

Administrative Office of the United States Courts Department of Technology Services

# CJA eVoucher

# **Attorney User Manual**

# Release 6.11

# December 2024

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## 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 <a href="https://www.login.gov/contact">https://www.login.gov/contact</a>.

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

## Creating a Login.gov Account -

#### Step 1

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

CJA eVoucher - Texas Western District Court Release 6.10.1.0	
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 3 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 the Login.gov 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**.

eVouc	<b>her</b> is using
	<b>her</b> is using llow you to sign in to
Login.gov to al	U
Login.gov to al	llow you to sign in to
Login.gov to al	llow you to sign in to
Login.gov to al your account s	llow you to sign in to safely and securely.
Login.gov to al your account s	llow you to sign in to safely and securely. Create an account
Login.gov to al your account s Sign in	llow you to sign in to safely and securely. Create an account

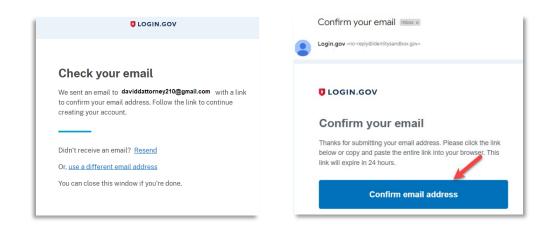
Enter your email address and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

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

Create an acco	unt for new users
daviddattorney210	@gmail.com
You will receive emails from thoose. • English (default) • Español • Francais	n Login.gov in the language you
U Français	
○ 中文 (简体)	

#### Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.



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**.

Your pass	word must be <b>12 characters</b> or longer. Don't use
common p	hrases or repeated characters, like abc or 111.
Password	
Confirm p	assword

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.

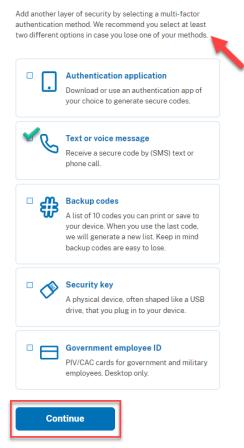
## Adding an Authentication Method

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



**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.

To authenticate by text or voice message, 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**.

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 - 210-555-5555
How you'll get your code
• Text message (SMS) O Phone call
You can change this anytime. If you use a landline number, select "Phone call."
Send code
Mobile terms of service

Step 3

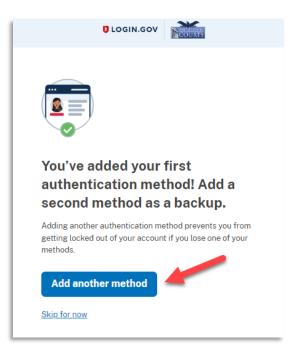
In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Enter your one-time code

One-time code Example: 123456	
555555	
Remember this browser	
Submit	
Send another code	
Having trouble? Here's what you can do:	
Choose another authentication method	
l didn't receive my one-time code 🛛	
Learn more about authentication options	

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 can do the same for the second, as long as you use a different phone number.



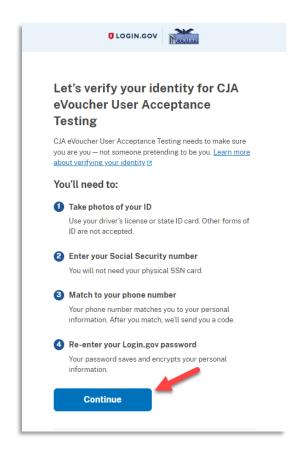
## **Identity Verification**

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 not someone else pretending to be you.

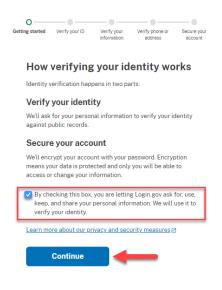
**Note**: This is a one-time identity verification; if you have already proven your identity through Login.gov, you are not required to do this again.

#### 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**.



Select the check box to allow Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **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.

Getting started V	-O	Verify your	Verify phone or	Secure your
		information	address	account
How w	ould yo	ou like to	o add you	r ID?
We'll collect state-issued		about you by	reading your	
	Recomm Use yo		o take phot	os
	switch ba	ck to this com our mobile pho	n again, and you puter after you t ne must have a (	ake
	Phone nu	mber		
		Send link		
			computer load photos of ye	our ID
	Up	load photos	5	
<u>Cancel</u>				

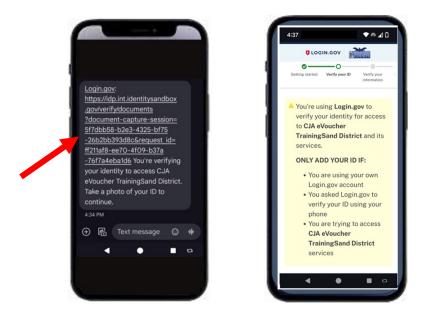
#### **Option 1: Upload photos from phone (recommended)**

#### **Option 1**

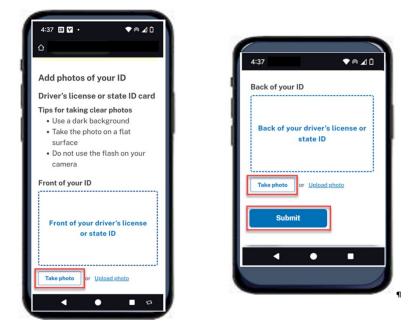
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started Verify your ID Verify your address Secure your information Verify your D Verify your address Secure your address Medical Secure your address Secure your address Secure your account We'll collect information about you by reading your state-issued ID.	Getting started Verify your ID Verify your Verify phone or Secure your information address account
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.	Do not close this window. The next step will load automatically. We sent a message to your phone
Phone number	You entered: +1210-555-5555 Please check your phone and follow instructions to take a photo of your state-issued ID.

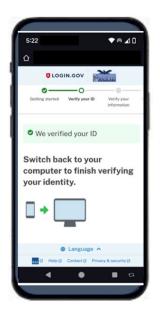
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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.

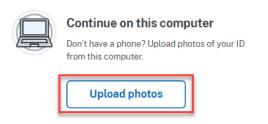


Continue to step 4 to complete the identity verification process.

#### **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**.

<b>•</b>				
Getting started	Verify your ID	Verify your information	Verify phone or address	Secure yo account
Add	photos o	f your ID	)	
Driver	's license o	r state ID	card	
• Use • Tak • Do	taking clear pho e a dark backgro ke the photo on not use the flas e size should be	ound a flat surface h on your cam	iera	
Front of Must be	<b>your ID</b> a JPG or PNG			
Fror	nt of your d	river's lic	ense or	
	sta	te ID		
	Drag file here or	choose from fold	ier	
Back of Must be	<b>your ID</b> a JPG or PNG			
Вас	k of your d sta	river's lice te ID	ense or	
[		choose from fold	ier	
	Submit			

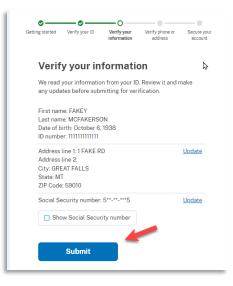
**Note**: You may see a processing screen as the system completes the upload and Login.gov verifies your identity.

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**.

Getting started	Verify your ID	O Verify your information	Verify phone or address	Secure your account
🕑 We	verified your ID			
Ente	r your So	cial Sec	urity nur	nber
date of b	2	s. <u>Learn more</u>	to verify your na about how we p	
Don't ha	ave a Social Se	ecurity numb	er?	
your iden			r to finish verifyin to CJA eVoucher (	-
	Security numbe a: 123-45-6789	r		
Show	v Social Securit	y number		
C	ontinue	-		

Your name, date of birth, and address are imported from your ID; verify that the information is correct. If there are any errors, click the **Update** link next to the appropriate information and edit as needed. 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.



#### 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**.

Getting started	Verify your ID	Verify your information	Verify phone or address	Secure your account
🗢 We	verified your inf	formation		
Veri	fy your pl	none nu	mber	
	eck this number iis is to help veri		and send you a o y.	ne-time
• Ba		d States (inclu	iding U.S. territo ou use the most o	
<u>Learn m</u>	ore about what	phone number	r to use 🛛	
Phone n	umber 210) 555-55	55		
How s	hould we se	end a code	e?	
If you er below.	itered a landline	above, please	e select "Phone o	all"
O Tex	kt message (SM	s) O	Phone call	
	Send code			

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

Getting started	Verify your ID	Verify your information	O Verify phone or address	Secure your account
Enter	r your on	e-time o	ode	
	a text (SMS) wi is code will exp		code to (***) ***- es.	
One-time Example:				
	Submit			

Step 8

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

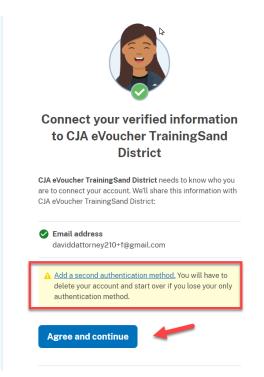
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Gettir	ig started	Verify your ID	Verify your information	Verify phone or address	Secure your account
	🕑 We	verified your ph	ione number		
	Re-e	nter you	r Login.រួ	gov passv	vord
	This mea	51 5	ormation is se	n with your pass cure and only yo	
Г	Passwor	d			
L	••••				
	Show	password		Forgot pa	ssword?
		Continue	-	_	

1

The system generates a personal key, which you'll need 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 Verify phone or Secure your address account
We secured your verified information
Save your personal key
VGCH - MCDA - CGYR - HAX8         VGCH - MCDA - CGYR - HAX8         Your personal key was generated on January 22, 2024 at 11:33 AM         CODY       Download (text file)
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 Ø
I saved my personal key in a safe place.
Continue

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.



**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:

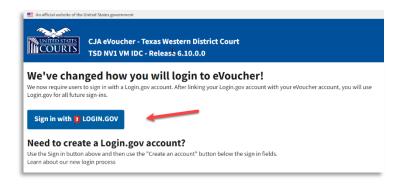
After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.

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 accou After completing this step, you will sign in using Login.gov going forward. Note: Please contact an eVoucher administrator for assistance. eVoucher Email Address	n
daviddattorney@gmail.com	
Next	
Notice: This is a restricted government system for official judiciary business only. All ac access attempts, may be recorded and monitored or reviewed by persons authorized by protection of system security, performance of maintenance, and appropriate managem	y t

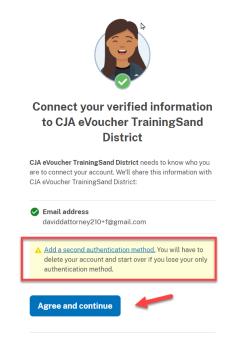
For EXISTING Login.gov accounts:

#### 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.

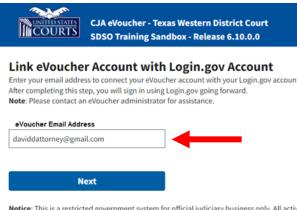


Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



**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.



Notice: This is a restricted government system for official judiciary business only. All activ access attempts, may be recorded and monitored or reviewed by persons authorized by t 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, enter your eVoucher SLP email address, and then click **Next**.

	UNITIO STATS CJA eVoucher - Texas Western District Court COURTS SDSO Training Sandbox - Release 6.10.0.0
Enter After eVou	k eVoucher Account with Login.gov Account your email address to connect your eVoucher account with your Login.gov account. completing this step, you will sign in using Login.gov going forward. cher Email Address iddattorney@firm.com
acces prote system	Next e: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all is attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, ction of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this m or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement als.

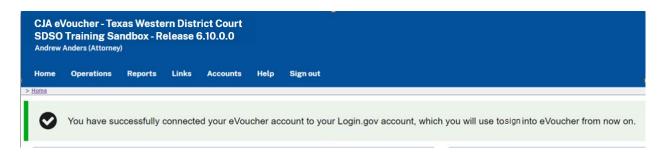
**Note**: This field defaults to display your Login.gov email address. Update this field if your SLP email address is different than what is displayed here.

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.

	JA eVoucher - Texas Western District Court
	DSO Training Sandbox - Release 6.10.0.0
Enter the password for yo	Account with Login.gov Account ur eVoucher account to connect your eVoucher account with your Login.gov account. , you will sign in using Login.gov going forward.
eVoucher Password	
Forgot your password?	
Connect A	ccounts
access attempts, may be r protection of system secu system or any connected	government system for official judiciary business only. All activities on this system for any purpose, and all ecorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, rity, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system, users expressly consent to system monitoring and to official access to data reviewed and created by evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement

#### 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 as you normally would.



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**.

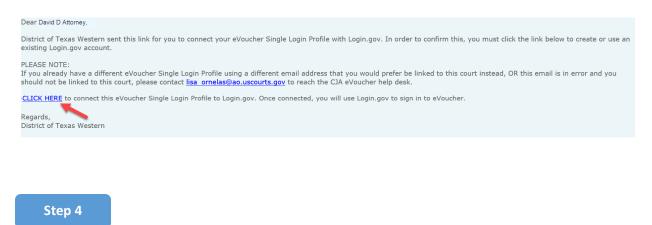
CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
Link eVoucher Account with Login.gov Account Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.
eVoucher 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

#### Step 2

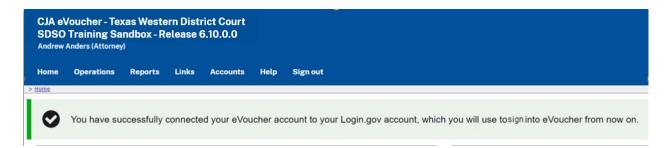
A message appears, prompting you to check your email and confirm that you entered the correct email address.



