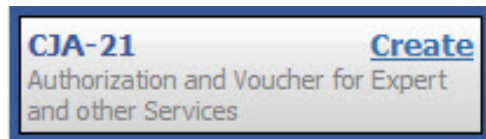
Creating a CJA-21 Voucher

NOTE: All experts require prior approval of the court before the claim may be processed. The attorney is required to file a motion to incur expenses (AUTH) through the eVoucher system. Once approved, a CJA21 must be done, this allows payment for claims of the experts services. The expert provider must include documentation showing the dates of service, hours expended, rate charged and any allowable expenses. Any compensation, excluding expenses and mileage, over the threshold must go to the circuit for approval.

Step 1

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

On the Appointment page, from the CJA-21 voucher template, click the **Create** link to open the Basic Info page.



Step 2

Click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted.*

Please Select the Associated Authorization	
ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 186 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

Step 3

The service type auto-populates based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type. In the **Description** field, enter a description of the service to be provided.

New Voucher Information

Service Type Chemist/Toxicologist *

Description Toxicology report.

Step 4

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

Service Provider

You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert Jennings, Julie

Expert Info
Details

Julie Jennings
110 Main Street
San Antonio TX 78210 US
Phone: 210-452-5512

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

Create Voucher

Notes:

- Only experts registered with the service type selected appear in the drop-down list. Steps on how to submit a person for approval and add them as an expert are outlined in the next section.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click **Home** or **Sign out**.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

Step 5

If the expert does not have an eVoucher account and profile, you must email the eVoucher helpdesk evoucher_helpdesk@ctd.uscourts.gov. to add a new provider. You must provide the experts full name, business name, address, telephone number and expertise/service type.

New Voucher Information

Service Type Chemist/Toxicologist *

Description

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

Expert

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

Create Voucher

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

Step 6

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

New Voucher Information

Service Type Interpreter/Translator *

Description

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 Campos, Charlene

Expert Info
Details
Charlene Campos
110 Main Street
San Antonio TX 78210 US
Phone: 210-477-2344

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

Create Voucher

Step 7

Once you've clicked the appropriate radio button, click **Create Voucher**.

Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- You can select the expert from the **Expert** drop-down list, and their information automatically populates.
- If the attorney submitted the voucher for the expert, they must approve the voucher twice, once while sending it for the expert and a second time after it appears in the My Active Documents section.

Step 8

Click the **Services** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, units, rate, and description. Click **Add**. The entry appears at the bottom of the Services section. Click **Save**.

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

Services

Date * Description *

Units *

Rate *

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

Step 9

Click the **Expenses** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles. Click **Add**. The entry now appears in the Expense Type column. Click **Save**.

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

Expenses

Date: 4/17/2020 * Description: *

Expense Type: *

Miles: at \$0.535 per mile.

Amount: *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous **Next >** Last »

Step 10

Click the **Claim Status** tab or click **Next** on the progress bar. Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date. In the Payment Claims section, click the appropriate radio button, and then click **Save**.

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

Claim Status

Start Date: * End Date: *

Payment Claims *

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

« First < Previous **Next >** Last »

Notes:

- Final payment is requested after all services have been completed.

- Interim payment allows for payment in segments, but each court's practice may differ. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

Step 11

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

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

Supporting Documents

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

File C:\Users\JaimeLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

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

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

Step 12

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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

Confirmation

1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jehediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER		4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS 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 STATEMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
 Authorization to obtain the service. Estimated compensation: \$1000.00
 Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

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

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)	14. TYPE OF SERVICE PROVIDER <input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Veritas/Letis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 13 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner <input type="checkbox"/> 16 Other Medical <input type="checkbox"/> 18 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/System) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensic Expert
---	--

15. COURT ORDER
 Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order: 03/04/2014
 Repayment YES NO

NOTES
 Abraham Astley

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
AMOUNT CLAIMED	ADJUSTED AMOUNT REVIEW		
a. Compensation	\$0.00		\$0.00
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00		\$0.00
c. Other Expenses	\$0.00		\$0.00
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00		0.0

