

# UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE



## CJA eVoucher 6.0

### Attorney User Manual

April 2019



#### **CJA eVoucher Contact Information:**

Jenifer Ferrell

865-329-4685

[Jenifer\\_Ferrell@tned.uscourts.gov](mailto:Jenifer_Ferrell@tned.uscourts.gov)

Janet M. Jackson

865-329-4670

[Janet\\_Jackson@tned.uscourts.gov](mailto:Janet_Jackson@tned.uscourts.gov)

## Contents

• Introduction.....	1
Panel Management.....	2
Voucher & Authorization Request Submission.....	2
Browser Compatibility.....	2
• Court Appointment.....	2
• Accessing the CJA eVoucher Program.....	3
• Home Page.....	4
• Navigating in the CJA eVoucher Program.....	6
• Customizing the Home Page.....	6
• My Profile.....	9
• Changing My Profile Username and Password.....	10
• Attorney Info.....	11
• Billing Info.....	12
• Continuing Legal Education.....	13
• Appointments' List.....	15
• View Representation.....	16
• CJA 20 Voucher Process Overview.....	18
• Creating the CJA 20 Voucher.....	18
• Entering Services.....	19
• Entering Expenses.....	21
• Claim Status.....	24
• Documents.....	25
• Signing and Submitting to Court.....	27
• CJA 20 Quick Review Panel.....	30
• Reports and Case Management.....	31
Defendant Detailed Budget Report.....	32
Defendant Summary Report.....	33
• Creating a CJA 21 Voucher.....	34
• Submitting an Authorization Request for Expert Services.....	<b>Error! Bookmark not defined.</b>
• Creating an Authorizations for Transcripts (AUTH 24).....	45
• Creating a CJA 24 Voucher.....	46
• Creating a CJA 26 Voucher.....	47

## Introduction

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

- 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.

## Panel Management

Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits.

## Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Submission by attorneys for interim payment vouchers. (Upon authorization by the Court.)
- Supporting document uploads to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

## Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

---

**Compatibility View Setting** – If you are using an approved browser and cannot access eVoucher, go to Tools and Compatibility View Setting. A new window will open allowing you to add a website address. Add **uscourts.gov** in the website box, click add and close. This should allow you access to log into eVoucher.

## Court Appointment

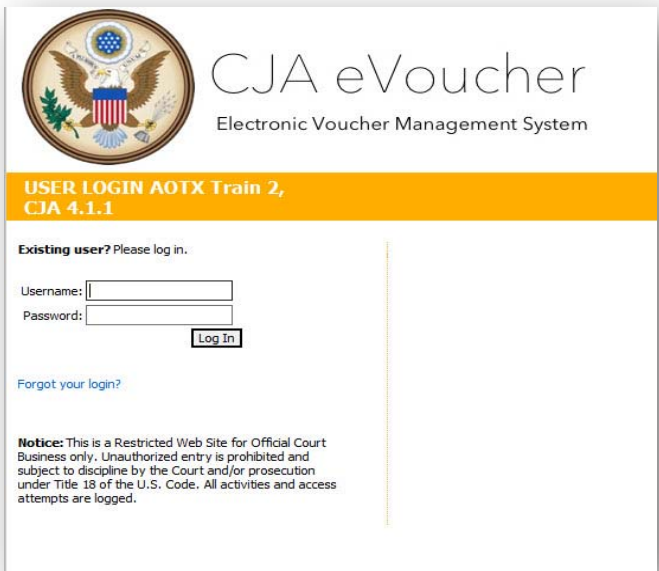
When an appointment is made in eVoucher, an email will automatically be generated by the program and sent to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

## Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email,
- Bookmark the web address (<http://tned.uscourts.gov/cja.php>) and use your internet browser to access the system, or
- Click on the CJA eVoucher link on the Court’s web site at [tned.uscourts.gov](http://tned.uscourts.gov).

## Logging In

STEP	RESULT
<p>The user name has been set by the Court as last name, first initial of your first name.</p> <p>The password will be set initially by the Court. After the first login to the system, the attorney should change the password to a unique and secure password.</p> <p>See “My Profile” on page 8.</p>	

You are **required** to change your password within **30 days** of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character.
- One uppercase character.
- One number.
- One special character.
- Cannot be a password used in the past 365 days.

You are required to change your password every 180 days. If you access eVoucher on a daily/regular basis, you should receive a notification message when your password is about to expire. A good practice is to set a personal reminder every 180 days to change your password.

If you have three failed attempts at logging into the database or your password has expired, your access to the database will be locked. You must contact the CJA eVoucher administrator to have the lock released. A password reset e-mail message will be sent to you for creating a new password.

If you forget your user name or password, click the **Forgot your Login** hyperlink. Enter your user name or email address, and click **Recover Logon** to retrieve your information. You will receive an email offering help. The link provided in the password reset email is valid for **15 minutes** and can only be accessed one time.

**Forgot your Login?** Please tell us your username and/or email address. We will send you an email to reset your password.

An email with instructions on how to reset your password was sent to the email address stored on our system.

**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

Username:  and/or  
Email:

# Home Page

Your home page provides access to all of your appointments and vouchers. Security provisions prohibit you from viewing information for any other attorney.

The screenshot displays the Home Page interface for an attorney, Andrew Anders. The page is organized into several sections:

- Navigation:** Includes a menu bar (Home, Operations, Reports, CMECF, Links, Help, Logout) and a user profile section with "Welcome Andrew Anders" and links for "My Profile", "My Appointments", and "Search Existing Appointments".
- My Active Documents:** A table listing active documents with columns for Case, Defendant, Type, and Status. It shows two items, both with a status of "Voucher Entry".
- Appointments:** A section titled "Appointments' List" containing a list of appointments with details such as Case, Defendant, Representation Type, Order Type, Order Date, and Pres. Judge.
- My Proposed Assignments:** A section titled "My Proposed Assignments" showing details for a proposed assignment, including Case, Defendant, Representation Type, Order Type, Order Date, and Attorney.
- My Submitted Documents:** A table listing submitted documents with columns for Case, Defendant, Type, and Status. It shows one item with a status of "Submitted to Court".
- My Service Provider's Documents:** A section titled "My Service Provider's Documents" which currently displays "No rows have been recorded on the database".
- Closed Documents:** A section titled "Closed Documents" which also displays "No rows have been recorded on the database".

## Folder Descriptions

### My Active Documents

Contains pending documents that you are currently working on or have been submitted to you by an expert services provider. These documents are awaiting action by you.

### Appointments

Quick reference to all of your appointments.

### My Proposed Assignments

Cases will appear in this folder if an appointment has been proposed and you have not accepted/rejected the appointment. **(Not used by the Eastern District of Tennessee.)**

### My Submitted Documents

Contains vouchers for you or for your service provider, which have been submitted to the court for payment. Expert authorization requests or interim payment requests will also appear in this folder.