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



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 as you normally would.



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.



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
	er Account with Login.gov Account
After completing this s	tep, you will sign in using Login.gov going forward.
eVoucher Email Addre	255
daviddattorney@gr	nail.com
6	
N	lext
	ted government system for official judiciary business only. All activities on this system for any purpose, and all

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.

		exas Western District Court Indbox - Release 6.10.0.0
Enter your email addres After completing this st	ss to connect your eVouc	Login.gov Account her account with your Login.gov account. Login.gov going forward. for assistance.
<b>O</b> Single Login	Profile not found with th	at email address. Contact your local court helpdesk.
eVoucher Email Add daviddattorney@gm		
N	ext	

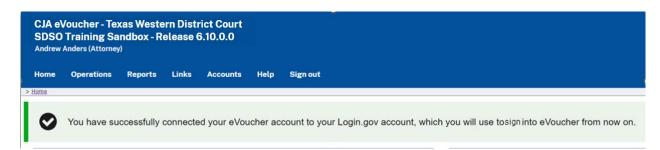
CJA eVoucher | Version 6.11 | AO-SDSO-Training Division | December 2024

Step 4

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.



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 as you normally would.



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 in to 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
	nged how you will sign in to eVoucher! s to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use re sign-ins.
Sign in with 👔	LOGIN.GOV
	te a Login.gov account?
Use the Sign in butto Learn about our new	n above and then use the "Create an account" button below the sign in fields. sign in process.
attempts, may be reco security, performance system, users expressly	ted government system for official judiciary business only. All activities on this system for any purpose, and all access rded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected <i>y</i> consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of ding 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**.

to allow you t	• is using Login.gov o sign in to your ly and securely.
Sign in	Create an account
Sign in for existi	ng users
Lindit douress	
Password	

CJA eVoucher | Version 6.11 | AO-SDSO-Training Division | December 2024

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- This code will expire in 10 minute				
One-time code Example: 123ABC XXXXXX				
Submit	-			
Send another code				

Login.gov directs you to your eVoucher home page.

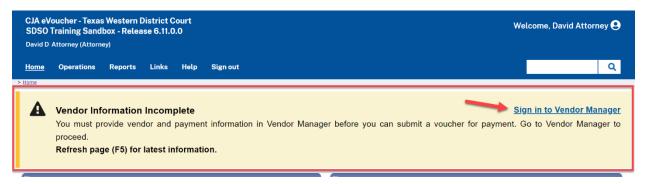
CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0								
David Att	David Attorney (Attorney)							
Home	Operations	Reports	Links	Help	Sign out			
> <u>Home</u>								
My Active	Documents							
To group by a particular Header, drag the column to this area. Search:								
Case	Def	fendant	т	уре		Status		Date Entered
1112 CD 0	0000 EE David	have Charlestels (	# 4 <b>\</b>			-		04/04/2014

## Vendor Manager System (VMS) -

Beginning with release 6.11, you must create an account in the Vendor Manager System (VMS) to manage your payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment.

#### Step 1

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Click the **Sign in to Vendor Manager** link to access VMS.





On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.

An official website of the United States Government.		
Vendor Manager Manage your personal profile, business, and	payment information.	
		Then The
Receiving payments made easier		
Receiving payments made easier Vendor Manager allows individuals and business entities to regis information with the U.S. Courts for receiving electronic paymen IRS.	ter and maintain their tax an	
Vendor Manager allows individuals and business entities to regis information with the U.S. Courts for receiving electronic paymen	ter and maintain their tax an	

#### Step 3

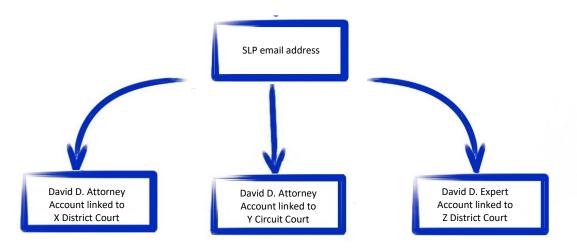
Review the VMS job aids for all the information necessary to create your VMS account.

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## 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.
- Access VMS to view and edit your payment account information.
- View your linked eVoucher accounts.
- Change your default court.

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

CJA eVoucher - Train District Court SDSO Training - Release 6.10.0.0 David D Attorney (Attorney)		Welcome, David Attorney 🗨 Single Login Profile Court Profile
Home Operations Reports Links	Help Sign out	Sign out
> Help >	Single Login Profile	
	Court Profile	
	Contact Us	
	Privacy	
	eVoucher Documentation: Attorney and Expert Users	

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## Editing Your SLP

Your SLP information is divided into three sections: Account Information, Billing 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.

Single Login Profile – David Attorney							
Account Information				-			
First name	Middle name	Last name	Suffix				
David	D	Attorney	-	Edit			
Email address daviddattorney210@gm	nail.com			Edit			
Password							
UOGIN.GOV							
Billing Information				+			
Linked eVoucher Acco	ounts			+			

## 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 Prof	ile – David Attorney			
Account Information				-
First name	Middle name	Last name	Suffix	_
David	D	Attorney	-	Edit

#### Step 2

Make any necessary changes, and then click Save changes.

Si	ngle Login Profile – Da	vid Attorney		
	Account Information			-
	First name	Middle name	Last name	Suffix
	David	D	Attorney	
	Cancel	-		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

daviddattorney210@gmail.com

## <u>Edit</u>

#### Step 2

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

Single Login Prof	file – David Attorney			
Account Information				-
_				
Note: This e	email change does not change the	email associated with Login.g	ον	
First name	Middle name	Last name	Suffix	
David	D	Attorney	-	Edit
Email address				
daviddattorney@gma	ail.com			
Confirm email addres	s			
daviddattorney@gma	ail.com			
Cancel	Save cha	inges		

**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 forgotten password requests. The Login.gov logo is visible in the Password section of your SLP account information, but you can't edit your password from here.

Single Login Profi	le – David Attorney			
Account Information				-
First name David	Middle name D	Last name Attorney	Suffix -	Edit
Email address daviddattorney@gmail.c	om			Edit
Password				

**Note:** Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <a href="https://www.login.gov/help">https://www.login.gov/help</a>.

# Viewing Billing Information

Step 1

Click the plus sign (+) to expand the Billing Information section.

#### Single Login Profile – David Attorney

Account Information	+
Billing Information	+
Linked eVoucher Accounts	+
	•

Step 2

View read-only payment account information from VMS in this section. Click the **go to Vendor Manager** link to go to VMS to edit your billing and payment information there.

Single Login Profile – David Attorney	,
Account Information	+
Billing Information	-
Payme	ent accounts that are ready to use display below. To see all payment accounts, <u>go to Vendor Manager</u>
David Attorney TIN (SSN): ••••••00	
Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: ••••••89	
Linked eVoucher Accounts	+

# Viewing 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 – David Attorney

Account Information	+
	_
Billing 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, in the Default column, click the radio button for the desired court account, and then click **Save changes**.

ngle Login Profile – David Attorney	1			
Account Information				
inked eVoucher Accounts				
Multiple eVoucher accounts can be linked to a Single Jse the Accounts menu to switch between accounts Account	-	ne account is linked	elect a default eVoucher account.	
Jse the Accounts menu to switch between accounts	3.		elect a default eVoucher account.	

# Accessing Multiple Accounts in eVoucher

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



# 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.

Court account to which you are signed	Single Login Profile (SLP) username
An official website of the Uni d States government	Profile icon
CJA eVoucher - Train District Court SDSO Training - Release 6.10.0.0 David D Attorney (Attorney) Home Operations Reports Links <u>Accounts</u> Help Sign out	Welcome, David Attorney O Single Login Profile Court Profile Sign out
4 Single Login Profile Attorney/expert 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 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.

18									
ly Active Documents					E Hy Proposed Assign	nents			
To group by a particular Header, drag the column to this area. Search:					Appointments Defendant				
Case	Defendant	Туре	Status	Date Entered			ill cases have been currently assign	ed	
1:13-CR-08842-II- Start: 04/04/2014 End: 03/01/2016	Paul William Clark (# 1) Claimed Amount: 1,200.00	AUTH Investigator	Voucher Entry 0101.0000019	12/02/2015					N
1:13-CR-08842-II- Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edt	01/21/2016	E Hy Submitted Docum	nents			
1:13-CR-08842-II-	Paul William Clark (# 1)	CIA-26	Voucher Petry	03/01/2016	To group by a particular I	Header, drag the column to this area.		Search:	
Start: End:	Claimed Amount: 0.00		Voucher Entry Edt		Case	Defendant	Туре	Status	Date Entered
E.M.				Page 1 of 1 (3 items)	1:13-CR-08842 Start: 06/03/2013 End: 04/04/2014	Paul William Clark (# 1) Claimed Amount: 204.45	CJA-20 David D Attorney	Submitted to Court	11/09/2015
Appointments' List					1:13-CR-08842 Start: 02/11/2022 End: 02/11/2022	Paul William Clark (# 1) Claimed Amount: 20,000.00	AUTH Paralegal Services	Submitted to Court	02/11/2022
Appointments		Defendant	Search	u	1:13-CR-08842 Start: 11/25/2015 End: 12/10/2015	Paul William Clark (# 1) Claimed Amount: 8,800.00	CJA-26	Submitted to Court	12/10/2015
Case: 1:13-CR-08842-II Defendant #: 1 Case Title: USA v Clark Attorney: David Attorney Representation ID: 34 Appointment ID: 32		Defendant: Paul William Representation Type: Crim Order Type: Appointing Co Order Date: 08/03/13 Pres. Judge: Ignacio Iglesi Adm./Mag Judge:	inal Case unsel		1:13-CR-08842 Sart 12/02/2015 End: 12/02/2015	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Submitted to Court 0101.0000057	12/02/2015
Case: 1:16-CR-08642-AA Defendant #: 1 Case Title: USA v Wvatt		Defendant: Daria Wyatt Representation Type: Expe Order Type: Associate	t rt Only		1 Hy Service Provider'	Decomposite			Page 1 of 1 (4
Attorney: David Attorney Representation ID: 61		Order Type: Associate Order Date: 08/07/18 Pres. Judge: Albert Alberts	-		1	Header, drag the column to this area.		Search:	r
Appointment ID: 109		Adm./Mag Judge:			Case	Defendant	Туре	Status	Date Entered
				Page 1 of 1 (2 items)	1:13-CR-08842 Starts Endi	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry	12/07/2015
					1:13-CR-08842 Sart End	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit	01/28/2016
					1				Page 1 of 1 (2)
					E Closed Documents				
						Header, drag the column to this area.		Search:	
					Case I	Defendant Type	Status	Date Entere	b

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	<ul> <li>This section contains all the vouchers for your service providers, including:</li> <li>Vouchers in progress by the experts.</li> <li>Vouchers submitted to the attorney for approval and submission to the court.</li> <li>Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>				
<b>Closed Documents</b> <b>Closed Docum</b>					

# Navigating the CJA eVoucher Program

SDSO	oucher - Train Training - Re Attorney (Attorn	elease 6.10					Welcome, David Attorney 😫
Home	Operations	Reports	Links	Accounts	Help	Sign out	Q

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.			
	Click to access:			
	Another link to your SLP.			
Help	<ul> <li>Another link to your court profile.</li> </ul>			
пер	Contact Us email.			
	Privacy notice.			
	<ul> <li>eVoucher help documentation for attorneys and experts.</li> </ul>			
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 (+) to expand a folder. Click the minus sign (-) 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.

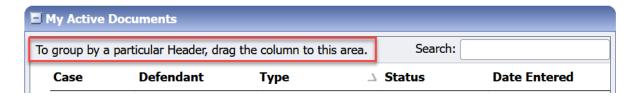
Click and drag the line in the desired direction to enlarge or reduce the column size.

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.

E My Active Documents					
To grou <del>p by a particular</del> l	leader, drag the column to this area.				
Case Defe	ndant Type				

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

My Active Documents		
Group by: Case -		Search:
Case 🗸 Defendant	Туре	Status

# 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**.

An official website of the United States government CJA eVoucher - Train District Court SDSO Training - Release 6.10.0.0					Wel	Icome, Andrew Anders 😫
Andrew Anders (Attorney)					Court Profile	
Home	Operations	Reports	Links	Help	Sign out	Sign out
> Help > <u>Cou</u>	rt Profile					

On the Court Profile page you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Manage your payment accounts, Social Security number (SSN), and/or employee identification number (EIN) from the VMS. Copies of a W-9 must be provided to the court, and any changes to the SSN or EIN must be completed in VMS.
- 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** or **View** to the right of the Attorney Info, Holding Period, and Continuing Legal Education sections to expand these sections and edit any information. Review your court profile and add any missing information as needed.