17. PAYEE'S NAME
 Abraham Astley TIN: XX-XXXXXXX
 110 Main Street
 San Antonio TX 78210 US
 Phone: 210-555-3434
 Final Payment
 Interim Payment (#)
 Supplemental Payment
 Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
 Signature of Claimant/Payee: _____ Date: _____

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
 Signature of Attorney: _____
 Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY		
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES

23. Either the cost (including expense) of these services does not exceed the statutory maximum, or prior authorization was obtained.
 Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (including expense) exceeds the statutory maximum.

Signature of Presiding Judge: _____ Date: _____ Judge Code: _____

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals: (or Delegate) _____ Date: _____ Judge Code: _____ Total Amt. Certified For Payment: _____

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

Public/Attorney Notes

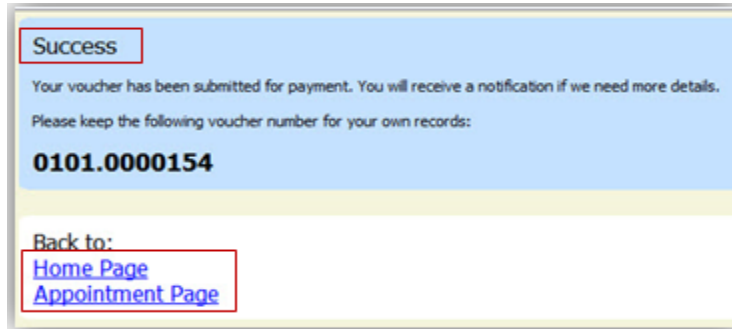
I swear and affirm the truth or correctness of the above statements
 Date: 4/20/2020 21:27:33

Submit

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

Step 13

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



Submitting an Authorization Request for Expert Services

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

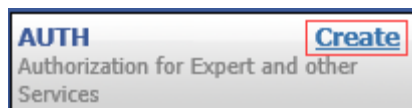
Step 1

In the Appointments' List section, open the appointment record.



Step 2

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



Step 3

Click **Create New Authorization**.

Authorization Type Selection

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

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

Step 4

The Basic Info page appears. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

- **Estimated Amount** field
- **Basis of Estimate** field
- **Service Type** drop-down list
- **Notes** field

Click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST/DIV. CODE 0101	2. PERSON REPRESENTED Deborah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-03895-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aocx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ 8,000.00

Authorized Amount \$ Deactivated

Basis of Estimate 100 hours at \$80/hour

Description

Service Type Investigator

Notes John Doe

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

Step 5

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

Basic Info Documents Confirmation

Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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

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

Step 6

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Step 7

Basic Info Documents Confirmation

Confirmation

1. COLLECTORY CODE 1010	12. PERSON REPRESENTED Leobardo Ramirez	4. APPEALS BR/DEF NUMBER	6. OTHER BR/DEF NUMBER
3. MAG BR/DEF NUMBER	8. DEF BR/DEF NUMBER 14-CP-00000-1-3A	7. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
19. CASE MATTER OFFICER Name 20A + Surname	9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged delin)		

11. OFFENSES CHARGED
10.102.F INSPECTION VIOLATION PENAL TIES

12. PERSON'S PRESENTMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for the adequate representation. I hereby request:
 1. Authorization to attend the service. Estimated compensation: \$
 2. Approval of services already obtained to be paid for by the United States Dept. of the Detention Service Appropriation.