### My Service Provider's Documents

Contains all the vouchers for your service providers which include:

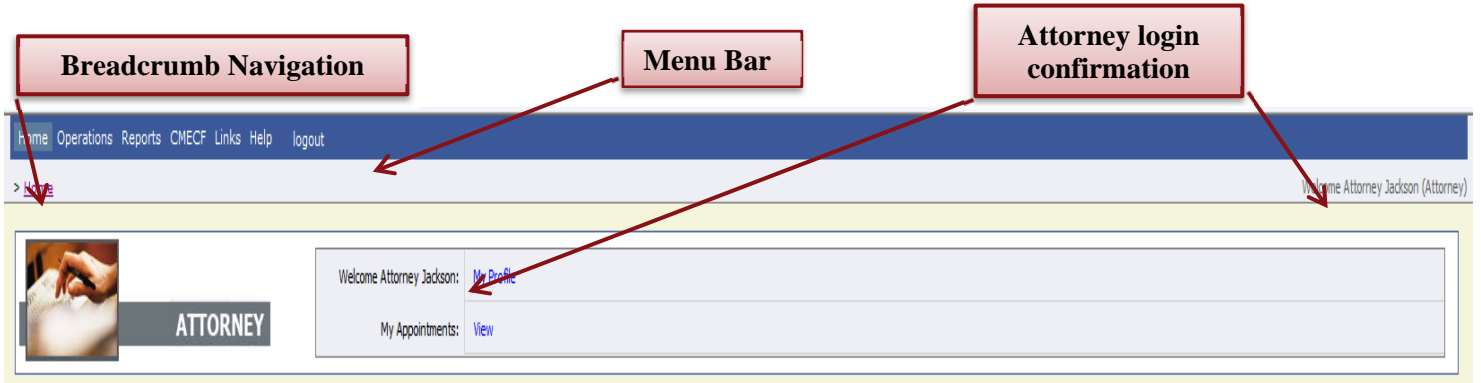
- Vouchers in progress for the experts
- Vouchers received by attorney for certification/submission to court
- Vouchers certified/signed off by attorney and submitted to court for payment

### Closed Documents

Contains documents that have been paid or approved by the court.

Closed vouchers will only be displayed for open cases. Closed documents are displayed until they are archived and/or 60-90 days after the appointment is terminated. They will still be accessible through the appointment page.



# Navigating in the CJA eVoucher Program



Menu Bar Items	
<b>Home</b>	The eVoucher home page.
<b>Operations</b>	Allows you to search for specific appointments.
<b>Reports</b>	Selected reports you may run on your appointments.
<b>Links</b>	Hyperlinks to CJA resources: forms, guides, publications, etc.
<b>Help</b>	Provides: <ul style="list-style-type: none"> <li>• Another link to your Profile</li> <li>• “Contact Us” e-mail</li> <li>• Privacy Notice</li> <li>• eVoucher help documentation for attorneys and experts</li> </ul>
<b>Logout</b>	Logs user off the eVoucher program.


## Customizing the Home Page

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

**Expanding/Collapsing Folders:** Click the plus sign  to open a folder. Click the minus sign  to close a folder.

## Moving Folders

You may rearrange the set up/position of the folders on your screen.

**Step 1** Place your mouse pointer on the top edge of the folder you wish to relocate. A crosshair icon  will appear.

---

Step  
2

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

---

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

---

## Resizing of Column

Step  
1

Along the folder headings, move your cursor to the line between the columns until a double arrow  $\leftrightarrow$  appears.

---

Step  
2

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

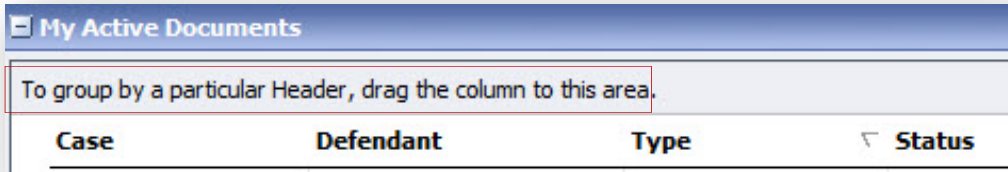
**Note:**

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



## Customizing the Home Page (continued)

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

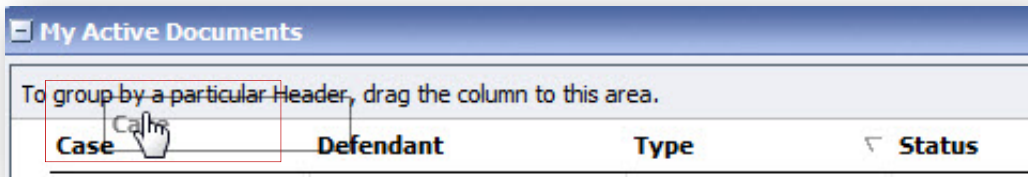


Step  
1

Click the header for the column you wish to group.

Step  
2

Click and drag the header to the **Group by:** bar.



Step  
3

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



# My Profile



In the **My Profile** section, the attorney can:

- Change password (**Login Info** section)
- Edit contact information, phone, physical address, e-mail address, or add additional email addresses for staff members (**Attorney Info** section)
- Update Social Security number (SSN) or employee identification number (EIN) number and any firm affiliation (**Billing Info** section). Any changes to the SSN after the first login must be made through the Court. If you change from SSN to an EIN, you must **add** a new payee record under the Billing Info section and **must** submit an updated W9 to the Court for our records. After the new record has been added, notify the Court that the original payee record should be deactivated.
- Document any CLE attendance (Continuing Legal Education section). *Not monitored or tracked by the Court.*

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



Home Operations Reports CMECF Links Help logout

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

**Login Info**  
Your Login information  
UserName **Anders**  
CM/ECF Access is **NOT validated** [Edit](#)

**Attorney Info**  
Your personal info  
Bar Number: **12345**  
Your Name: **Andrew Anders** [Edit](#)  
*Your Contact Info:*  
Phone: 210-833-5623 | Cell Phone: 702-555-1212  
Fax:  
deadmail@support.aobx.uscourts.gov  
deadmail@support.aobx.uscourts.gov  
deadmail@support.aobx.uscourts.gov  
*Your Address:*  
110 Main Street  
San Antonio, TX 78210  
USA

**Billing Info**  
List all available billing info records  
Your default billing info is:  
**Andrew Anders**  
SSN/EIN: \*\*\*-\*\*-6789  
123 Legal Blvd. South  
AnyTown, DC  
12345 - USA  
Phone: 888-555-4000  
Fax: 888-555-4001 [Select](#)  
[Add](#)  
[Edit](#)

**Holding Period**  
There is **1** period of time during which case cannot be taken. [View](#)

**Continuing Legal Education**  
No info has been stored.  
Please click VIEW to type your info. [View](#)

## Changing My Profile Username and Password

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

Step  
1

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

**Login Info**  
Your Login information  
UserName **Anders**  
CM/ECF Access is **NOT validated** [Edit](#)

Step  
2

To change your Username, type the new Username and click **change**.  
*The EDTN requests that you DO NOT change your user name.*

> Help > [My Profile](#)

**Login Info**  
Your Login information

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

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

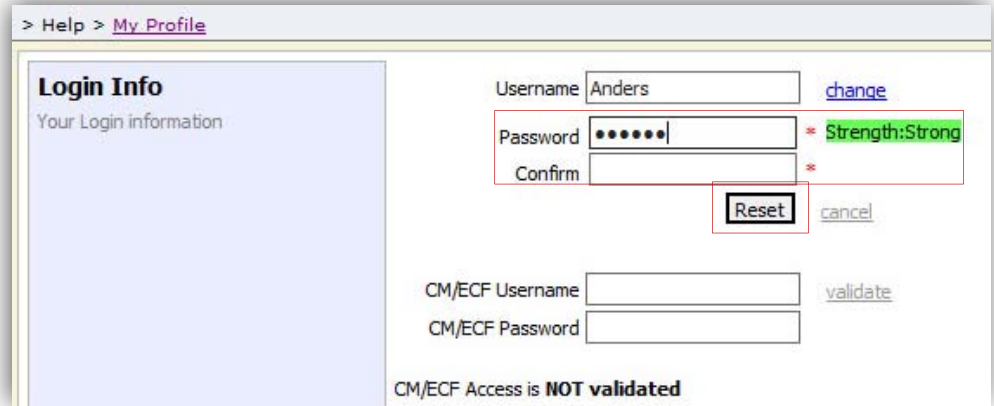
CM/ECF Access is **NOT validated**

Step  
3

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

Step 4

Type the new password and retype it in the confirm field.  
**NOTE: passwords must have upper and lower case alpha, numbers, and a special character.**

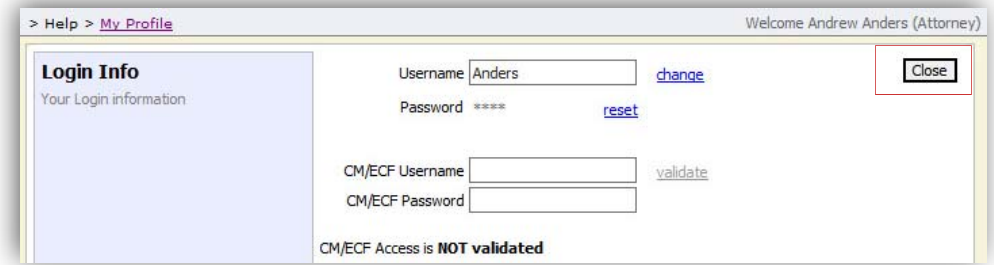


Step 5

Press the **Reset** button to save.