> Help > Court Protile		
Court Profile		
Attorney Info This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.	Bar Number: Name: <b>Andrew Anders</b> <i>Contact Info:</i> Phone: 210-555-1234 deadmal@support.aotx.uscourts.go <i>Address:</i> 110 Main Street San Antonio, TX 78210 US	Edit
Billing Info View Electronic Payment details on the S.P. Manage payment accounts at Vendor Manager. Editing is no longer available here.		View SLP Manage at Vendor Manager
Holding Period	No info has been stored. Please click VIEW to type your info.	View
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View

### Attorney Info -

#### Step 1

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



If you have an SLP that is linked to more than one court, certain changes made to the Attorney Info section of your court profile are 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 <u>Attorney Info</u> or <u>Expert Info</u> 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 This is the contact information that will appear on payment vouchers. SSN is	* Required Fields Bar Number				Cano
required for national mandatory reporting.	Tax Identification Nur	nber: * (If or	Panel)		
reporting.	SSN: ••••••	••			
	Confirm: ••••••	•			
	006-20-20	24			
	First Name *	Middle	Last Name *		
	Andrew		Anders		
	Main Email *			٦	
	aandersattorney@gn	nail.com			
	2nd Email			¬	
	deadmail@support.a	otx.uscourts.	.gov		
	3rd Email			7	
	Phone *		Cell Phone	]	
	210-555-1234		210-555-2400	]	
	Address 1 *		City *		
	110 Main Street		San Antonio		
	Address 2		State * (US only)	Zip * (US only)	
			TEXAS		
	Address 3		Country *		
			UNITED STATES	✓ Foreign Vendor?	

### Notes:

- SSN/EIN information displays in the Attorney Info section for attorney accounts with this information that were added to eVoucher prior to the 6.11 release. You cannot edit this information in the court profile and must go to VMS to change your SSN or EIN.
- 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 —

In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways.

**Note**: Beginning with release 6.11, you can no longer add or edit your billing information on eVoucher's Court Profile page. Additionally, read-only billing information displays in the Billing Info section if your account included billing information prior to the 6.11 release.

Step 1

Click **View SLP** to access your SLP section in eVoucher.

Billing Info
View Electronic Payment details on the
SLP. Manage payment accounts at
Vendor Manager. Editing is no longer
available here.

View SLP
----------

### Manage at Vendor Manager

Payment account(s) you have set up in VMS display in the Billing Information section. Click the **go to Vendor Manager** link to view and edit your payment information there.

ome Operations Reports Links Help Sign (	Q Q
Single Login Profile – Andrew Anders	
Account Information	+
Billing Information	-
Payment	t accounts that are ready to use display below. To see all payment accounts, <u>go to Vendor Manager</u>
Andrew Anders TIN (SSN): •••••••20	
Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number:24	

### Click the Manage at Vendor Manager link to access VMS.



Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.

📕 An official website of the United States Government.
Vendor Manager Manage your personal profile, business, and payment information.
Receiving payments made easier.
Vendor Manager allows individuals and business entities to register and maintain their tax and bank information with the U.S. Courts for receiving electronic payments while maintaining proper reporting to the IRS.
Sign in with DLOGIN.GOV

**Note:** Payment account information must be entered in VMS before any payments can be made.

# 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.

Cour	rt Profile			
¢		e to this court profile will not be applied to any other linked accounts. menu to switch to other linked accounts and make changes to each court profile separately	ly.	
	Step 1 e Holding Peri	od section, click <b>View</b> .		
Но	lding Period	No info has been stored. Please click VIEW to type your info.	View	
Click	Step 2 Add.			
noiair	ng Period	Back Edit Add Delete	Crawly	
		Starting Ending Notes	Search:	_
		No Holding Period		
			No d	data

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

Holding Period	Back Save
	Starting Date Ending Date 09/02/2024 09/13/2024
	Notes Vacation

# Continuing Legal Education (CLE) -

Step 1

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



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.

Continuing Legal Education	Back	Edit	Add Delete a	]		
						Search:
	Files	Credit	Date	Hours	Subject	
				No Continuir	ng Legal Education	
						No data

#### 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**.

Continuing Legal Education	Back Save
	Credit Criminal Law
	Date 05/15/2024
	Hours 3.0
	Description
	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.

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

Back		Save						
Credit Date Hours	05/15/2							
Description								
Document	Browse	e No file	selected.					
Continuing Legal Education		Back	Edit	Add Delete				
		Files	Credit	Date	Hours	Subject	Search	:
			Criminal L	05/15/2024	3			
		1						Page <b>1</b> of <b>1</b> (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 Appointments' List section, locate the desired case.

### Step 1

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

Defendant:     Jebediah Branson       See: 1:14-CR-08805-AA     Defendant:       Jefendant #: 1     Representation Type: Criminal Case       Case: Title: USA v. Branson     Order Type: Appointing Counsel       Autorney: Andrew Anders     Order Type: Appointing Counsel       Versesentation ID: 2     Pres. Judge: Albert Albertson								Search:
<text></text>	ppointments			Defen	dant			
In this pape you will find a pape will find a pape will for a p	Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Bransor Attorney: Andrew Anders <u>Representation ID: 2</u> Appointment ID: 4	n		Repres Order Order Pres. J	sentation Type Type: Appoin Date: 03/03/3 Judge: Albert	: Criminal Case ing Counsel 4		
nummary skolarity       Conclassing and skolarity of skolarity       Conclassing and skolarity of skolarity       Conclassing and skolarity of skolarity       Conclassing and			Appointme	nt Info				
appointment, including a land of hinds to creat the second sec			1. CIR/DIST/DIV.CODE	2. PERSON REPRESEN	TED		VOUCHER NUMBER	1
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Case Datal Budget Report         114-CR-08055-84         Jebedah Branson (# 1)         AUTH         Voucher Closed         12/14/2021           Sime 1214/0021         Clamed Amount 1,200.00         Chemick Toxicologist         Voucher Closed         12/14/2021           114-CR-08055-84         Debedah Branson (# 1)         Andrew Anders         Andrew Anders         Voucher Closed         12/14/2021           114-CR-08055-84         Debedah Branson (# 1)         Clamed Amount 1,200.00         Chemick Toxicologist         12/14/2021         Solematics to Court         12/14/2021		Attorney Time	Start: 12/14/2021 End: 12/14/2021	Claimed Amount: 10,500.00 Approved Amount: 10,000.00	Andrew Anders	S 0101.00005	20	
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			1:14-CR-08805-AA-	Jebediah Branson (# 1)	CJA-21	Submitted	12/14/2021	

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 <b>Create</b> 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.

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
<b><u><b>Diew Representation</b></u></b>

The Representation Info page appears.

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
	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
Reports	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
Representation Report	USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
	11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATI			
	EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
				DESIGNEE 2
	App.ID Attorney	Order Type	Order Email	
	4 Andrew Anders	Appointing Counsel	03/03/14 lisa_orr	nelas@aotx.uscourts.gov

# Creating a 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.

CJA-20	Create
Appointment of and Authority	to Pay
Court-Appointed Counsel	

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

CJA-20 Attorney Enters	Basic Info Services	Expenses Claim Status	Documents	5 🕨 Confir	mation			
Voucher	Basic Info							Tabs appear
Def.: Jebediah Branson	1. CIR/DIST/DIV.CODE 0542 3. MAG. DKT/DEF.NUMBER	2. PERSON REPRESENTED Jebediah Branson 4. DIST. DKT/DEF.NUMBER	5. APPEALS, DKT/DEF.	NIMBER	VOUCHER NUME			at the top of
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	5:78-CR-00210-88-AA 8. PAYMENT CATEGORY	9. TYPE PERSON REPR		10. REPRESENTA			·
LINK TO CPY/LCF	USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	ESENTED	Criminal Case	IION I IFE		the screen.
Voucher #:	11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIB	<i>u i</i> /						
Start Date: End Date:	12. ATTORNEY'S NAME AND MAILING A David Dd Attorney - Bar Number: 1	ADDRESS	13. COURT ORDER		-	0		
	2500 Main St	234123	A Associate		D Federal Defender	F Subs for Federal Defender		
Services: \$0.00 👻	San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265	1185	L Learned Counsel (Capital Only)	O Appointing Counsel	P Subs for Pane Attorney	R Subs for Retained Attorney		
🚯 Expenses: \$0.00 👻	Email: daviddattorney@gmail.com		S Pro Se	T Retained Attorney	U Subs for Pro	<b>X</b> Administrative		
			U Y Standby Counsel					
Representation Fee Limit: \$10,300.00			Prior Attorney's Name Appointment Dates					
			Signature of Presiding Jud Albert Albertson	dge or By Order of t	he Court			
Fee Amount Remaining After Approved and Pending:	14. LAW FIRM NAME AND MAILING AD	DRESS	Date of Order 7/1/2024	Nune P	ro Tunc Date			
\$10,300.00			Repayment 🗌 YES 🜌	NO				
Tasks	Payment Details							
Link To Appointment		ils. Payment accounts that	are ready to u	ise display	below. To s	ee all payment		
Link To Representation	accounts, <u>go to Vendor</u>	<u>Manager</u>						
Actions	David D Attorney		4	•				
Import Service Entries (.csv)	Dana Diracomey			·				
Reports	David D Attornev							
Defendant Summary Budget Report	TIN (SSN): •••-••00							A progress bar
Totals only of budget info for defendant								appears at the
	Electronic payments wil							appears at the
Defendant Detail Budget Report Detail budget info for defendant	Routing Number: 12100 Account Number: ·····							bottom of the
	Account Number:							
CJA20 - Attorney CJA20 - Rejected							/	screen.
CJA20 - Transfer	« First < Previous Next >	Last » Save		Delete Dr	aft	Audit Assist	]	
· · ·								

### 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.



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

Basic Info	Services	▶ Expe	nses 🏼 🕨 Clair	n Status 🏼 🕨 D	ocuments	Confirmation	ı			
Service	es									
Date	07/01/2024	•		Description						
Service Type			-	*						
Doc.# (ECF)		Pages								*
Hours	*	at \$152.00	per hour.				4	Add	Remove	e
* Required Fields										
To group by a p	articular Header,	drag the col	umn to this area.							
Service Type		Date 🔺	Description					Hrs	Rate	Amt
				(Empty	r)					
No data to pa	ginate < >				Go to p	vage: Vi	ew items pe	er page	e: <u>10 25</u>	<u>50 100</u>
« First < Pr	evious Next	> Las	t »	Save		Delete Draft		A	Audit Assi	st

Step 2

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

### Services

Date	07	07/01/2024 *				De				scri
Service Type		•			Jul	y 2024			•	]
Doc.# (ECF)		¤	Su	Мо	Tu	We	Th	Fr	Sa	
Hours	Ц	»	30	1	2	3	4	5	6	
		»	7	8	9	10	11	12	13	
* Required Fields		»	14	15	16	17	18	19	20	
To group by a		»	21	22	23	24	25	26	27	
To group by a p	part	<b>»</b>	28	29	30	31	1	2	3	
Service Type		»	4	5	6	7	8	9	10	

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

### Services



**Note**: You can add dates in any order; they 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.

Date	07/01/2024 *	Description	First appearance an arraignment of defendant.
Service Type	a. Arraignment and/or Plea	*	
Doc.# (ECF)	Pages		*
Hours	5.0 * at \$152.00 per hour.		Add Remove
* Required Fields			

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. Click an entry to edit and then click **Save** to save your changes.

Basic Info	Services	Experies	ises 🕨 Clai	m Status 🗼 I	Documents	Confirmation	tion			
Service	s									
Date	07/01/2024	• 🇰		Description						
Service Type			-	*						
Doc.# (ECF)		Pages							•	*
Hours	*	at \$152.00	per hour.					Add	Remove	
* Required Fields										
To group by a pa	articular Header,	drag the col	umn to this area.							
Service Type		Date 🔺	Description					Hrs	Rate	Amt
a. Arraignment an	id/or Plea	07/01/2024	First appearance	an arraignment of de	fendant.			5.0	\$152.00	\$760.00
Page 1 of 1 (1	items) 🧹 [1	1] >			Go to pa	age:	View items pe	er page	e: <u>10 25</u>	<u>50 100</u>
« First < Pre	evious Next	> Last	»	Save		Delete Draft	]	A	udit Assis	it .

