

How to Create a New CJA-20 eVoucher

STEP 1

On the Home page, expand the **Appointments' List** folder and locate the appropriate appointment. Click the case link.

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-00444-JJ Defendant #: 1 Case Title: USA v. James Attorney: Green Jeans	Defendant: John James Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:11-CR-00099-JJ Defendant #: 1 Case Title: USA v. Klein et al Attorney: Green Jeans	Defendant: Karan Klein Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 2:10-CR-00002-JJ Defendant #: 2 Case Title: USA v. WARNER et al Attorney: Green Jeans	Defendant: JAMES WARNER Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:10-CR-00002-JJ Defendant #: 3 Case Title: USA v. Lola et al Attorney: Green Jeans	Defendant: Levon Helm Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:

STEP 2

The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20, unless you see an existing CJA-20 voucher that you have already created in the Vouchers on File section. If you have an associate on your voucher, they appear on the Basic Info page of your voucher. For more information on adding services/expenses on a CJA-20/30, review the Attorney Associates Functionality job aid.

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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

BUDGET AUTH [Create](#)
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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](#)

Appointment Info

1. CR. BUDGET CODE 0101	2. PERSON REPRESENTED Mister Bedman	3. VOUCHER NUMBER
4. CASE ONLY REF NUMBER 3:10-MJ-04562-4562-JL	5. COURT ONLY REF NUMBER	6. APPEALS ONLY REF NUMBER
7. CASE MATTER OFFICER(S) Name USA vs Bedman	8. FANBURY CATEGORY Priority (including pre-trial divisions of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. OFFENSE CHARGED 10-2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS	11. ATTORNEY'S NAME AND MAILING ADDRESS Atty Longoria 1212 Lane San Antonio, TX 78219 Phone: 2102222222 Email: John_Longoria@ao.uscourts.gov	12. COURT ORDER <input type="checkbox"/> A Accused <input type="checkbox"/> B Federal Defendant <input type="checkbox"/> C Co-Defendant <input type="checkbox"/> D Federal Defendant <input type="checkbox"/> E Appointing Counsel <input type="checkbox"/> F Sub for Paid Attorney <input type="checkbox"/> G Pre Trial <input type="checkbox"/> H Retained Attorney <input type="checkbox"/> I Sub for Pre Trial <input type="checkbox"/> J Administrative <input type="checkbox"/> K Standby Counsel Prior Attorney's Name Appointment Date Supervisory or Presiding Judge or 3d Order of the Court Judge Longoria Date of Order 6/6/2019 Payment <input type="checkbox"/> YES <input type="checkbox"/> NO
13. LAW FIRM NAME AND MAILING ADDRESS	14. LAW FIRM PHONE AND MAILING ADDRESS	

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
3:10-MJ-04562-JL	Mister Bedman (P 0042)	CJA-20	Voucher Created	06/07/2019
Inv: 06/06/2019	Charged Amount: 4,234.25	Atty Longoria	0001-00000000	
Inv: 06/07/2019	Approved Amount: 4,234.25		FINAL PAYMENT	

STEP 3

On the **Services** and **Expenses** tabs, enter your expenses and save your work.

Next, click the **Claim Status** tab, and set the claim start and end dates of services or expenses billed. The Payment Claims section must be completed; be sure to click the appropriate radio button. If you click the **Interim Payment** radio button, you must also specify the payment number. You are also required to answer the two questions at the bottom of the screen.

Note: For CJA-30s, you must make a selection from the **Stage of Proceeding** drop-down list.

You can continue to add items and edit the voucher until you are ready to submit the claim to the court. **Note:** At any time, click **Audit Assist** to view any errors or warnings.

The screenshot shows the 'Claim Status' tab in the eVoucher system. The 'Payment Claims' section has four radio buttons: 'Final Payment' (selected), 'Interim Payment' (with a text field for 'payment #'), 'Supplemental Payment', and 'Withholding Return Payment'. Below this is a reminder: '** Reminder: Please select the appropriate claim status.' Two questions follow: '1. Have you previously applied to the court for compensation and/or reimbursement for this case? *' and '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? *'. Each question has 'Yes' and 'No' radio buttons. At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'. A red arrow points to the 'Payment Claims' section, and another red arrow points to the 'Audit Assist' button.

This screenshot is similar to the previous one but highlights the 'Stage of Proceeding' dropdown menu with a red box. The dropdown is open, showing a list of stages: 'Pre-Trial', 'Capital Prosecution', 'a. Pre-Trial', 'b. Trial', 'c. Sentencing', 'd. Other Post Trial', 'e. Appeal', 'f. Petition for the US Supreme Writ of Certiorari', 'Habeas Corpus', 'g. Habeas Petition', and 'h. Evidentiary Hearing'. The 'Pre-Trial' option is currently selected. The rest of the form, including the 'Payment Claims' section and the two questions at the bottom, is visible but not highlighted.

If you save your voucher and do not submit it to the court, you will find your voucher in the My Active Documents section at the top left of your home page. To continue working with the voucher, in the Status column, click the **Edit** link.

If you are an associate for the case and wish to edit your own services/expenses, you must contact the primary attorney who can add “can edit” rights for you.

My Active Documents				
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>	
Case	Defendant	Type	Status	Date Entered
1:19-CV-96325-... Starts: Ends:	Nick Sing (# 9874) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	03/04/2020
1:19-CR-45611-... Starts: Ends:	Theo Thief (# 9877) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	07/25/2019
1:19-CR-22558-... Starts: Ends:	Mister Walter (# 1234) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	07/25/2019

To sort by date, click the **Services** tab. Drag the Date column header up to the blue “group by” area. The services entries are now grouped and sorted by date. Next, click the **Expenses** tab, and repeat the steps for grouping.

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

Services

Date: Description:
 Service Type:
 Doc.# (ECF): Pages:
 Hours: * at \$148.00 per hour. Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.					
Service Type	Date	Description	Hrs	Rate	Amt
b. Bail and Detention Hearing	03/19/2020	Detention hearing with Judge.	2.0	\$148.00	\$296.00
a. Arraignment and/or Plea	03/19/2020	Arraignment.	2.0	\$148.00	\$296.00

These services are sorted by date.

To group by a particular Header, drag the column to this area.					
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	03/06/2020	Arraignment.	2.0	\$148.00	\$296.00
b. Bail and Detention Hearing	03/06/2020	Bail Hearing.	1.0	\$148.00	\$148.00
a. Interviews and Conferences	03/11/2020	Interviews	5.0	\$148.00	\$740.00
d. Trial	03/19/2020	Trial.	8.0	\$148.00	\$1,184.00