Signature of Attorney
Andrew Anders
510 Main Street
San Antonio, TX 78210
Phone: 210-813-3623
Cell phone: 210-535-1234
Email: and_2000@tds.mtcourts.gov

13. COCIRT ORDER Financial obligation of the person represented having been established by the court's satisfaction, the performance requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: Near the True Date Response: <input type="checkbox"/> YES <input type="checkbox"/> NO	14. TYPE OF SERVICE PROVIDER <input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Investigator/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Paralegal <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Therapist/Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Warden/Law, etc.) <input type="checkbox"/> 10 Claims/Treasurer <input type="checkbox"/> 11 Bailiff <input type="checkbox"/> 12 Weapons/Precursor Explosive Expert <input type="checkbox"/> 13 Paralegal/Medical Examiner <input type="checkbox"/> 14 Other Medical <input type="checkbox"/> 15 Toxic Media Analyst <input type="checkbox"/> 17 State Filed Expert <input type="checkbox"/> 18 Computer (Software/Software Systems) <input type="checkbox"/> 19 Forensic Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mediation Specialist <input type="checkbox"/> 23 Deposition Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Deposition Support Services <input type="checkbox"/> 26 Computer Forensic Expert
---	---

NOTES

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

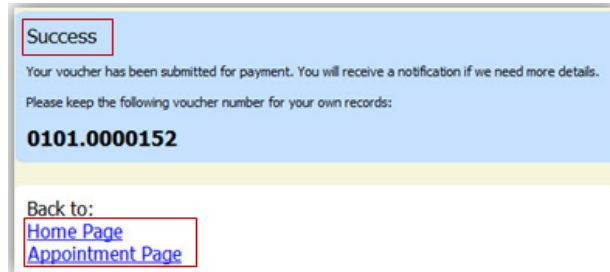
Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: _____

Submit

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

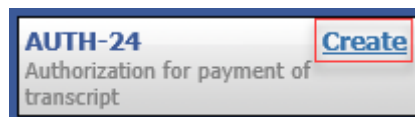
A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home page.



Creating an Authorization for Transcripts (AUTH-24)

Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH-24.



Step 2

On the Basic Info page, enter the details for the required transcript. Click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT DEF. NUMBER	4. DIST. DKT DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT DEF. NUMBER	6. OTHER. DKT DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@ao.tx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> S Pro Se <input type="checkbox"/> Y Standby Counsel <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Nuuc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding in Which Transcript is to be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling **None** *

Transcripts
 Prosecution Opening Statement
 Prosecution Argument
 Prosecution Rebuttal
 Defense Opening Statement
 Defense Argument
 Jury Instructions
 Voir Dire

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

Step 3

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

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

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

Step 4

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Creating a CJA-24 Voucher

*After submission and approval of the AUTH-24, the Audit Clerk will then create the CJA-24 voucher.

*The voucher then goes to the Court Reporter to complete their portion.

Note: The **Expert** will fill out the required expense information and submit the form. The **Attorney** will then approve it and submit to the Court.

Step 1

Click the **Services** tab

Step 2

Enter the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description**.

The screenshot shows the 'Services' section of a CJA-24 Voucher form. The form is divided into several sections: 'Basic Info', 'Services', 'Expenses', 'Documents', and 'Confirmation'. The 'Services' section is currently active and contains the following fields:

- Date:** 7/1/2014
- Service Type:** (Dropdown menu)
- Include Page Numbers:** (Text input)
- No. of Pages:** (Text input)
- Rate Per Page:** (Text input)
- Less Amount Apportioned:** (Text input)
- Less Amount Adjusted:** (Text input)

Below these fields is a table with the following data:

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	07/01/2014	Sentencing		100	4.85			485.00

At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Add' button is highlighted with a red box.

Step 3

Click **Add**. The item will appear in the bottom of the **Service Type** section. Click **Save**.

Step 4

Click the **Expenses tab** or click **Next**.

Enter the **Date**, **Expense Type**, and **Description**. Click **Add**.

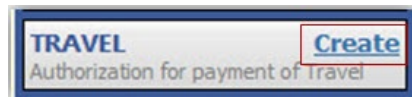
Step 5

There is **NOT AN AUTOSAVE** function on this program. You must click **Save**.