Step 6

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



## Attorney Info

Step 1

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



Step 2

Make any necessary changes.

**Attorney Info**  
Your personal info

Bar Number: 12345

First Name: Andrew, Middle: , Last Name: Anders

Main Email: deadmail@support.aotx.uscourts.gov

2nd Email: deadmail@support.aotx.uscourts.gov

3rd Email: deadmail@support.aotx.uscourts.gov

Phone: 210-833-5623, Cell Phone: 702-555-1212, Fax:

Address 1: 110 Main Street, City: San Antonio

Address 2: , State: TX, Zip: 78210

Address 3: , Country: USA

Buttons: Save, cancel

Step 3

Click **Save**.

**Note:**

- Each attorney (except associates) must enter his or her SSN into the user profile or they will not be paid.
- The **Country** field will automatically populate **UNITED STATES**, unless otherwise indicated.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

## Billing Info

Step 1

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

**Billing Info**  
List all available billing info records

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

Buttons: Select, Add, Edit

Step 2

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

**Note:**

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.
- **Attorneys are responsible for ensuring that their billing information (address, SSN/EIN) is up-to-date.**

**Step 3**

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

The screenshot shows the 'Billing Info' form for an individual attorney. On the left is a blue sidebar with the title 'Billing Info' and the text 'List all available billing info records'. The main form area contains the following fields:
 

- Name:** Andrew Anders (with a close icon)
- SSN/EIN:** 123-45-6789
- Copy Address from Profile
- Phone:** 888-555-4000
- Fax:** 888-555-4001
- Address 1:** 123 Legal Blvd. South
- Address 2:** (empty)
- Address 3:** (empty)
- City:** AnyTown
- State:** DC
- ZipCode:** 12345
- Country:** USA

 In the top right corner, there are 'Save' and 'cancel' buttons. Red boxes highlight the SSN/EIN, Name, and Country fields.

**Step 4**

If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

The screenshot shows the 'Billing Info' form for a firm or associate. On the left is a blue sidebar with the title 'Billing Info' and the text 'List all available billing info records'. The main form area contains the following fields:
 

- Billing Type:**
  - Self-Employed
  - Firm
  - Associate
- Tax Identification Number:**
  - EIN/TIN:** (empty)
  - Confirm:** (empty)
- Copy Address from Profile

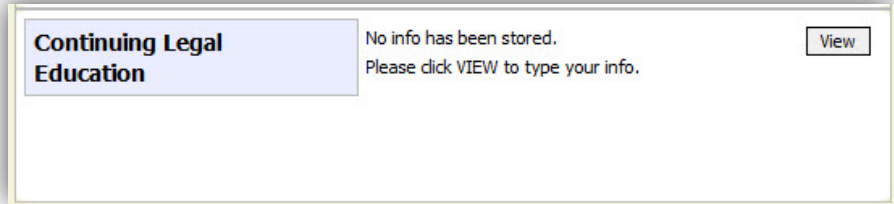
 In the top right corner, there are 'Save' and 'cancel' buttons. Red boxes highlight the Tax Identification Number fields.

**Note:**

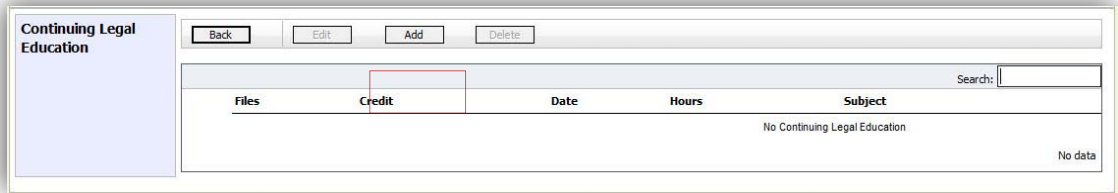
- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field.

# Continuing Legal Education

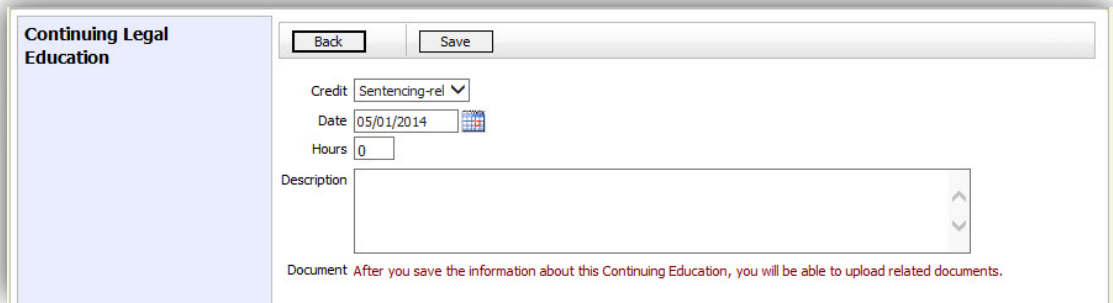
**Step 1** Under the **Continuing Legal Education** section, click the **View** button to access your CLE



**Step 2** To add CLE information, click **Add**.



**Step 3** Click the **Credit** dropdown menu to select CLE categories.



**Step 4** Enter the **Date**, the number of **Hours**, and a **Description**.

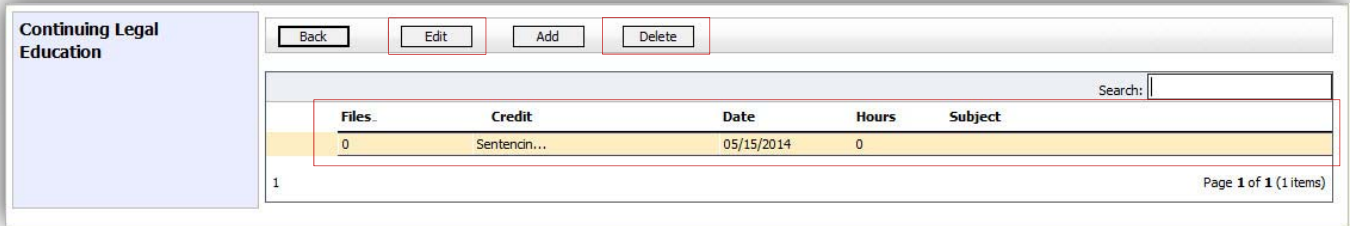
**Step 5** Click **Save**.

**Note:** After information is saved, you'll be able to upload related PDF documents.

**Step 6** • Click **Browse**, to upload and attach a PDF document.

**Step 7** Click **Save**.

All entries will be appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.



## Appointments' List

Your appointment list should include an appointment for **every** defendant/representation type assigned to you. If a case/appointment record is missing from your appointment list, please email or phone the CJA eVoucher clerk to have the appointment added. Notice of new appointments is received by the eVoucher clerk through the docketing the CJA20 appointment event. Please do not hesitate to contact us to have an appointment added.