# **Importing Service Entries**

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

**Note**: If you have an associate on your voucher and want to use the import service entry function, the lead attorney MUST import their entries first or they will overwrite the associate attorney's entries. Review the Importing Time job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

### Step 1

Select the appropriate appointment and click the **Create** link for the CJA-20 voucher to open the document. In the Actions section on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters	Basic Info	Expenses Claim Status	Documents	5 🕨 Confir	mation		
Voucher	Basic Info						
	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER NUM	BER	
Def.: Jebediah Branson	0542 3. MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.	NUMBER	6. OTHER. DKT/	DEF.NUMBER	
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	5:78-CR-00210-88-AA 8. PAYMENT CATEGORY	9. TYPE PERSON REPR	ESENTED	10. REPRESENT	ATION TYPE	
	USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case		
Voucher #:	11. OFFENSE(S) CHARGED 12:1457 M PENALTIES - PROHI	<i>u 1</i>					
Start Date: End Date:	12. ATTORNEY'S NAME AND MAILING	ADDRESS	13. COURT ORDER				
	David Dd Attorney - Bar Number: 2500 Main St	1234123	A Associate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender	
Services: \$0.00 ~	San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265	c 110c	L Learned Counsel (Capital Only)	O Appointing	P Subs for Pane	R Subs for Retained	
	Email: daviddattorney@gmail.com		S Pro Se	T Retained	U Subs for Pro		
🚯 Expenses: \$0.00 👻			_	Attorney	Se	□ X Administrative	
Representation Fee Limit:			└─ Y Standby Counsel				
\$10,300.00			Prior Attorney's Name Appointment Dates Signature of Presiding Ju	dge or By Order of	the Court		
Fee Amount Remaining After Approved	14. LAW FIRM NAME AND MAILING AT	DDRFSS	Albert Albertson Date of Order Nunc Pro Tunc Date				
and Pending: \$10,300.00		DDAL55	7/1/2024				
			Repayment 🗌 YES 🜌	NO			
Tasks	Payment Details						
Link To Appointment	Select the payment det	ails. Payment accounts that	are ready to u	ise display	below. To s	ee all payment	
Link To Representation	accounts, <u>go to Vendor</u>	Manager					
Actions	David D Attorney		:	•			
Import Service Entries (.csv)							
Reports	David D Attorney						
Defendant Summary Budget Report	TIN (SSN): •••-••00						
Totals only of budget info for defendant							

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click **Additional Information** to expand the section and view instructions for importing time from a .csv file.

Service	2S					
	/ file must contain all requ				and saved in Comma Separated Values (C mple spreadsheet for the correct column h	
	It is recommended to star imported CSV file.	t with a blank vouc	her. Otherwise, all o	existing service entries o	n the voucher will be overwritten with the	
- Additional Info	rmation					
Each service li	ine entry must have da	ta in the followin	g columns:			
<ul> <li>Date</li> <li>Hours</li> <li>Description</li> <li>Service</li> </ul>	tion Type (EXAMPLES: "15b" d	r "(30) 15b. Interv	ews and Conference	es with Client")		
The following	columns do not require	e data, but should	l be included in t	he header row:		
<ul> <li>Doc#</li> <li>Pages</li> </ul>						
-	formation refer to the eV	ucher Online Heln.				
Date, Hours, De 1/4/2021,1.0,Me 1/4/2021,.5,Rev	en opened in a text edit scription, Service Type, D et with client,(30) 15b. Int viewed Indictment,15f,4,2 learing on Motion to Dism	oc#, Pages erviews and Confei 5	ences with Client,,			
		[	Import Service E	intries (.csv)	_	
Date 0	9/3/2021 *		Description			
Service Type	9/3/2021	•	*			
	Pages				•	•
Doc.# (ECF)						

When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

Basic Info Servi	ces Expenses	Claim Status	ocuments Confirmation	on		
Services						
			aw firm billing system and saved in ease download our sample spreads			
IMPORTANT: It is recomm of the imported CSV file.	nended to start with a blanl	k voucher. Otherwise, all exi	sting service entries on the vouche	r will be overwritten	with the	content
+ Additional Information						
		Import Service En	tries (.csv)			
Date 9/3/2021	*	Description			•	
Service Type		*				
Doc.# (ECF)	Pages * at \$152.00 per hour.			Add	Remove	-
10015	at \$152.00 per noui.			Add	Remove	<u>.</u>
Required Fields						
To group by a particular He	ader, drag the column to th	iis area.				
Service Type	Date 🔺 Descrip	otion		Hrs	Rate	Amt
		(Empt	/)			
No data to paginate 🧹	>		Go to page:	/iew items per page	e: <u>10 25</u>	<u>50 10</u>

**Note**: The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

Step 4

Your file directory browser opens. Click the correct .csv file, and then click **Open**.

Open				× – 0
÷ → × ↑ 🎴 « External Users >	time import		✓ C Search time import	• 1 🗞 …
Organize • New folder			≣• □	3
Name	^	Date modified	Туре	
🔚 Desktop 🔹 🔊 CJA-20 Service	Time Import	8/9/2021 10:01 AM	Microsoft Excel Comma Separat	***
🗉 Documents 🖈				
🛓 Downloads 🖈				Commente d Malurer (CCM)
🔀 Pictures 🔹				nma Separated Values (CSV) for the correct column heading
				be overwritten with the conter
File name:			<ul> <li>Microsoft Excel Comma Separat</li> </ul>	v
		Upload fr	om mobile Open 🔻 Cancel	•
	Doc.# (ECF)	Pages		▼ *
\$10,300.00	Hours	* at \$152.00 per hour.		Add Remove

A success message appears, indicating the number of entries that were imported and saved to the services table.

Basic Info	Services	🕨 Expei	nses 🕨 Clair	m Status 🕨 🕨	Documents	Confirmation	tion			
13		been succes	-	n <i>CJA-20 Service</i> ported.	Time Import_o	correct.csv and s	saved to the se	rvices	table belo	ow.
Service	5									
Date	9/3/2021	* 🎬		Description						
Service Type		- Constant	•							
Doc.# (ECF)		Pages							▼ ,	ĸ
Hours	*	at \$152.00	per hour.					Add	Remove	
Required Fields										
To group by a par	rticular Header,	drag the col	umn to this area.							
Service Type		Date 🔺	Description					Hrs	Rate	Amt
e. Investigative and	d Other Work	07/01/2021	Test					0.1	\$152.00	\$15
b. Obtaining and Re Records	eviewing	07/01/2021	Test					0.4	\$152.00	\$60
a. Arraignment and	I/or Plea	07/02/2021	Test					0.2	\$152.00	\$30
			-						1.000.00	

# Importing Service Entries on Previously Created CJA-20s -

While it is recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

### Step 1

On the home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

<u>Home</u> Operation	ons Reports Links	Help Sign out		
lome				
My Active Document	ts			
group by a particular	Header, drag the column to this	area.	Search:	
Case	Defendant	Туре	Status	Date Entered
5:78-CR-00210-AA- Start: End:	Jebediah Branson (# 88) Claimed Amount: 760.00	CJA-20 David Dd Attorney	Vouch Entry Edit	08/13/2024
5:08-CR-00806-AA-	Thomas Watson (# 14) Claimed Amount: 0.00	CJA-20 David Dd Attorney	Voucher Entry Edit	06/10/2024
End:		,	- Cur	

### Step 2

When the document opens, in the Actions section on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters Voucher	Basic Info	Expenses Claim Status	Documents	s 🕨 Confir	mation	
	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER NUMB	ER
Def.: Jebediah Branson	0542 3 MAG DKT/DEENUMBER	Jebediah Branson 4 DIST DKT/DEENUMBER	APPEALS DET/DEF		6. OTHER, DKT/D	
	3. MAG. DK1/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DK1/DEF.	NUMBER	6. OTHER. DK1/D	EF.NUMBER
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPE	RESENTED	10. REPRESENTA	TION TYPE
	USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case	
Voucher #:	11. OFFENSE(S) CHARGED					
Start Date:	12:1457.M PENALTIES - PROHIB 12. ATTORNEY'S NAME AND MAILING		13. COURT ORDER			
End Date:	David Dd Attorney - Bar Number: 1		-		D Federal	F Subs for Federal
· · · · · · · · · · · · · · · · · · ·	2500 Main St		A Associate	C Co-Counsel	Defender	Defender
Services: \$760.00	San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265-	1185	L Learned Counsel (Capital Only)	O Appointing Countel	P Subs for Panel     Attorney	R Subs for Retained
	Email: <u>daviddattorney@gmail.com</u>	-1165		T Retained	U Subs for Pro	
Expenses: \$0.00			S Pro Se	Attorney	Se	└─ X Administrative
			☐ Y Standby Counsel			
Representation Fee Limit:			Prior Attorney's Name			
\$10,300.00			Appointment Dates Signature of Presiding Ju	dae or Br Order of	the Count	
Fee Amount Remaining After Approved			Albert Albertson			
and Pending:	14. LAW FIRM NAME AND MAILING AD		Date of Order 7/1/2024	Nune I	Pro Tunc Date	
\$9,540.00			Repayment VFS	NO		
Tasks	Payment Details					
Link To Appointment	Selet the payment deta	ails. Payment accounts that	are ready to u	use displav	below. To se	ee all payment
Link To Representation	counts, go to Vendor		,			
	g <u>o to vendor</u>	<u>riditagor</u>				
Actions	David D Attorney			<b>\$</b>		
Import Service Entries (.csv)	David D Accorney			•		
Reports	David D Attorney					
Defendant Summary Budget Report	TIN (SSN): •••-•••00					
Totals only of budget info for						
defendant						ļ

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click **Additional Information** to expand the section and view instructions for importing time from a .csv file.

Basic Info Services	Exper	ises Claim Status	Documents	Confirmation			
Services							
format. The CSV file must contai and service type values.	in all required	ervice time entries exported from a column headings and data types. P	lease download our s	ample spreadsheet or the co	orrect	column <sup>°</sup> he	eadings
of the imported CSV file.							
- Additional Information							
Each service line entry must	have data i	n the following columns:					
<ul><li>Date</li><li>Hours</li><li>Description</li></ul>							
	S: "16b" or "1	6b. Obtaining and Reviewing Record	ts")				
The following columns do no	t require da	ta, but should be included in th	e header row:				
Doc#							
<ul> <li>Pages</li> </ul>							
For additional information refer t	the eVouch	er Online Help.					
<b>CSV file when opened in a te</b> Date, Hours, Description, Service 1/4/2021,1.0,Met with client,16a	e Type, Doc#,	Pages					
1/4/2021,.5,Reviewed Indictmer 1/5/2021,1.2,"Hearing on Motion		ncluding wait time",15c,,					
		Import Service Er	ntries (.csv)				
		Description					
	*	Description				•	
Service Type	Deces						
Doc.# (ECF)	Pages	per bour			\dd	Remove	-
TIOUIS	at \$152.00	per noui.		A	uu	Remove	
	drag the colu	ımn to this area.					
Required Fields To group by a particular Header,	, drag the colu	umn to this area. Description			Hrs	Rate	Amt
Required Fields		Description			<b>Hrs</b> 0.2	<b>Rate</b> \$152.00	

When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

Services						
			law firm billing system and saved in Comma Sep lease download our sample spreadsheet for the			
IMPORTANT: It is recommended of the imported CSV file.	ed to start wi	th a blank voucher. Otherwise, all ex	isting service entries on the voucher will be ove	rwritten	with the o	content
+ Additional Information						
		Import Service Er	itries (.csv)			
	•	Description			-	
Service Type	_	*			-	
Doc.# (ECF)	Pages			Add	Remove	•
louis	at \$152.00	per noui.	L	Auu	Keniove	
equired Fields						
To group by a particular Header,	drag the colu	imp to this area				
Service Type	Date 🔺	Description		Hrs	Rate	Amt
a. Arraignment and/or Plea	07/02/2021	•		0.2	\$152.00	\$30.4
. Motion Hearings	07/12/2021			0.9	\$152.00	
a. Interviews and Conferences	07/14/2021			1.1	\$152.00	

### Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 3–5 in the Importing Service Entries section above.

orted from a law firm billing system and s data types. Please download our sample erwise, all existing service entries on th			×
Service Entries (.csv)	Uploading a r overwrite your e on this	y Message new .csv file will xisting time entrie voucher. u want to proceed	
	Cancel	Proceed	
	Hrs Rate	e Amt	

## Entering Expenses -

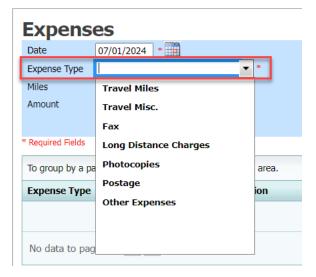
### Step 1

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

Date	07/01/2024	*		De	scription				
Expense Type			•	•					
Miles Amount		at \$0.545 p	er mile.			L		Add	Re
" Required Fields To group by a p	particular Header	r, drag the co	olumn to this	area.					
	particular Header	r, drag the co							
		r, drag the co						м	ile R
To group by a p		-			(Empty)			м	ile R

### Step 2

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



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**.