Creating a Travel Voucher

Step 1

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



The Basic Info page appears. The Travel Agency to be Used section auto-populates.

Step 2

Click the **Authorization Request** tab, or click **Next** on the progress bar. Complete all required fields marked with red asterisks, and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.

Basic Info | **Authorization Request** | Documents | Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling: Andrew Anders *

Address of Person Traveling: 123 Way
San Antonio, TX 78229 *

Travel From Location: San Antonio, TX *

Travel To Location: Los Angeles, CA *

Estimated Dates of Travel: 5/25-5/28 *

Travel Requested: * **Estimated Cost:** **Instructions for requesting amounts for the travel items:**

Airline Tickets via CJA Government Travel Agency: 300.00 Complete the estimated dollar amount for each applicable line.

Ground Transportation: 20.00 The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

Subsistence (Hotels & meals): 100.00 Complete information for one traveler per form.

Other:

Total Estimated Cost: 420.00

Total Authorized:

Purpose and Justification: Travel to talk to witness. *

Court Notes:

Add Remove

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

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

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorizes	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to talk to witness.	420.00		

Page 1 of 1 (1 items)

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

Step 3

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.

Basic Info | Authorization Request | **Documents** | Confirmation

Supporting Documents

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

File: C:\Users\JaimeLongoria\ | Browse...

Description: Travel Receipts

Upload

Description	Delete	View
Travel Receipts	Delete	View

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

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

Step 4

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Services Expenses Documents **Confirmation**


Confirmation

1. CIR. DIST. DIV. CODE 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. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening Transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date	
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. JAO-CMSO Washington DC 20544 US Phone: 202-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Itemize)			
		SUB-TOTAL	
		\$0.00	
		LESS AMOUNT APPORTIONED	
		see detail	
		\$0.00	
		TOTAL	
		\$0.00	
TOTAL AMOUNT CLAIMED \$0.00			
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk _____ Date _____			
23. APPROVED FOR PAYMENT APPROVED FOR PAYMENT -- COURT USE ONLY Signature of Judge or Clerk of Court _____ Date _____ Approved Amount _____			

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 22:12:0



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

Step 5

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page.

The travel voucher now appears in the **My Submitted Documents** section.

Creating a CJA-26 Voucher


This voucher is used as a Request to Submit Interim Payments. The Motion must be attached to the **Documents** tab. The **Justification** tab should be left blank. Please note, each interim voucher must be in excess of \$2,500 unless it is the final voucher.

Step 1

From the **Appointment** page, Click **Create** next to CJA- 26.



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



CJA-26
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Request Date: 1/1/1901
Decision Date: 1/1/1901

Reports

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

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

[Form CJA26](#)

[Basic Info](#) > [Justification](#) > [Documents](#) > [Confirmation](#)

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	6. APPEALS DKT. DEF. NUMBER	VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	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 Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Near Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	---

Amount Requested + Amount Approved

Pre Trial Hours Trial Hours Sentencing Hours Other In-Court Hours Out-Of-Court Hours

Number of Counts Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

< First < Previous Next > Last > Save Delete Draft

Step 2

Enter \$0 in the **Amount Requested** field. There is no need to enter any other information in this section. Click **Save**.

Step 3

Click the **Documents** tab. Click **Browse** to select the “Motion to Request Interim Payments” to attach.

Basic Info | Authorization Request | **Documents** | Confirmation

Supporting Documents

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

File: C:\Users\JaimeLongoria\... Browse...

Description: Travel Receipts

Upload

Description	Delete	View
Travel Receipts	Delete	View

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

Step 4

Click **Upload**. The document appears at the bottom of the **Supporting Documents** section. Click **Save**. A confirmation page appears. Verify all information is correct. Select the affirmation check box.

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 7/3/2014 14:53:34

Submit

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

Step 5

Click **Home Page** to return the home page or click **Appointment Page** to create an additional document for this appointment. The CJA-26 will then appear under **My Submitted Documents**.