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

Step 1

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





Home Operations Reports CMECF Links Help logout

### Appointment

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

[View Representation](#)

### Create New Voucher

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

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

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

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

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

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

### Reports

[Appointment Report](#)

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

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

[Attorney Time Report](#)

### Appointment Info

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

### Vouchers on File

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000026</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney <a href="#">0101.0000149</a>

Page 1 of 1 (7 items)

View Representation

Expert Services Request Template

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

CJA 26 Voucher MUST BE saved as a pdf to CJA20

Detailed Payment Reports

All vouchers associated with this case are displayed.

Group Header Bar

**CJA26** - A CJA26 is required for *any* voucher above the case cap (unless the amount above the cap is being waived.) **DO NOT** submit a CJA26 voucher as a separate document. The CJA26 must be attached as a pdf to the voucher in excess of the cap.

# View Representation

The **View Representation** information will display:

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

**Step 2** From the Appointment page open, click **View Representation**.

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

 [View Representation](#)

**Step 3** Click **Home** on the Menu bar at the top of the page.

Home
Operations
Reports
CMECF
Links
Help
logout

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

---

**Reports**

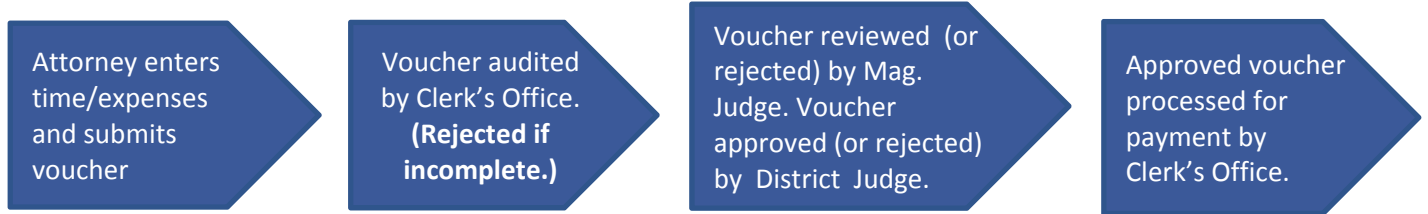
[Representation Report](#)

### Representation Info

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

App.ID	Attorney	Order Type	Order	Email
<a href="#">2</a>	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aobx.uscourts.gov
<a href="#">29</a>	Andrew Anders	Appointing Counsel	12/21/10	deadmail@support.aobx.uscourts.gov

# CJA 20 Voucher Process Overview

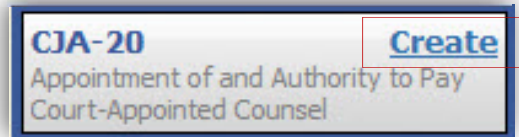


## Creating the CJA 20 Voucher

The Court creates the appointment. The attorney initiates the CJA 20 voucher.

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

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



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

Tab headings appear at the top of the screen.

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

**Payment Info**

Preferred Payee: Andrew Anders

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

A progress bar appears at the bottom of the screen.

## Creating the CJA 20 Voucher (cont'd)

### Notes:

- To avoid data loss, frequently **SAVE** any entries made to a voucher.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user should use the **Audit Assist** button to check for warnings or errors in the document.
- The user may navigate using the Tab Headings or Progress Bar.

## Entering Services

Line item time entries should be entered on the **Services** tab.

Both in-court and out-of-court time should be recorded on this screen.

Step  
1

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

### Note:

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

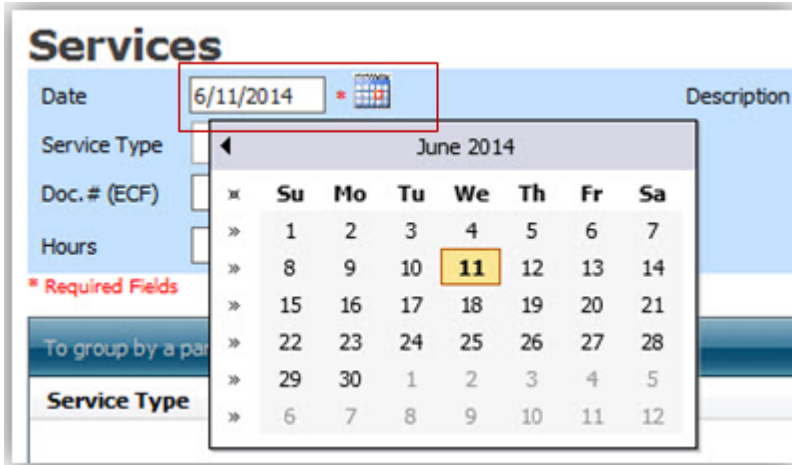
The screenshot displays the CJA-20 Attorney Enters application interface. The top navigation bar includes tabs for Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. The left sidebar shows the user's name (Jebediah Branson), voucher number, start and end dates (6/11/2014), and summary statistics for Services (\$0.00) and Expenses (\$0.00). The main content area is titled "Services" and contains a form with fields for Date (6/11/2014), Service Type, Doc. # (ECF), Pages, Hours, and Description. There are "Add" and "Remove" buttons next to the form. Below the form is a table with columns for Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty, with a "No data" message at the bottom right. At the bottom of the interface, there are navigation buttons: << First, < Previous, Next >, Last >>, Save, Delete Draft, and Audit Assist.

### NOTE:

Please refer to the CJA Billing Guidelines ([http://tned.uscourts.gov/docs/cja\\_billing\\_guidelines.pdf](http://tned.uscourts.gov/docs/cja_billing_guidelines.pdf)) and the CJA Helpful Hints and Tips ([http://tned.uscourts.gov/docs/cja\\_help.pdf](http://tned.uscourts.gov/docs/cja_help.pdf)) for information concerning entry of services and expenses.

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

Step 2

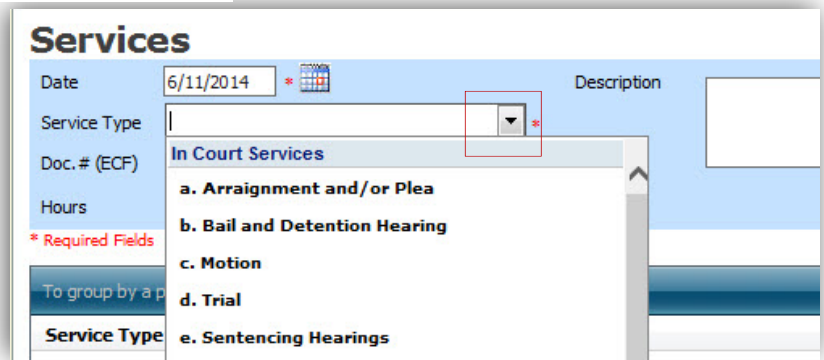


Step 3

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

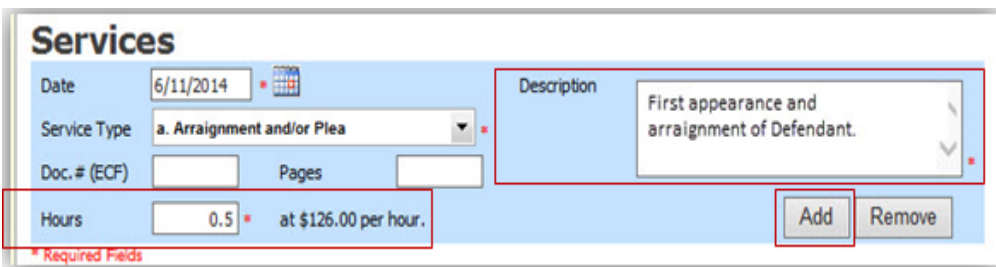
Note:

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



Step 4

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



- The entry is added to the voucher, and appears at the bottom of the Service Type column. You may add time in any order. Click an entry to edit.