Date	07/01/2024 *			Description	Travel to and from court.				
Expense Type	Travel Miles	Jenne -	- *						
Miles	20 * at	\$0.545 pe	r mile.						▼ *
Amount							Add	Remov	e
Required Fields									
To group by a p	articular Header, c	drag the col	umn to this area.						
Expense Type		Date 🔺	Description				Mile	Rate	Amt
				(Empty)					
No data to pag	ginate < >				Go to page:	View items pe	er page	e: <u>10</u> <u>25</u>	<u>50 1</u>
									ssist

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

oate 07/01/20	24 * 🎹	Description				•
xpense Type		*				
1iles	* at \$0.545 per	mile.				*
mount				Add	Remove	•
Required Fields						
o group by a particular He	ader, drag the col	ump to this area				
	-					
xpense Type	Date 🔺	Description		Mile	Rate	Amt
ravel Miles	07/01/2024	Travel to and from court.		20	\$0.545	\$10.9
			Go to page: View items pe	er page	e: 10 25	50 100
Page 1 of 1 (1 items)						
Page 1 of 1 (1 items)			the real page.	1.0		
Page 1 of 1 (1 items)						
Page 1 of 1 (1 items)			then tend page.			
age 1 of 1 (1 items)						
Page 1 of 1 (1 items)						
Page 1 of 1 (1 items)						
Page 1 of 1 (1 items)						

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

Expense	es								
Date	07/08/2024	*		Description					•
Expense Type			*						
Miles	ā	at \$0.545 per	mile.						*
Amount	*					A	dd	Remove	-
* Required Fields									
To group by a pa	articular Header,	drag the colu	umn to this area.						
Expense Type		Date 🔺	Description				Mile	Rate	Amt
Travel Miles		07/01/2024	Travel to and from cou	ırt.			20	\$0.545	\$10.90
Photocopies		07/08/2024	Copies - 100 pages @	.10 per page.			0	\$0.000	\$10.00
Page 1 of 1 (2 items)         [1]         Go to page:         View items per page: 10 25 50 100									
« First <	Previous Ne	ext > La	ast »	Save	Delete D	raft	[	Audit As	sist

### 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.

rt Date *	End Date •
Payment Claims * inal Payment interim Payment interim Payment Supplemental Payment Withholding Return Payment Reminder: Please select the appropriate claim state	
Have you previously applied to the court for com If Yes, were you paid?	nsation and/or reimbursement for this case? * Oyes ONo Oyes ONo
Other than from the Court, have you, or to your	owledge has anyone else, received payment OYes ONo ource in connection with this representation?

In the **Start Date** field, enter the start date from the services or 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.

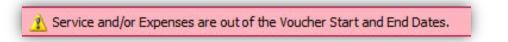
Basic Info         Services         Expenses         Claim Status         Documents         Confirmation	_
Claim Status	
Start Date End Date *	
Payment Claims *         Final Payment         Interim Payment         Supplemental Payment         Withholding Return Payment         *** Reminder: Please select the appropriate claim status.	
1. Have you previously applied to the court for compensation and/or reimbursement for this case? $^*$ If Yes, were you paid?	Oyes ON0 Yes ON0
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?	Oyes ONo
* Required Fields	
« First         < Previous	Audit Assist

### 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, including incomplete dates, the following pink error message may appear:



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.



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

Bas	ic Info	Services	Expenses	Claim Status	Documents	Confirmation	-
Su	ppor	ting Do	cument	5			
Fil	e Uploa	d (Only Pdf f	files of 10MB	size or less!)			
File		Choose Fi	ile No file chos	en			
Desc	cription						
							Upload
Desc	ription						Delete View
				No Attach	ments		
« Fir	st < P	revious	> Last »	Save		Delete Draft	Audit Assist

### Step 2

To add an attachment, click **Choose File** to locate your file. In the **Description** field, enter 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	Services Expenses	Claim Status	Documents	Confirmation	
Support	ing Document	S			
File Upload	(Only Pdf files of 10MB	size or less!)			
File	Choose File No file chos	sen			
Description	Document				
					Upload
Description					Delete View
Document					Delete View
<pre>« First &lt; Pre</pre>	vious Next > Last »	Save	]	Delete Draft	Audit Assist

# 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.

	2. PERSON RE								NUMBER
. CIR./DIST/DIV.CODE 542 MAG. DKT/DEF.NUMBER	2. PERSON RE Jebediah Bra 4. DIST. DKT/I	INSON	.u	- 1-	APPEALS, DK				NUMBER
. MAG. DKT/DEF.NUMBER	4. DIST. DKT/I 5:78-CR-002 8. PAYMENT 0	210-88-AA	A A		APPEALS. DK				DKT/DEF.NUMBER
IN CASE/MATTER OF (Cate Name)	Felony (inclu	iding pre-	trial diver		lult Defenda		SENTED	Criminal	
1. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROHI	of alleged fe	lony)							
2:1457.M PENALTIES - PROHI 2. ATTORNEY'S NAME AND MAILING	BITED ACTIVI ADDRESS	TIES		13.	COURT ORD	ER			
avid Dd Attorney - Bar Number: 500 Main St	1234123				AAssociate		C Co-Counte	d D Feder	al F Subs for Federal Defender
an Antonio TX 78209					L Learned Co apital Only)	ancel 🖸	O Appointing		or Panel R Subs for Retained Attorney
hone: 2105552500 - Fax: 210-55 mail: <u>daviddattorney@gmail.com</u>	5-1185 n					C C	ounsel T Retained	Attorney	Attorney for Pro 🗌 X Administrative
					S Pro Se	A	ttorney	Se	X Administrative
					Y Standby Co				
				Pri Ap	or Attorney's N pointment Date	ame 3	e or By Order o		
				Al	nature of President Alberts	ling Judge )11	e or By Order o	f the Court	
					e of Order 1/2024		Nunc	Pro Tunc Date	
				Re	payment 🗌 Y	es 🗹 no			
CLAIMS FOR SI	ERVICES AND			MOUNT				OURT USE	
CATEGORIES		CLAIME	CL	AIMED	ADJUSTI HOURS		ADJUSTED AMOUNT		REVIEW
<ol> <li>a. Arraignment and/or Plea</li> <li>b. Bail and Detention Hearing</li> </ol>	as		5.0 0.0	\$760.0 \$0.0					
c. Motion Hearings	o-		1.0	\$152.0	0				
d. Trial e. Sentencing Hearings			0.0	\$0.0					
f. Revocation Hearings			0.0	\$0.0	0				
g. Appeals Court h. Other			0.0	\$0.0 \$0.0	0				
	Totals		6.0	\$912.0	0				
6. a. Interviews and Conference b. Obtaining and Reviewing I	s Records		4.0 0.0	\$608.0 \$0.0	0	_			
c. Legal Research and Brief V	Writing		0.0	\$0.0	0				
d. Travel Time e. Investigative and Other Wo	ork		0.0	\$0.0 \$0.0					
	Totals		4.0	\$608.0					
7 Travel Expenses (lodging, par mileage, etc.)				\$10.9	0				
. Other Expenses (other than ex	xpert,			\$10.0	0				
GRAND TOTALS				1 540 9	0				
GRAND TOTALS CLAIMED AND ADJUSTED)	OR THE PERIOD O	F SERVICE		01,540.9		ION DATI	E IF OTHER T	HAN 21. CASI	E DISPOSITION
CLAIMED AND ADJUSTED) 9. CERTIFICATION OF ATTORNEY FO						ION DAT	E IF OTHER T	HAN 21. CASI	E DISPOSITION
CLAIMED AND ADJUSTED) 9. CERTIFICATION OF ATTORNEY FO						ION DAT	E IF OTHER T	HAN 21. CASI	E DISPOSITION
CLAIMED AND ADJUSTED) 9. CERTIFICATION OF ATTORNEY FO FROM: 07/01/2024 4. LAW FIRM NAME AND MAILING A David D Attorne	TO: <u>07/08/2024</u> ADDRESS					ION DATI	E IF OTHER T	HAN 21. CASI	2 DISPOSITION
CLAIMED AND ADJUSTED) 9. CERTIFICATION OF ATTORNEY FO FROM: 07/01/2024 14. LAW FIRM NAME AND MAILING A	TO: <u>07/08/2024</u> ADDRESS					ION DATI	E IF OTHER T	HAN 21. CASI	E DISPOSITION
CLAIMED AND ADJUSTED) 9. CERTIFICATION OF ATTORNEY FO FROM: 07/01/2024 4. LAW FIRM NAME AND MAILING A David D Attorne	TO: <u>07/08/2024</u> ADDRESS					ION DATI	E IF OTHER T	HAN 21. CASI	DISPOSITION
CLAIMED AND ADJUSTED) 6. CERTIFICATION OF ATTORSEVE P FROM: 07.01/2024 4. LAW FIRMI NAME AND MAILING A David D Attorne TIN (SSN):0 Electronic payments	<u>TO: 07/08/2024</u> ADDRESS <b>Y</b> 0 will be sent	to:	20. APPC CASE C			ION DATI	E IF OTHER T	HAN 21. CASI	EDISPOSITION
CLAIMED AND ADJUSTED) 4. CERTIFICATION OF ATTORXEVEN FROM: 07.01/2024 4. Law FIRM NAME AND MAILING A David D Attorney TIN (SSN): •••••••0 Electronic payments Routing Number: 12	TO: 07/08/2024 ADDRESS	to:	20. APPC CASE C			ION DATI	E IF OTHER T	HAN 21. CASI	E DISPOSITION
CLAIMED AND ADJUSTED) 6. CERTIFICATION OF ATTORSEVE P FROM: 07.01/2024 4. LAW FIRMI NAME AND MAILING A David D Attorne TIN (SSN):0 Electronic payments	TO: 07/08/2024 ADDRESS	to:	20. APPC CASE C			ION DATI	E IF OTHER T	HAN 21. CASI	EDISPOSITION
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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**.

Public/Attorney Notes	Attention: The n	xtes you enter will be availab	le to the next approval level.	Å
	affirm the truth or correctnes ected is accurate. 024 18:3:30	s of the above statemer	nts and the payment	Submit
« First   < Previ	ous Next > Last »	Save	Delete Draft	Audit Assist

### 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.

Success							
This document has been submitted.							
Please keep the following document number for your own records:							
1010.0000150							
Back to:							
Home Page							
Appointment Page							

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

o group by a particular Header, drag the column to this area. Search:				
Case	Defendant	Туре	Status	Date Entered
5:78-CR-00210 Start: 07/01/2024 End: 07/08/2024	Jebediah Branson (# 88) Claimed Amount: 1,540.90	CJA-20 David D Attorney	Submitted to Court 0542.0592905 FINAL PAYMENT	08/13/2024
5:02-CR-01533 Start: 06/19/2024 End: 07/03/2024	Jessica Hall (# 1) Claimed Amount: 3,968.35	CJA-20 David D Attorney	Submitted to Court 0542.0592841 FINAL PAYMENT	07/03/2024

**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.

My Documents	
To group by a particular Header, drag the column to this area.	
Case	
1:14-CR-08802-AA- Statt: 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 **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			Reasonable of the local division of the loca	
Service	Hours		Amt.	
Arraignment and/or Plea	6.0	\$1	,200.00	
Bail and Detention	0		\$0.00	
Hearing	0		Ş0.00	
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 Servic	es			
Service	Hours		Amt.	
Interviews and	12.0	e7	,600.00	
Conferences	15.0	74	,000.00	
Obtaining and Reviewing	8.0	\$1	,600.00	
Records	0.0			
Legal Research and Brief	6.0	\$1	200.00	
Writing Travel Time	4.0		800.00	
Investigative and Other		-		
Work	8.0	\$1	,600.00	
Totals	39.0	\$7,	,800.00	
<b>0 5 0</b> 045	40			
Expenses: \$215.	42		<b>•</b>	
Travel				
Expense Type		A	mount	
Travel Miles			\$90.42	
Travel Misc			\$0.00	
	tals		\$90.42	
Expenses				
Expense Type		A	mount	
Fax			\$0.00	
Long Distance Charges			\$0.00	
Photocopies		5	100.00	
Postage			\$0.00	
Other Expenses			\$25.00	
	tals	5	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	CJA-20 Attorney Enters
Def.: Elizabeth Waverly	Def.: Elizabeth Waverly
Link to CM/ECF	Link to CM/ECF
Voucher #: Start Date: End Date:	Voucher #: Start Date: End Date:
Services: \$9,400.00	Services: \$12,600.00
Expenses: \$215.42	Expenses: \$215.42
Representation Fee Limit:	Representation Fee Limit:
\$11,500.00	\$11,500.00
Fee Amount Remaining After Approved and Pending: \$2,100.00	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.