Step 5

The Date header sorts by date. Be sure to click **Save**.

**Services**

Date: 6/11/2014 \*  Description:

Service Type:  \*

Doc. # (ECF):  Pages:

Hours:  \* at \$126.00 per hour.

\* Required Fields

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

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

1 Page 1 of 1 (1 items)

« First < Previous Next > Last »

## Entering Expenses

Step 1

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

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

**Expenses**

Date: 6/12/2014 \*  Description:

Expense Type:  \*

Miles:  at \$0.5600 per mile.

Amount:

\* Required Fields

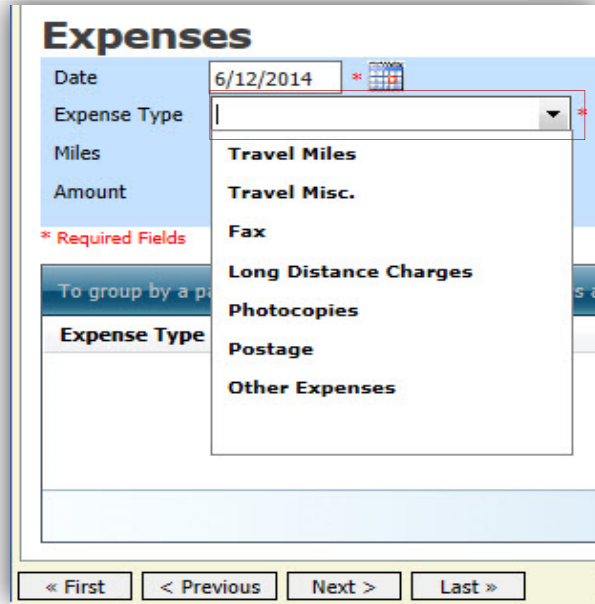
To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last »

Step 2

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

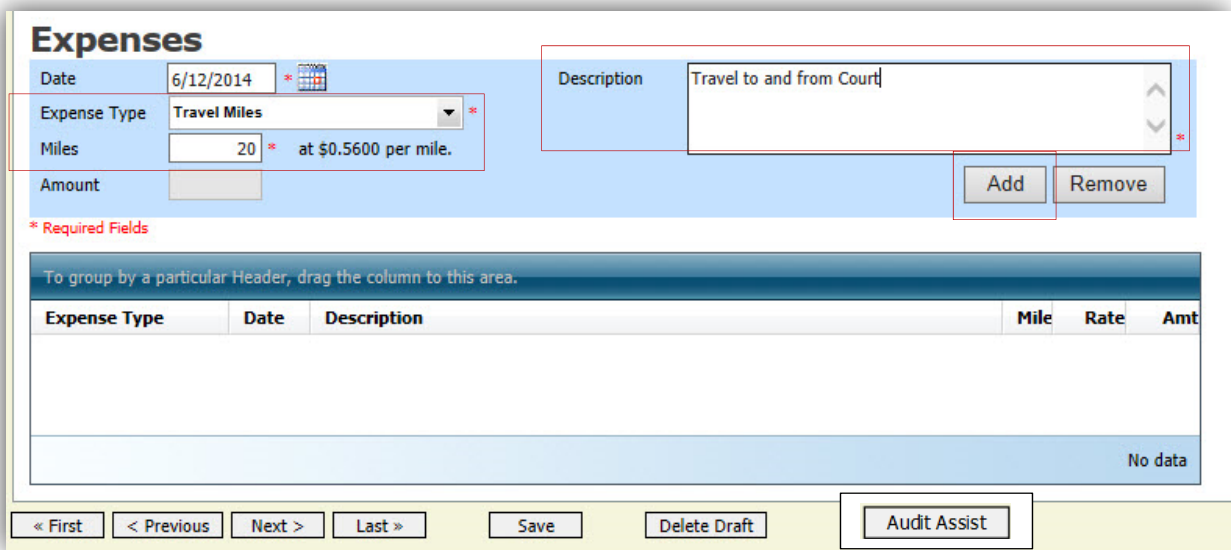


Note:

Travel time claimed under services should have a corresponding travel miles entry in expenses. If you do not intend to claim mileage on your voucher, please indicate this in the travel time description or in the attorney note field.

Step 3

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



**Step 4**

Click **Add**. The entry is added to the voucher and appears at the bottom of the Expense Type Column.

The screenshot shows the 'Expenses' form with the following fields: Date (6/12/2014), Expense Type (dropdown), Miles (input field), Amount (input field), and Description (text area). Below the form is a table with one entry:

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

Navigation buttons at the bottom include: << First, < Previous, Next >, Last >>, Save, Delete Draft. Page 1 of 1 (1 items).

**Notes:**

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page. (*Sixth Circuit cost containment sets the copy rate maximum at ten cents per page.*)
- Remember to click **Add** after each entry.
- Double click an entry to edit.

**Step 5**

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

The screenshot shows the 'Expenses' form with two entries in the table:

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


Navigation buttons at the bottom include: << First, < Previous, Next >, Last >>, Save, Delete Draft. Page 1 of 1 (2 items).

**NOTE:** Please refer to the CJA Billing Guidelines ([http://tned.uscourts.gov/docs/cja\\_billing\\_guidelines.pdf](http://tned.uscourts.gov/docs/cja_billing_guidelines.pdf)) and the CJA Helpful Hints and Tips ([http://tned.uscourts.gov/docs/cja\\_help.pdf](http://tned.uscourts.gov/docs/cja_help.pdf)) for information concerning entry of services and expenses.



## Claim Status

Once you begin entering data on the **Services** and/or **Expenses** tab, you may receive a warning message:

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

The message will be removed when you complete the **Claim Status** section with a start and end date. The start date must be equal to your appointment date. The end date should be the date of the judgment or last date of service/expense entered.

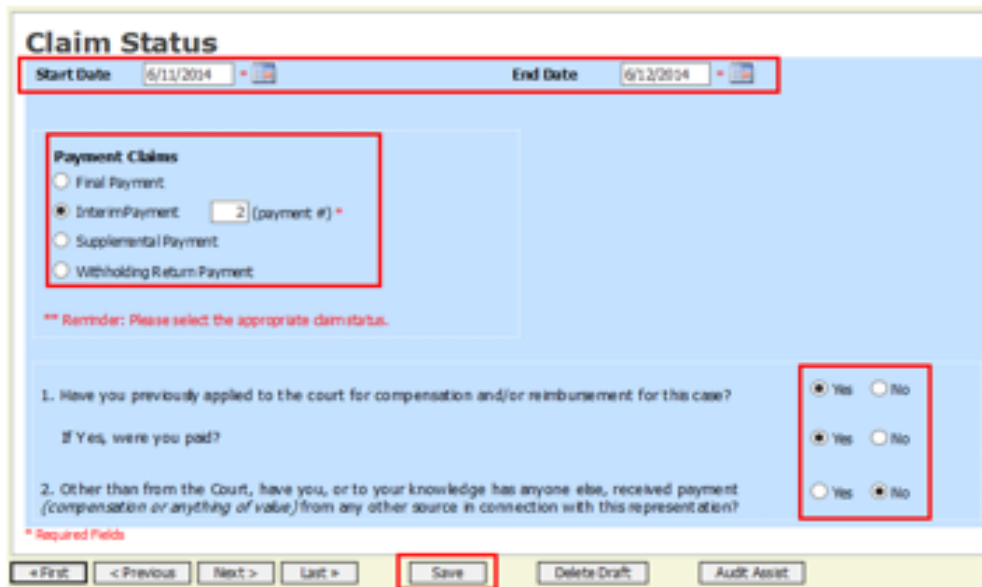
**NOTE:** The Claim Status start and end dates are the most common error and reason for rejection of vouchers. It is imperative that you verify that the start and end dates are correct prior to submission of your voucher.

Step  
1

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

Step  
2

Enter the start date (date of appointment). If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.



Step  
3

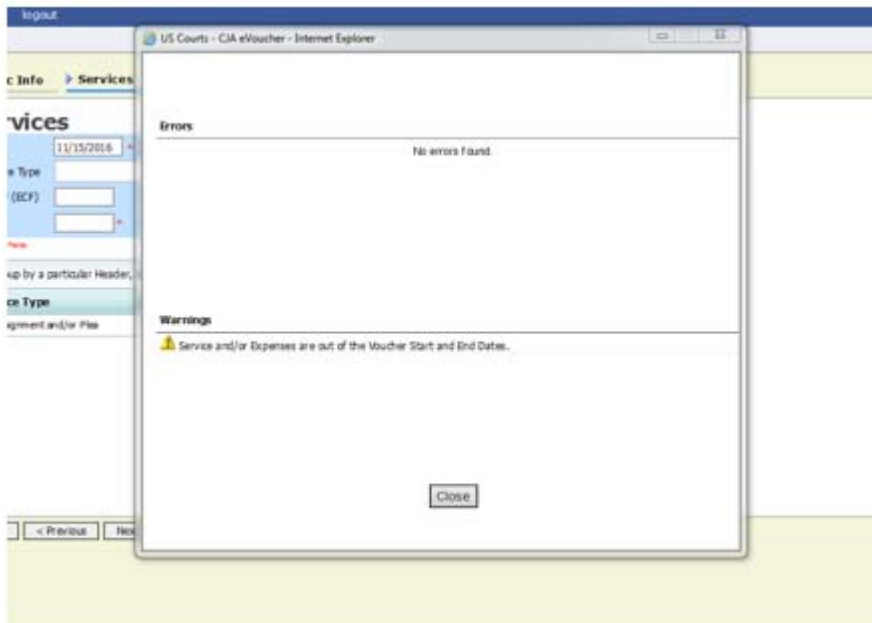
In the **Payment Claims** section, select the payment claims type.

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment in segments throughout the appointment. You **must** have prior authorization for interim payments. If using this type of payment, indicate the number of the interim payment. *(20% will generally be withheld from each interim voucher until the conclusion of the representation.)*
- After the final payment has been submitted, a **Supplemental Payment** may be requested due to a missed or forgotten receipt/claim.
- In an interim voucher approved filing, the attorney must submit a blank (no services or expenses) CJA20/30/21/31 voucher at the end of the case. Click on the **Withholding Return Payment** radio button to request return payment of withheld funds.

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

**Step 5** Click **SAVE**.

At any point while creating services or expenses, click **Audit Assist** to view any errors or warnings.



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 will be removed 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 the Court) may attach documents. You may attach any documentation that supports the voucher, i.e. travel or other expense receipts, orders from the Court, etc.

**NOTE:** DO NOT attach copies of handwritten time sheets or the order of appointment. When attaching expense receipts, either upload each receipt individually or group them by category and create a separate pdf document for each category.

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

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

**Step 2** Add a description of the attachment.

**Step 3** Click **Upload**.

**Supporting Documents**

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

File: G:\AO\evoucher\CJA eVou

Description: Copies of receipts

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

**Supporting Documents**

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

File:

Description:

**Description** [Delete](#) [View](#)

Copies of receipts [Delete](#) [View](#)


# Signing and Submitting to Court

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

Step  
1

Click **Confirmation** tab or click **Last** on the progress bar.

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

Confirmation					
1. CTR. DIST./DIV. CODE 0101	2. PERSON REPRESENTED Ifebediah Branson	VOUCHER NUMBER			
3. MAG. DKT./DEF NUMBER	4. DIST. DKT./DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF NUMBER	6. OTHER. DKT./DEF NUMBER		
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>			
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			
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert transcripts, etc.)		\$15.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$89.20</b>			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (e) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements. Signature of Attorney: _____ Date Signed: _____					
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Attention: The notes you enter will be available to the next approval level.					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements					
Date: _____					
					
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/>					

Step  
2

- Verify the information is correct.

Step  
3

- Scroll to the bottom of the screen.

Step  
4

- You may include any information to the Court in the **Public/Attorney Notes** field.
- If you are waiving any service fees in excess of the case cap, you must include a note in the **Public/Attorney Notes** field. You must also contact the Court to have the case cap increased before your voucher will successfully submit.
- Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Step  
5

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

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment. If you do not get the confirmation screen, your voucher has not been submitted.

Step  
6

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

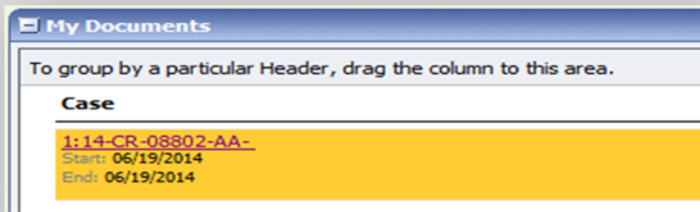
The active voucher is removed from the **My Active Documents** folder and now appears in the **My Submitted Documents** section.

My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000150</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>

1 Page 1 of 1 (3 items)

**Notes:**

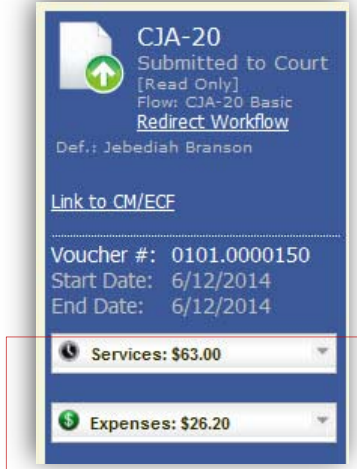
- If a voucher is rejected by the Court, it will reappear in the **My Active Documents** section and will be highlighted in gold.



- An email message generated by the system will be sent explaining what corrections need to be made.
- To make corrections to your voucher, open the voucher. Go to the service or expense tab to locate the line item that requires correction. Click on the service line or expense line that requires correction to open that line. Once it is open, make the necessary corrections directed by the Court and click **Add** to incorporate the correction into the voucher.

# CJA 20 Quick Review Panel

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



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

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

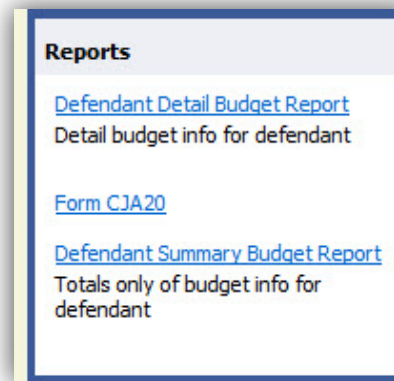


## Reports and Case Management

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



Other reports can be found on the Menu bar.