Reports
Defendant Detail Budget Report Detail budget info for defendant
Form CJA20 Defendant Summary Budget Report Totals only of budget info for defendant

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

Home	Operations	<u>Reports</u>	Links	Help	Sign out
> <u>Reports</u>					
Internal					
Attorney T	ime				
Appointme	nt Report				

## 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 Approve	d: \$9,900.0	00							
	Pending					Approved		Amount R	emaining
Time Deried	Vouchor								

			1 51	ang -		-pprotos					entrearte reentanting	
Time Period For Voucher	Voucher Number	Fees	Expe	nses	Total	Fees	Expe	nses	Total	After Approved	After Approved	
			Travel	Other			Travel	Other			And Pending	
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		Tota	al Approved:	\$6,350.00	\$3,550.00	\$3,550.00	

Expert and Other Services Budget - Requiring Authorization Defendant Jebedian Branson										
			Pending		Approved				Amount R	temaining
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expe		Total	After Approved	After Approved
			Travel Other			Travel	Other			And Pending
uthorization Number: 0101.0000002 Amount Requested: \$1,000.00			Amount Authorized: \$0.00					Attorney: Andrew Anders		

Grand Totals for the Represe	Grand Totals for the Representation Defendant: Jebediah Branso									nt: Jebedlah Branson
NOTE: The Grand Totals Include Counsel CJA20 or CJA30		Pen	ding			Appr	oved		Combin	ied Total
vouchers as well as vouchers for	Fees	Expenses		Total	Total Fees	Expenses Total		Total	Approved and Pending	
Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this		Travel	Other			Travel	Other		Fees	Fees and Expenses
representation. *Does not include Travel Auth	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

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# 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: \$9,900.00													
			Pending	Approved				Amount Remaining					
Time Period For Voucher					Fees	Expenses	Total	Fees	Expe	Expenses	Total	After Approved	After Approved
			Travel Other			Travel	Other			And Pending			
Attorney: Andrew Anders	(Appointing C	ounsel)		Active									
			Total Pending:	\$0.00	Total Approved: \$6,350.00			\$3,550.00	\$3,550.0				
Expert and Other Se	rvices Budge	t - Requirir	ng Authorization						Defendant:	Jebediah Branso			
			Pending			Ap	proved		Amount R	emaining			
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expe	nses	Total	After Approved	After Approved			
			Travel Other			Travel	Other			And Pending			
Authorization Number: 0101.000002 Amount Requested: \$1,000.00 Amount Authorized: \$0.00 Attorney: Andrew Anders													

Grand Totals for the Represe	Grand Totals for the Representation Defendant. Jebediah Branso									nt: Jebedlah Branson
NOTE: The Grand Totals Include Counsel CJA20 or CJA30		Pen	ding			Аррг	oved		Combin	ied Total
vouchers as well as vouchers for	Fees	Expe	nses	Total	Fees	Expe	nses	Total	Approved and Pending	
CJA31. They represent the total submitted expenditures for this		Travel	Other			Travel	Other		Fees	Fees and Expenses
*Does not include Travel Auth	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

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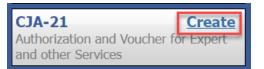
Page 1 of 1

# Creating a CJA-21 Voucher -

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

## Step 1

On the Appointment Info page, in the Create New Voucher section, click the **Create** link next to CJA-21 to open the Basic Info page.



## Step 2

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

#### Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED	VOUCHER NUMBER					
0542	Jebediah Branson	Jebediah Branson					
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER				
	5:12-CR-00210-14-AA						
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE				
JSA v. Branson	Felony (including pre-trial diversion	Adult Defendant	Criminal Case				
CSPA V. Dranson	of alleged felony)	Addit Defendant	Criminar Case				
11. OFFENSE(S) CHARGED							
15:1825.F INSPECTION VIOLATI	ON PENALTIES						
EXCESS FEE LIMIT	PRESIDING JUDGE	MAGISTRATE JUDGE	DESIGNEE 1				
\$10,300.00	Albert Albertson						
			DESIGNEE 2				

#### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

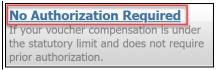
Please Select the Associated Authorizat	ion
<b>ID Number: 917</b> Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
ID Number: 920 Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:
No Authorization Required If your voucher compensation is under the statutory limit and does not require prior authorization.	

Note: The No Authorization Required link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted*.

Please Select the Associated Authori	ization
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:

If the voucher does not require advance authorization, click the **No Authorization Required** link.



#### Associated Authorizations Unavailable

If there are no associated authorizations available, a message appears stating that no authorization requests were found, and you must click the **No Authorization Required** link to proceed.

7. IN CASE/MATTER OF(Case Name) JSA v. Branson 11. OFFENSE(5) CHARGED 15:1825.F INSPECTION VIOLATI(	Jebediah Branson 4. DIST. DKT/DEENUMBER 5:12-CR-00210-14-AA 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	5. APPEALS. DKT/DEF.NUMBER 9. TYPE PERSON REPRESENTED Adult Defendant	6. OTHER. DKT/DEF.NUMBER 10. REPRESENTATION TYPE
3. MAG. DKT/DEF.NUMBER 7. IN CASE/MATTER OF(Case Name) USA v. Branson 11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATI(	5:12-CR-00210-14-AA 8. PAYMENT CATEGORY Felony (including pre-trial diversion	9. TYPE PERSON REPRESENTED	
USA v. Branson 11. offense(s) charged 15:1825.F INSPECTION VIOLATIO	Felony (including pre-trial diversion		10. REPRESENTATION TYPE
11. offense(s) charged [5:1825.F INSPECTION VIOLATI(		Adult Defendant	
5:1825.F INSPECTION VIOLATIO			Criminal Case
	ON PENALTIES		
EXCESS FEE LIMIT	PRESIDING JUDGE	MAGISTRATE JUDGE	DESIGNEE 1
\$10,300.00	Albert Albertson		
			DESIGNEE 2
Authorization Select Select the Associated Authorization, Please Select the Associated A No Authorization Requests	, or click No Authorization Required. Authorization		
No Authorization Required	4		
If your youcher compensation is u			
If your voucher compensation is u the statutory limit and does not re			

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	Investigator	▼ *			
	Research	•			
Description					
		▼			

#### 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, and then click **Create Voucher**.

	ch one of the ser	vice providers already in the system I information for another provider
Expert	Jennings, Ju	
Expert I Details	Info	Julie Jennings 110 Main Street San Antonio TX 78210 US Phone: 210-452-5512
	who will be resp	• Attorney • Expert onsible for filling the voucher claim part

#### Notes:

- Only experts assigned with the service type selected appear in the drop-down list.
- 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.

If the expert does not have an eVoucher account and profile, you must contact an eVoucher administrator to add a new provider.

New Voucher Information							
Service Type	Investigator v *						
Description	Ţ						
Service Provider Search for a service provider. administrator to add a new p	. If you do not find who you are looking for, contact an eVoucher rovider.						
Expert							
Voucher Assignment *	Attorney						
This indicates who will be resp	ponsible for filling the voucher claim part						
Create Voucher							
« First < Previous Ne	ext > Last » Delete Dr	aft					

## 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	Investigator ×
Description	•
Service Provider Search for a service p administrator to add a	rovider. If you do not find who you are looking for, contact an eVoucher a new provider.
Expert Campo	s, Charlene 🗸
Expert Info Details	Charlene Campos 110 Main Street San Antonio TX 78210 US Phone: 210-555-5900
Voucher Assignme This indicates who will	ent * OAttorney Expert be responsible for filling the voucher claim part
Create Voucher	

<u> </u>	_
Step	7
JUCP	

#### Click Create Voucher.

	110 Main Street San Antonio TX 78210 US Phone: 210-555-5900
Voucher Assignment *	OAttorney Expert
This indicates who will be resp	onsible for filling the voucher claim part
Create Voucher	

#### Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- When you select the expert from the **Expert** drop-down list, 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 again 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 Inf	o Services	Expenses	Claim Status	Docume	nts Confirmation	_		
Servi	ces							
Date Units	04/17/2024 *		Descr	ption				▲ ▼ .
Rate	^*					Add	Remove	•
* Required Fiel	lds r a particular Header, o	drag the column to	this area.					
To group by		drag the column to	) this area.			Units	Rate	Amt
To group by	r a particular Header, (	frag the column to		Empty)		Units	Rate	Amt
To group by	a particular Header, o	drag the column to			o to page: View	Units items per page		

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	Expe	nses 🕨 C	laim Status	Docum	ents	Confirm	ation				
Expens	ses											
Date	04/17/2024	• 📖		Descrip	ption							•
Expense Type			•									<b>•</b> .
Miles		at \$0.545 j	per mile.									
Amount	*								A	dd	Remove	e
* Required Fields												
	oarticular Header,	drag the col	lumn to this ar	ea.								
		drag the col	lumn to this ar Descriptior							Mile	Rate	Amt
To group by a p		, in the second		1	Empty)					Mile	Rate	Amt
To group by a p		Date 🔺		1		Go to pa	ge: )	View it	ems per			Amt

## 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	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 »     Sates and the set of th	ive	Delete Draft	Audit Assist

#### 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 payment number for this request.
- 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 **Choose File** to locate your file, and then enter a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Þ	Basic Info	Services	Expenses	Claim Sta	tus 🕨 Doc	cuments	Confirma	tion		
	Supporti	ing Do	cument	S						
	File Upload	(Only Pdf 1	iles of 10MB	size or less!	)					
	File	Choose F	ile No file chos	sen						
	Description									
									Up	load
E										
	Description								Delete	View
L	Document								<u>Delete</u>	<u>View</u>
	« First < Pre	evious Nex	t > Last »		Save		Delete Dra	ift	Au	ıdit Assist

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

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**.

Authorization to obtain the survice. Brit Mapproval of services already obtained to generic eff stresses and retwork Anders 10 Main Street san Antonio TX 78210 Mone: 210-555-21234 2ell phone: 210-555-21234 2ell phone: 210-555-2124 2ell phone: 2ell pho	over, I hereby affirm that the services requested are not nated compensation: S be paid for by the United States from the Definitier Ser		VOUCHER NUMBER 6. OTHER DRT DEF.NUMBER 18. REPRESENTATION TYPE Criminal Case request:
NAGE DET DEF.NUMBER     // NCASEMATTER OF CRM Name)     // NCASEMATTER OF CRM Name)     // SA : E TARISO     // SA : TARISON     // SA : TAR	4 DBST DKTDEFXNBRER 5112CR-0021014-AA BRANNEYT CUTEOON of alleged felony) of alleged felony) for alleged felony for alleged felony ore, I hereby affirm that the services requested are non- anted compensation. S be paid for by the United States from the Defineder Ser	9. TYPE PERSON REPRESENTED Adult Defendant essary for adequate representation. I hereby	10. REPRESENTATION TYPE Criminal Case
7. IN CASE MATTER OF (Case Name) 15. A. V. Branson 11. OPTENSERS CHARGED 5:1855 F. INSPECTION VIOLA 5:1855 F. INSPECTION VIOLA 11. Authorization to share having, in Fill 3. Approval of services already obtained to ignature of Automesy andrew Andres 10. Main Street 3. Anatonic TX 78210 Money: Aloc55-1234 201 phone: 210-555-1234 201	S12-CR-00210-14-AA 5 FAVLSTP CATEGORY Felony (including pre-trial diversion of alleged felony) TION PENALTIES TON PENALTIES www.lhereby.dlfm.that the services requested are sec under compensation be paid for by the United Bates from the Defender Ser TI	9. TYPE PERSON REPRESENTED Adult Defendant essary for adequate representation. I hereby	10. REPRESENTATION TYPE Criminal Case
JSA v. Branson II. OFFENSIS) CHARGED SI325 F INSPECTION VIOLA I. ATTOMEN'S STATUMENT Andministration to draw the service and Andministration to the service and the service provide services already obtained to granure of Antoney Andrew Anders 10 Main Street is Antonio TX 78210 Money 210-555-1234 201 phone: 210-555-2400 Email: and ersattomey @gmail.cc II. DESCRIPTION AND JUSTIFICATION II. DESCRIPTION AND JUSTIFICATION II. COURT ORDER	Pelony (including pre-trial diversion of alleged felony) TION PENALTIES Www. I brevy affinish the services requested are nor anted companyion. S be paid for by the United States from the Defender Ser	Adult Defendant	Criminal Case
II. OFFENSION CHARGED SISSES INSPECTION VIOL. ASSISSE INSPECTION VIOL. LATORNEYS STATELENT LA ADDRIVE STATELENT LA ADDRIVE STATELENT ADDRIVE	TION PENALTIES www.l hardy affini that the services requested are nor- anted compensation: \$ be paid for by the United States from the Defender Ser	essary for adequate representation. I hereby	
5:1825 F INSPECTION VIOLA 1:1700NPU'S STATEMENT 1:2010 Automation to the paron represented al 2:2010 Automation to the service. Early 2:2010 Automation to the service. Early 2:2010 Automation to the service and the 1:2010 Automation and the service and the service and the 1:2010 Automation and the service and the service and the 1:2010 Automation and the service and the service and the 1:2010 Automation and the service and the service and the service and the 1:2010 Automation and the service and the	over, I hereby affirm that the services requested are not nated compensation: S be paid for by the United States from the Definitier Ser		reçuest:
us dia Antonizi for the person represented al Authorization to think the service. Early Approval of services already obtained to ignature of Autoracy Andrew Anders 10 Main Street an Antonio TX 78210 Mone: 210-555-1234 210 Hone: 210-555-2430 Email: <u>and ersattorney @gmail.cc</u> 13. DESCRIPTION AND JUSTIFICATION 14. COURT ORDER	nited compensation: S be paid for by the United States from the Defender Ser		request:
Approval of services already obtained to ignature of Autoracy Andrew Anders 10 Main Street an Antonio TX 78210 Mone: 210-555-1234 210 Home: 210-555-2400 imail: and/ersattorney/@gmail.cf 13. DESCRIPTION AND JUSTIFICATION 14. COURT ORDER	be paid for by the United States from the Defender Ser	vices Appropriation.	
ignature of Attorney Andrew Anders IO Main Street an Antonio TX 78210 bone: 210-555-240 Ell phone: 210-555-2400 imail: aandersattorney@gmail.cc IJ. DESCRIPTION AND JUSTIFICATIO IJ. DESCRIPTION AND JUSTIFICATIO	<u>m</u>	чен аррорганов.	
Andrew Anders 10 Main Street 10 Main Street 10 Main Street 10 Main Street 10 Phone: 210-555-2124 21 Johne: 210-555-2120 21 Johne: 210-555-2100 21 Johne: 210-555-2100			
san Antonio TX 78210 Phone: 210-555-1234 210 Jone: 210-555-2400 Email: <u>aandersattorney@gmail.cc</u> 13. DESCRIPTION AND JUSTIFICATION 16. COURT ORDER			
hone: 210-555-1234 Cell phone: 210-555-2400 Email: <u>aandersattorney:@gmail.co</u> I3. DESCRIPTION AND JUSTIFICATION I8. COURT ORDER			
Cell phone: 210-555-2400 mail: <u>aandersattorney@gmail.cc</u> 13. DESCRIPTION AND JUSTIFICATION 16. COURT ORDER			
13. DESCRIPTION AND JUSTIFICATIO			
15. COURT ORDER	ON FOR SERVICES(See instructions)		
		14. TYPE OF SERVICE PROVIDER	
		01 Investigator	15 Other Medical
inancial eligibility of the person represente uthorization requested in item 12 is hereby		02 Interpreter/Translator 03 Psychologist	16 Voice/Audio Analyst 17 Hair/Fiber Expert
and a sequence in them as is hereby	I having been established by the court's satisfaction, the granted.	04 Psychiatrist	17 Hair/Fiber Expert 18 Computer (Hardware/Software/Systems)
ignature of Presiding Judge or By Order of		05 Polygraph	
	ic Pro Tune Date	06 Documents Examiner	19 Paralegal Services 20 Legal Analyst/Consultant
	en a construit definit	07 Fingerprint Analyst	21 Jury Consultant
Repayment 🗌 YES 🜌 NO		08 Accountant 09 CALR (Westlaw/Lexis, etc.)	22 Mitigation Specialist
		10 Chemist/Toxicologist	23 Duplication Services
		11 Ballistics	24 Other (Specify)
		13 Weapons/Firearms/Explosive	25 Litigation Support Services 26 Computer Forensics Expert
		Expert	20 Computer Forentics Expert
OTES			
CLAIMS FOR SE 6. SERVICES AND EXPENSES	RVICES AND EXPENSES AMOUNT CLAIMED	FOR (	COURT USE ONLY OUNT DEVIEW
. Compensation	\$0.00	ADJUSTED AM	\$0.00
. Travel Expenses (lodging, parking, mea ileage, etc.)	30.00		\$0.00
Other Expenses GRAND TOTALS	\$0.00		\$0.00
CLAIMED AND ADJUSTED)	\$0.00		0.0
Account Number: ••• Final Paynest LAMANT'S CERTIFICATION FOR Parales LAMANT'S CERTIFICATION FOR Parales LAMANT'S CERTIFICATION FOR FOR Signature of Advances to the second	tt (1) Supplemental Payment Withh EKDD OF SERVICE. FRON TO modest et al 1 correct, and that have not ought or recoved Date: hereby certify that the services were readered for th APPROVED FOR PAYMI 20. TRAVEL EXPENSES	payment (compensation or anything of value) fi in case. ENT - COURT USE ONLY 21. OTHER EXPENSES	22. TOTAL AMT. APPR./CERT.
(excluding expenses) exceeds the s	o of these services does not exceed the statutory maxim d, but in the interest of justice the Court finds that time! atutory maximum. ignature of Presiding Judge	m, o prod autorization was obtained. y procurement of these necessary services / Date	could not await prior authorization, even though the co Judge Code
4. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
8. PAYMENT APPROVED IN EXCESS			
Signature of Chief Judge, Court o	f Appeals (or Delegate) Da	te Judge Code	Total Amt. Certified For Payment
Public/Attorney Notes	Attention: The notes you enter will be	e available to the next approval le	vel.
I swear and affirm the tr account selected is accu Date: 8/14/2024 12:54:10	ruth or correctness of the above sta rate.	atements and the payment	<u>Submit</u>