# Defendant Detailed Budget Report

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

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

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

Expert and Other Services Budget - Not Requiring Authorization												
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Vendor: Luz Garcia (Hair, Fiber Expert) Approved Amount: \$800.00 Attorney: Andrew Anders												
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	
		Total Pending:				\$0.00	Total Approved:				\$0.00	
Vendor: Abraham Astley (Interpreter Translator) Approved Amount: \$800.00 Attorney: Andrew Anders												
01/20/2009 To 05/28/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00	
		Total Pending:				\$215.00	Total Approved:				\$0.00	
Grand Totals for the Representation												
NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.	Pending				Approved				Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending			
		Travel	Other			Travel	Other		Fees	Fees and Expenses		
	\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50	\$4,890.34		

# Defendant Summary Budget Report

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

Budget Summary Report For Defendant												
1:14-CR-08805-1-AA												
Counsel Budget		Defendant: Jebediah Branson										
Type of Representation:	Criminal Case				Document	Document Number	Amount Claimed	Amount Adjusted				
Budget Amount Requested:	\$0.00				CJA-26	0101.0000029	\$35,000.00	\$35,000.00				
Budget Amount Approved:	\$9,800.00				Total:		\$35,000.00	\$35,000.00				
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Attorney: Andrew Anders (Appointing Counsel)		Active			Total Pending:		\$1,119.60	Total Approved:		\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization												
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Authorization Number:		Amount Requested: \$0.00			Amount Authorized: \$0.00			Attorney: Andrew Anders				
Vendor: ()												
				Pending For Vendor:		\$0.00	Approved For Vendor:		\$0.00			
				Total Pending:		\$0.00	Total Approved:		\$0.00	\$0.00	\$0.00	

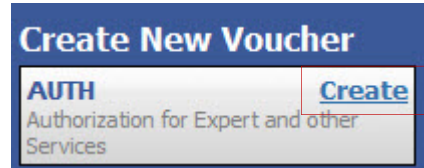
# Submitting an Authorization Request for Expert Services (AUTH)

Step 1

- Open the **Appointment**.

Step 2

- Click **Create** next to AUTH.



The **Basic Info** screen will open.

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

Basic Info		Documents	Confirmation
<b>Basic Info</b>			
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order                      Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Order Date <input type="text"/> Nunc Pro Tunc Date <input type="text"/> Repayment <input type="checkbox"/> Estimated Amount \$ <input type="text"/> * Authorized Amount \$ <input type="text"/> Basis of Estimate <input type="text"/> Description <input type="text"/> Service Type <input type="text"/> * Requested Provider <input type="text"/>			
<input type="button" value="« First"/> <input type="button" value="&lt; Previous"/> <input type="button" value="Next &gt;"/> <input type="button" value="Last »"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/>			

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

Step  
3

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount**
- **Basis for Estimate**
- **Description** of services to be performed **including hourly rate**
- **Service Type** from drop-down
- **Notes** – This is where you indicate the **Requested Provider**

The screenshot shows a web form for submitting an authorization request. The form is divided into a light blue section (highlighted in the original image) and a light green section. The blue section contains the following fields:

- Order Date**: A date picker field with a calendar icon and a red asterisk.
- Nunc Pro Tunc Date**: A date picker field with a calendar icon.
- Repayment**: A checkbox.
- Estimated Amount**: A text input field containing "\$ 3000.00" with a red asterisk.
- Authorized Amount**: A text input field with a red asterisk and a "Deactivated" checkbox.
- Basis of Estimate**: A text input field.
- Description**: A large text area with up and down arrow icons on the right side.
- Service Type**: A dropdown menu currently showing "Investigator" with a red asterisk.
- Notes**: A text input field.

The light green section at the bottom contains navigation buttons: « First, < Previous, Next >, Last », Save, Delete Draft, and Audit Assist.

Three callout boxes provide additional instructions:

- One callout points to the **Order Date** field: "If you are asking for District Court cap, this field must reflect the current cap or the AUTH will be rejected."
- Another callout points to the **Description** field: "The **Description** box must include the services to be performed, the hourly rate for services and any other pertinent information."
- A third callout points to the **Notes** field: "The **Notes** box must include the name of the expert and their company name."

### Note:

Prior authorization by the presiding judicial officer is required for all expert services in excess of \$800. A request for up to \$2600 can be approved at the district court level. Any amount above \$2600 will require Sixth Circuit approval and must include an Appendix 3A.

Step  
4

Click **Save**.

Step  
5

Click the **Supporting Documents** tab or click the **Next**.

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

Step  
1

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

### Note:

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

Step  
2

Add a description of the attachment.

Step  
3

Click **Upload**.

**Supporting Documents**

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

File  Browse...

Description

Upload

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

**Supporting Documents**

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

File  Browse...

Description

Upload

Description	Delete	View
Proposed order	<a href="#">Delete</a>	<a href="#">View</a>
Affidavit in Support of Expert Service Request	<a href="#">Delete</a>	<a href="#">View</a>
Expert's Curriculum Vitae	<a href="#">Delete</a>	<a href="#">View</a>

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

Step  
4

Click **Save**.

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

Step 5 Click **Next**.

The **Confirmation** screen will open.

Step 6 Select the check box to swear and affirm to the accuracy of the authorization. The authorization will automatically be time stamped.

### Note:

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

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

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

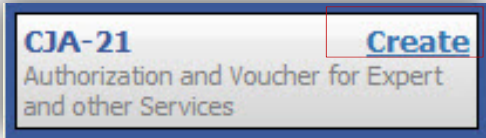
Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

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

# Creating a CJA 21 Voucher

Step  
1

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



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

## Note:

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

**Basic Info**

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

**Authorization Selection**

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

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

**Use Existing Authorization**  
Select this option to display and select from a list of approved authorizations for this appointment.

<< First   < Previous   Next >   Last >   Delete Draft

**Reports**

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

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

[Form CJA21](#)

When submitting a CJA 21 voucher, you have two options from which to choose under the **Authorization Selection** section.

If the request does not require advance authorization (\$800 or less), click on the **No Authorization Required** option.

Step  
2

If you have an approved authorization from the Court, click on the **Use Existing Authorization** option. A list of approved authorizations will display for you to select the correct authorization.

### No Authorization Required

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

### Use Existing Authorization

Select this option to display and select from a list of approved authorizations for this appointment.

## Creating a CJA 21 Voucher (cont'd)

If you click **Use Previous Authorization**, an **Existing Requests for Authorization** list will appear.

Step  
3

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

Step  
4

The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down to select the service type.

Step  
5

Enter a description of the service to be provided in the **Description** field.

The screenshot shows two sections of a web form. The top section, titled "Existing Requests for Authorization", has a yellow background and contains the following information: ID Number: 155, Order Date: 05/27/2014, Authorized Amount: 0, Service Type: Weapons Firearms, Explosive Expert, Estimated Amount: 1000, and Requested Provider: Robert Arms. The bottom section, titled "New Voucher Information", has a light blue background and includes a "Service Type" dropdown menu set to "Weapons Firearms Explosive Expert", a "Description" text area, "Voucher Assignment" radio buttons for "Attorney" (selected) and "Expert", a "Service Provider" section with a search prompt and an "Expert" dropdown menu set to "Gabriel, Gina", and an "Expert Info" section for "Gina Gabriel" with address and phone details. A "Create Voucher" button is at the bottom.

Step  
6

From the **Expert** drop-down list, select the expert.

If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** buttons remain locked indicating the attorney will be responsible for creating and filing the voucher.

If the expert is authorized to enter their own voucher information, the **Voucher Assignment** buttons unlock, indicating the expert is responsible for creating and filing the voucher.

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

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

### Note:

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



## Creating a CJA 21 Voucher (cont'd)

Step  
7

Click **Create Voucher**.

### Notes:

- If all information is not entered, you cannot advance to the next screen.
- If the expert you selected is authorized to use eVoucher, you are done at this point and may click **Home** or **Logout**.
- If the expert you selected is not authorized to use eVoucher, you must file the voucher on behalf of the expert. The voucher appears in the **My Active Documents** section. You will perform the second level approval/submission by clicking the voucher, navigating to the **Confirmation** page, and approving the voucher. The voucher then moves to the **My Submitted Documents** section.

### Submitting a person as an Expert:

If you wish to submit a person as an **Expert**, first follow steps 3 through 5 above and then the steps below:

Step  
1

From the **Expert** drop-down list, select the empty (null) value. In the **Voucher Assignment** group, the **Attorney** radio button should be marked.

Step  
2

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

Step  
3

Click **Create Voucher**.

The attorney must ensure that the expert completes a W9 and submits it to the Court in order for a payee record for the expert to be created and added to eVoucher.

**Existing Requests for Authorization**

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

**New Voucher Information**

**Service Type** Weapons Firearms Explosive Expert ▾

**Description** ⬆  
⬇

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

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

**Expert** ▾

First Name	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN/EIN: *	Email *	
<input type="text"/>	<input type="text"/>	
Phone *	Fax	
<input type="text"/>	<input type="text"/>	
Address 1 *	City *	
<input type="text"/>	<input type="text"/>	
Address 2	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 3	Country	
<input type="text"/>	<input type="text"/>	

## Creating a CJA 21 Voucher (cont'd)

### Note:

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

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding services, expenses, claim status, and documents.

### Note:

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

## Entering Services

Step  
1

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

Step  
2

In the corresponding fields, enter the date, units, and description.

Step  
3

Click **Add**.

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

Step  
4

Click **Save**.

The screenshot displays the 'Services' tab within a web application. At the top, there are navigation tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. Below the tabs, the 'Services' section contains a form with the following fields: Date (6/19/2014), Hours, Rate, and Description. There are 'Add' and 'Remove' buttons next to the form. Below the form, a table is visible with columns for Date, Description, Hrs, Rate, and Amt. The table is currently empty, with a 'No data' message at the bottom right. At the bottom of the page, there are navigation buttons: « First, < Previous, Next >, Last », and a 'Save' button. There is also a 'Delete Draft' button and an 'Audit Assist' button.

### NOTE:

Please refer to the CJA Billing Guidelines ([http://tned.uscourts.gov/docs/cja\\_billing\\_guidelines.pdf](http://tned.uscourts.gov/docs/cja_billing_guidelines.pdf)) and the CJA Helpful Hints and Tips ([http://tned.uscourts.gov/docs/cja\\_help.pdf](http://tned.uscourts.gov/docs/cja_help.pdf)) for information concerning entry of services and expenses.

## Entering Expenses

Step 1

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

Step 2

In the corresponding fields, enter the date, units, and description.

Step 3

- Click **Add**.

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

Step 4

- Click

### Note:

At any point, click **Audit Assist** and the system will search for any warnings or errors.

## Claim Status Tab

Step 1

Click the **Claim Status** tab or click the **Next**.

Step 2

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

*(Note- the start date cannot be before the appointment date of the attorney.)*

Step 3

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

Step 4

Click **Save**.

## Creating a CJA 21 Voucher (cont'd)

### Note:

- **Final Payment** is requested after all services have been completed.
- Interim Payment is not allowed for experts without prior approval of the Court. If interim payments have been approved by the Court, attach a copy of the order approving interim payments and indicate the number of this payment request.
- After Final Payment has been submitted, a Supplemental Payment may be requested due to a missed or forgotten receipt. (A copy of the prior “Final” approved voucher must be included as an attachment.)
- At the end of the case, if interim vouchers were filed, the expert must file a zero services and expenses voucher and must click **Withholding Return Payment** on the blank CJA21.

Step  
1

- Click the **Documents** tab or click the **Next**.

Step  
2

- **Browse** to select a PDF file to attach.

Step  
3

- Click **Upload**.

The screenshot displays the 'Supporting Documents' interface. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Documents' tab is active. Below the tabs, the 'Supporting Documents' section is titled. It features a 'File Upload (Only Pdf files of 10MB size or less!)' section. This section includes a 'File' input field with a 'Browse...' button, a 'Description' input field, and an 'Upload' button. Below the input fields, there is a table with the following content:

Description	Delete	View
invoice from Expert	Delete	View

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

### Note:

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

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

Step  
4

- Click **Save**.

## Creating a CJA 21 Voucher (cont'd)

A **confirmation page** will appear.

**Step 1** Verify all information is correct.

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

**Step 3** Click **Submit**.

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

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

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

**Step 5** Click on the case hyperlink to select the file.

Case	Defendant	Type	Status
<a href="#">1:14-CR-08802-AA-</a> Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney <a href="#">0101.0000154</a> FINAL PAYMENT

Navigate to the **Confirmation** tab.

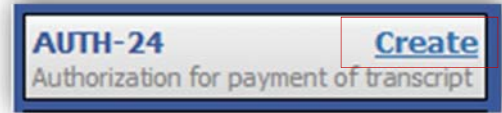
**Step 6** • Verify all information is

**Step 7** • Certify the information by selecting the certification check box. This will

**Step 8** • Click **Approve**.

# Creating an Authorizations for Transcripts (AUTH 24)

**Step 1** From the Appointment page click **Create** next to Auth-24.



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

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

**Basic Info**

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

Proceeding Transcript To Be Used: [Dropdown]

Proceeding To Be Transcribed: [Dropdown]

Apportioned Cost (%): [Input]

Apportioned Case and Defendant: [Input]

Special Transcript Handling: [Dropdown]

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

Order Date: [Input]

Nunc Pro Tunc Date: [Input]

Buttons: <First, <Previous, Next >, Last >, Save, Delete Draft, Audit Assist

**Step 2** Enter the details for the transcript required on the **Basic Info**

**Step 3** Click **Save**.

## Creating an Authorization for Transcripts (cont'd)

Step 1

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

Step 2

Click **Browse** to select a PDF file to attach.

Step 3

Click **Upload**.

### Note:

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

The Document will appear in the bottom of the **Description** section.

Step 4

Click **Save**. A confirmation page will appear.

Step 5

Verify all information is correct.

Step 6

Check the affirmation box.

Step 7

Click **Submit**.

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

Step 8

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

The Auth 24 will now appear in the **My Submitted Documents** section on the Attorney home page.

**NOTE:** Upon approval of the AUTH 24, the CJA eVoucher Clerk will create the CJA24 voucher for the court reporter. The attorney will receive the CJA24 from the court reporter after the transcript has been prepared. The attorney must open the voucher and certify that the transcript has been received and that the voucher is ready for payment.

# Creating a CJA 26 Voucher

This is a request and justification for services and expenses outside the statutory limits.

**The CJA26 voucher will not be submitted as a separate voucher. It must be saved as a pdf document and attached under the document tab to the CJA20 voucher.**

Step  
1

From the Appointment page click **Create** from the CJA-26 Voucher template.



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

### Note:

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

**CJA-26 Attorney Enters**  
Def.: Jebediah Branson  
[Link to CM/ECE](#)  
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**

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

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

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

Step  
2

- Enter the details for information required on the **Basic Info** screen.

Step  
3

- Click **Save**.



## Creating a CJA 26 Voucher (cont'd)

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

**Step 2** Fill out justification sections.

**Step 3** Click **Save**.

Basic Info | **Justification** | Documents | Confirmation

### Justification

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.

4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).

5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.

6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)

7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other

8. Explain any expense (items 17 and 18 of the CJA 20 voucher) greater than \$500

9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request.  
*Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.*

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

## Creating a CJA 26 Voucher (cont'd)

Step  
1

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

Step  
2

Browse to select a PDF file to attach.

Step  
3

Click **Upload**.

**Note:**

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

The Document will appear in the bottom of the Supporting Documents section.

Step  
4

Click **Save**.

Save the document as a pdf and attach it to the CJA20 voucher under the documents tab. If you submit the CJA26 voucher as a separate filing, it will be rejected to you.

**NOTE:** The CJA20 voucher will not submit until the Court has increased the case cap to an amount equal to or more than the total amount of services. The attorney must contact the CJA eVoucher clerk to request an increase of the case cap.