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 to create an additional document for this appointment.

Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592907
Back to: Home Page Appointment Page

# 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.

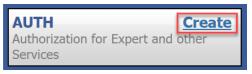
#### Step 1

In the Appointments' List section, click the case number link to open the appointment record.

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

Step 2

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



CJA eVoucher | Version 6.11 | AO-SDSO-Training Division | December 2024

#### 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. In the corresponding fields, enter the estimated amount and basis of estimate, select the service type, enter any notes, and then click **Save**.

Basic Linfo LCR/DISTONCODE	Basic Info 🕨 Documents	s Confirmation				
1542     Lebedialis Branson       NAG. DKTDETNABER     A DST. DKTDETNABER       S. APPEALS. DKT.DEFNABER     CHER. DKTDEFNABER       S. NAG. DKTDETNABER     COLER. DKTDEFNABER       S. NAG. DKTDETNABER     CHER. DKTDEFNABER       S. STANSON     Flagon (Including pre-trial diversion of all diversion of all geed felony)       JSA V. Branson     Flagon (Including pre-trial diversion of all geed felony)       S. STANSON (STARGED)     D. Faderal       D. State AT DMAILING ADDRESS     I. COURT ORDER       Addit Defendar     D. Faderal       D. State AT DMAILING ADDRESS     I. COURT ORDER       Marce Athorization Information     Serve S       Order Date     Serve S       Nunc Pro Tunc Date     Serve S       Repayment     Serve S       Service Type     Investigator	Basic Info					
NAG. DKT DET-NUMBER       L DST. DKT DET-NUMBER       6. OTHER. DKT DET-NUMBER       6. OTHER. DKT DET-NUMBER         S12-CR. PO2010-14-A.A       7. TYPE PERSON REPRESENTED       10. REPRESENTATION TYPE         JSA V. Branson       Felony (Including pre-trial diversion of alleged felony)       Adult Defendant       Criminal Case         UOTENSES, CTARGED       10. REPRESENTATION TYPE       Adult Defendant       Criminal Case         13 COURT ORDER       Adult Defendant       D Federal       P Subs for Federal         10 Main Street       AAssociate       C C Co-Counsel       D Federal       D Federal <td< th=""><th>1. CIR/DIST/DIV.CODE</th><th>2. PERSON REPRESENTED</th><th></th><th></th><th>VOUCHER NUMB</th><th>ER</th></td<>	1. CIR/DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER NUMB	ER
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home: 210-555-1234 Cell phone: 210-555-2400 Imail: anadersationerg@gunail.com S Pro Se Council Alboration S Pro Se Council Alboration S Pro Se Council Alboration S Standby Council S S S S Standby Council S S S S S S S S S S S S S S S S S S S			AAssociate	C Co-Counsel		
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Prior Attorney 'Name Appointment Date Signature Of Preding Judge of By Order of the Court Albert Albertson Authorization Information       Order Date       Nunc Pro Tunc Date       Repayment       Estimated Amount       \$ 0,000.00 °       Authorized Amount       \$ 0,000.00 °       Basis of Estimate       100 hours at \$80/hour       Description       Service Type	email: <u>aandersattorney@gmail.con</u>	1	S Pro Se		Se	□ X Administrative
Authorized Amount \$ 0.000.00 * Authorized Amount \$ 0.000.00 *			Y Standby Counsel			
L4 LAW FIRM NAME AND MAILING ADDRESS     Date of Order			Appointment Dates	idge or By Order of t	the Court	
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Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Choose File** 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				
Supporti	ing Doci	uments				
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File	Choose File	Document.pdf				
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« First < Pre	evious Next >	Last »	Save	De	elete 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**.

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Date: 8/15/2024 12:29:16	
	bmit

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. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

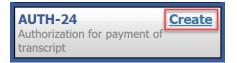
Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592915
Back to:
Home Page
Appointment Page

# Creating an Authorization for Transcripts (AUTH-24) -

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

## Step 1

On the Appointment Info 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**.

	2. PERSON REPRESENTED			VOUCHER NUMB	PD
542	Jebediah Branson			VOUCHERNOMB	LK
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.		6. OTHER. DKT/D	
. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPI	RESENTED	10. REPRESENTA	TION TYPE
JSA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case	
1. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROF	IIBITED ACTIVITIES				
2. ATTORNEY'S NAME AND MAILIN		13. COURT ORDER			
avid Dd Attorney - Bar Numbe 500 Main St	r: 1234123	AAssociate	C Co-Counsel	D Federal	F Subs for Federa
an Antonio TX 78209		L Learned Counsel	O Appointing	P Subs for Panel	R Subs for Retain
hone: 2105552500 mail: daviddattorney@gmail.co	-	(Capital Only)	Counsel	Attorney	Attorney
man. <u>uaviodattorney@gmail.co</u>	<u>111</u>	S Pro Se	☐ T Retained Attorney	U Subs for Pro Se	□ X Administrative
		U Y Standby Counsel			
4. LAW FIRM NAME AND MAILING	170720	Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order		he Court ro Tunc Date	
4. LAW FIRM NAME AND MAILING	ADDRESS	7/1/2024			
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CJA eVoucher | Version 6.11 | AO-SDSO-Training Division | December 2024

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Choose File** 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	
Suppor	ting Documents	
File Upload	l (Only Pdf files of 10MB size or less!)	
File	Choose File No file chosen	
Description	Proposed Order	
		Upload
Description		Delete View
Proposed Order.p	ydf	Delete <u>View</u>
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Note: All documents must be submitted in PDF format and must be 10 MB or less.

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**.

Confirmation			
. CIR/DIST/DIV.CODE 542	2. PERSON REPRESENTED Jehediah Branson		VOUCHER NUMBER
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Felony (including pre-trial diversion	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
SA v. Branson	of alleged felony)	Adult Defendant	Criminal Case
I. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROHIE	SITED ACTIVITIES		
	REQUEST AND AUTHOR	IZATION FOR TRANSCRIPT	
PROCEEDING IN WHICH TRANSCR entencing hearing scheduled for 1			
timony, prosecution argument, defense arg		or miscellaneous conferences.	statement, defense opening statement, witness rgument, defense argument, prosecution JUDGE'S INITIALS
A. Apportioned Cost % of trans	script with		
B. 14-Day Transcript	7-Day 3-Day Next-Day	2-Hour Realtime Unedited	
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ATTORNEY'S STATEMENT		16. COURT ORDER	
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		Signature of Presiding J	udge or By Order of the Court
Circular of Ar	tornev Date		
Signature of At	, ,	Date of Order	Nunc Pro Tunc Date
David Dd Att	orney	Date of Order	ivancino rio runcibate
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Telephone Number: 2105552500			
	Attention: The notes you enter w	ill be available to the next approval	level.
Public/Attorney lotes			۵ ۲
✓ I swear and affirm the Date: 10/25/2024 9:57:49	truth or correctness of the abov	re statements	Submit

#### Step 5

A confirmation screen appears, indicating that the previous action was successful, and the authorization request 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.

Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0593051
Back to:
<u>Home Page</u> <u>Appointment Page</u>

# Creating a CJA-24 Voucher -

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

## Step 1

On the Appointment Info page, in the Create New Voucher section, click the **Create** link next to CJA-24 to open the Basic Info page.



## Step 2

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. The Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

## Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

. CIR./DIST/DIV.CODE 542	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) JSA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
1. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROHI	• •	•	•
EXCESS FEE LIMIT 10.300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
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Authorization Sele	n, or click No Authorization Required.		DESIGNEE 2
Authorization Sele	n, or click No Authorization Required.		DESIGNEE 2
Authorization Sele	n, or click No Authorization Required.		DESIGNEE 2
Authorization Sele lelect the Associated Authorizatio Please Select the Associated ID Number: 593051 Order Date: 10/25/2024	n, or click No Authorization Required. Authorization Service Type: Court Re	y i	DESIGNEE 2
Authorization Sele elect the Associated Authorizatio Please Select the Associated ID Number: 593051 Order Date: 10/25/2024 Proceeding Transcribed: Trial day	n, or click No Authorization Required. Authorization Service Type: Court Re Special Handling: 3-Da	y /18/2024, including voir porter / Transcript	DESIGNEE 2

**Note**: The **No Existing Authorization in eVoucher** link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until it is highlighted*.

Please Select the Associated Authorization							
ID Number: 593051Service Type: Court Reporter / TranscripOrder Date: 10/25/2024Special Handling: 3-Day							
Proceeding Transcribed: Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including void dire, witness testimony, pros							
<b>ID Number: 593052</b> Order Date: 10/25/2024	Service Type: Court Reporter / Transcript Special Handling: 7-Day						
Proceeding Transcribed: 08/14/2024, [ of Plea Hearing	Okt # 37 - Arraignment on Superseding Indictment and Entry						

If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** link.



#### Associated Authorizations Unavailable

If there are no associated authorizations available, a message appears indicating that no authorization requests were found, and you must click the **No Existing Authorization in eVoucher** link to proceed.

. CIR./DIST/DIV.CODE 542	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
JSA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROH			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2
Authorization Select elect the Associated Authorization, Please Select the Associated Au	or click No Authorization Required.		

Click the **Expert** drop-down arrow and select the court reporter. In the Voucher Assignment section, click the appropriate radio button to indicate whether the attorney or the court reporter will enter information. Click **Create Voucher**.

New Vouch	er Informa	ation								
Description				•						
Court Reporter/Transcriber Status										
Official										
Service Pro	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.										
		inistrator to add a new provider.								
for, contact an	eVoucher admi	inistrator to add a new provider. /ar <b>LeVar Expert</b> 2600 Main Street								
for, contact an Expert Expert I	eVoucher admi	inistrator to add a new provider. /ar LeVar Expert								
for, contact an Expert Expert In Details Voucher As	eVoucher admi Expert, Lev nfo signment *	nistrator to add a new provider. /ar LeVar Expert 2600 Main Street San Antonio TX 78210 US	<b>_</b>							

#### Notes:

- When you select a court reporter from the **Expert** drop-down list, their information automatically populates.
- Click the **Attorney** or **Expert** radio button to indicate whether you or the expert (in this case, the court reporter) will complete the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert completes the required expense information and submits the form. The attorney then approves and submits to the court.

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, service type, number of pages, rate per page, and a description, and then click **Add**. The entry appears in the Service Type column. Click **Save**.

es Rate Per Page * Int Apportioned Add Delete Item	Date Service Ty	/pe	04/22/20	24 *	•	Description					* *
nt Apportioned	Include Pa	age Numbers		Rato Dor Dan	•						
eks			ned	Rate Fei Fag	e				4		
y a particular Header, drag the column to this area. Incl. Rate Page No. of Per Date ↑ Description Number: Pages Page Apportioned Adjusted Total	Less Amor	unt Adjusted								Add Delete	e Item
Incl. Rate Page No. of Per Date <sup>↑</sup> Description Number: Pages Page Apportioned Adjusted Total	* Required F	Fields								_	
Page         No. of         Per           Date         ↑         Description         Number: Pages         Page         Adjusted         Total	To group	by a particul	ar Header, drag	the column to th	his area.	_					
Date   Description  Number: Pages  Page  Apportioned  Adjusted  Total						Incl.		Rate			_
	Service										
//////////////////////////////////////									Apportioned	Adjusted	
		04/22/2024	rranscription			15	15	10.00			150.
		0 1/22/2021	nanacription			15	15	10.00			
	Original										
	Original										
	Uriginal										

## Step 5

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

pense Type * * les * at \$0.545 per mile. Add Remove quired Fields group by a particular Header, drag the column to this area. cpense Type Date ↑ Description Mile Rate	Date 04/2	22/2024 *		Description			
es at \$0.545 per mile. Add Remove quired Fields group by a particular Header, drag the column to this area. cpense Type Date  Description Mile Rate		22/2024					
nount     Add     Remove       quired Fields     group by a particular Header, drag the column to this area.       cpense Type     Date ↑     Description	files	* at ¢0.5					▼ *
quired Fields group by a particular Header, drag the column to this area. cpense Type Date ↑ Description Mile Rate		at \$0.5	P45 per mile.		Add	Romov	
group by a particular Header, drag the column to this area. cpense Type Date ↑ Description Mile Rate	nounc				Add	Remove	:
Openet Type         Date †         Description         Mile         Rate	equired Fields						
						Rate	
	xpense Type	Date †	Description				
	xpense Type avel Miles		-				
			-				_
			-				_
			-				_
			-				
			-				

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

Basic Info	Services	Expenses	Documents	Confirmation	_			
Suppor	ting Do	cuments	5					
File Uploa	d (Only Pdf i	files of 10MB s	size or less!)					
File	Choose F	ile No file chose	ən					
Description	Document							
							Up	load
Description							Delete	View
Document.pdf							<u>Delete</u>	View
« First 🛛 <	Previous Nex	t > Last »	Save		Delete Dra	aft	Au	ıdit Assist

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

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**.

Confirmation						
. CIR./DIST/DIV.CODE 542	2. PERSON REPRES Jebediah Branson	ENTED			VOUCHER NUMBER	
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.N	UMBER	5. APPEALS. DKT/DE	F.NUMBER	6. OTHER. DKT/DEF.NU	UMBER
7. IN CASE/MATTER OF(Case Name)	5:78-CR-00210-8 8. PAYMENT CATEG	ORY	9. TYPE PERSON RE	PRESENTED	10. REPRESENTATION	TYPE
JSA v. Branson	Felony (including of alleged felony)	pre-trial diversion	Adult Defendant		Criminal Case	
11. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROHIB						
	REQUES	T AND AUTHORI	ZATION FOR TRA	NSCRIPT		
2. PROCEEDING IN WHICH TRANSCRI Sentencing hearing scheduled for 1	0/25/2024					
3. PROCEEDING TO BE TRANSCRIBED estimony, prosecution argument, defense argu Trial days 1-3, 09/16/2024, 09/17/2	(Describe specifically). N ument, prosecution rebutte	OTE: For trial transcript il, jury instructions, and/o	s, specify, e.g., voir dire, r miscellaneous conferer	prosecution opening stat	ement, defense opening sta	toment, witness
ebuttal, jury instructions, and/or mi	.024, and 09/18/2024 iscellaneous confere	<ol> <li>including voir dir nces.</li> </ol>	e, witness testimon	y, prosecution argu		
4. SPECIAL AUTHORIZATIONS					JUDGE'S IN	ITIALS
A. Apportioned Cost % of trans	script with					
B. 14-Day Transcript 7	7-Day 🗹 3-Day 🤇	Next-Day 2	-Hour 🗌 Realtim	e Unedited	AA	L
C. In this multi-defendant case, co				ry of accelerated		
transcript services to persons p 5. ATTORNEY'S STATEMENT	proceeding under the	e Criminal Justice A	ct. 16. COURT ORDER			
As the attorney for the person re	epresented who is m	anaged above, I		ity of the person re	presented having bee	n established to
hereby affirm that the transcript representation. I, therefore, reques	requested is necess:	ary for adequate	the Court's satist	action the authoriz	ation requested in Ite	m 15 is hereby
services at the expense of the Ur	nited States pursuant			gran A lbort 4	ited. Albertson	
	tice Act.		N			Count
David Dd Attorney /S/	10/25/2	024 10:22:06			ge or By Order of the	Court
Signature of Attorney		Date	10/25/2024 09:49:10           Date of Order         Nunc Pro Tunc Date			
David Dd Attorney			Date	of Order	Nunc Pro 1	unc Date
Printed Name						
Telephone Number: 2105552500						
20. TRANSCRIPT	INCLUDE PAGE	CLAIMS FO NO. OF PAGES	R SERVICES RATE PER PAGE	SUB-TOTAL	LESS AMOUNT	TOTAL
Original	NUMBERS see detail	NO. OF PAGES	see detail	\$150.00	APPORTIONED see detail	101AL \$150.0
Copy Expenses (Itemize)	see detail	0	see detail	\$0.00	see detail	\$0.0 \$10.9
Electronic payments w Routing Number: 1210	000248, FAKE	BANK				
Routing Number: 1210 Account Number:	000248, FAKE •••••22	Other	payment (componization or	activity of value) from kny		
Routing Number: 1210 Account Number:	TATUS	Other There not sought or received ATTORNEY CI	ERTIFICATION		other source for these services. Date:	
Routing Number: 1210 Account Number:	TATUS	Other There not sought or received ATTORNEY CI	ERTIFICATION			
Routing Number: 1210 Account Number:	TATUS TATUS Transcriber Transcriber Transcriber CLERK 1 hareby certify	Other Three are cought or receive ATTORNEY CI that the service were re	ERTIFICATION	iscript was received.		
Routing Number: 1210 Account Number: ••••• Official Contract I: CLAINANT CERTIFICATION OF SET Signature of Claimant/Payee: E: CERTIFICATION OF ATTORNEY OR OF Signature of Signature of Sig	TATUS TATUS TATUS TATUS Transcriber WICE PROVIDED External as is correct, and that CLERK I hereby certify ture of Attorney or 0	Other Three are cought or receive ATTORNEY CI that the service were re	ERTIFICATION ndered and that the tran	sscript was received. Date		
Routing Number: 1210 Account Number: ••••• Official Contract I: CLAINANT CERTIFICATION OF SET Signature of Claimant/Payee: E: CERTIFICATION OF ATTORNEY OR OF Signature of Signature of Sig	TATUS TATUS TATUS TATUS Transcriber WICE PROVIDED External as is correct, and that CLERK I hereby certify ture of Attorney or 0	Other     Three act scapes or received     ATTORNEY CI     that the services were re-     Clerk	ERTIFICATION ndered and that the tran	Date	Date:	
Routing Number: 1210 Account Number: ***** 7.COURT REPORTER/TRANSCRIBER S Official Contract 1. CLAIMANT CERTIFICATION OF SAT Signature of Claimant Payee: 2. CERTIFICATION OF ATTORNEY OR OF Signa 3. APPROVED FOR PAYMENT	TATUS TATUS TATUS TATUS Transcriber Transcriber CLERK 1 hareby certify ture of Attorney or ( APPRC	Other     Three act scapes or received     ATTORNEY CI     that the services were re-     Clerk	ERTIFICATION ndered and that the tran	sscript was received. Date	Date:	
Routing Number: 1210 Account Number: ••••• Official Contract I: CLAINANT CERTIFICATION OF SET Signature of Claimant/Payee: E: CERTIFICATION OF ATTORNEY OR OF Signature of Signature of Sig	TATUS TATUS TATUS TATUS Transcriber Transcriber CLERK 1 hareby certify ture of Attorney or ( APPRC	Other     Three act scapes or received     ATTORNEY CI     that the services were re-     Clerk	ERTIFICATION ndered and that the tran	Date	Date:	
Routing Number: 1210 Account Number:	D00248, FAKE TATUS TATUS TATUS Transcriber Transcriber CLERK 1 hareby cartify iture of Attorney or t APPRC or Clerk of Court	Other     Three act scapes or received     ATTORNEY CI     that the services were re-     Clerk	ERTIFICATION adered and that the tran 	Date Date 24. AMOUNT	Date:	
Routing Number: 1210 Account Number: 7.COURT REPORTER/TRANSCRIBER S Official Contract 1. CLAIMANT CERTIFICATION OF SAT Signature of Claimant Payee: 2. CERTIFICATION OF ATTORNEY OR Signature of Judge of Signature of Judge of Public/Attorney	D00248, FAKE TATUS TATUS TATUS Transcriber Transcriber CLERK 1 hareby cartify iture of Attorney or t APPRC or Clerk of Court	Other     Tave act sought or rective     ATTORNEY CI     that the services were re     Clerk     VVED FOR PAYME	ERTIFICATION adered and that the tran 	Date Date 24. AMOUNT	Date:	
Routing Number: 1210 Account Number: ***** Official Contract Contr	D00248, FAKE TATUS TATUS TATUS Transcriber Transcriber CLERK 1 hareby cartify iture of Attorney or t APPRC or Clerk of Court	Other     Tave act sought or rective     ATTORNEY CI     that the services were re     Clerk     VVED FOR PAYME	ERTIFICATION adered and that the tran 	Date Date 24. AMOUNT	Date:	
Routing Number: 1210 Account Number:	TATUS TATUS Taruscriber Taruscriber Taruscriber Taruscriber Taruscriber Turce PROVIDED Taruscriber Turce of Attorney or taruscriber Turce of Attorney or Clerk of Court Attention: The	Other     There are sough or nective     ATTORNEY CI     ATTORNEY CI     Clerk     VED FOR PAYME  notes you enter wi	ERTIFICATION addreed and that the trac MT COURT USI Date II be available to th	Date Date NLY Date AMOUNT, number of the second sec	Date:	
Routing Number: 1210 Account Number: 7.COURT REPORTER/TRANSCRIBER S Official Contract 1. CLAIMANT CERTIFICATION OF SAT Signature of Claimant Payee: 2. CERTIFICATION OF ATTORNEY OR Signature of Judge of Signature of Judge of Public/Attorney	TATUS TATUS TATUS TATUS Transcriber Transcriber TRUEE PROVIDED TRUE of Attorney or 0 APPRO TCLERK Thereby certify ture of Attorney or 0 APPRO TCLERK of Court Attention: The Truth or correctn	Other     There are sough or nective     ATTORNEY CI     ATTORNEY CI     Clerk     VED FOR PAYME  notes you enter wi	ERTIFICATION addreed and that the trac MT COURT USI Date II be available to th	Date Date NLY Date AMOUNT, number of the second sec	Date:	Subr
Routing Number: 1210 Account Number:	CLERK Thereby certify Transcriber CLERK Thereby certify ture of Attorney or C APPRC or Clerk of Court Attention: The Truth or correctn turate.	Other     There are sough or nective     ATTORNEY CI     ATTORNEY CI     Clerk     VED FOR PAYME  notes you enter wi	ERTIFICATION addreed and that the trac MT COURT USI Date II be available to th	Date Date NLY Date AMOUNT, number of the second sec	Date:	Ĵ

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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.

Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592923
Back to:
Home Page
Appointment Page

# Creating a Travel Voucher

Step 1

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

TRAVEL	Create
Authorization for payment of	

#### Step 2

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

1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED				VOUCHER NUMBER		
0542 3. MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEF.NUMBER	C ADDEAL C	S. DKT/DEF.NI	DEP	6. OTHER. DKT/DEF	ENTAIDED	
	5:12-CR-00210-14-AA						
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Felony (including pre-trial diversion of	9. TYPE PERSON REPRESENTED			10. REPRESENTATION TYPE		
USA v. Branson	alleged felony)	Adult Defendant Criminal Case					
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLAT					1		
12. ATTORNEY'S NAME AND MAILING		13. COURT	ORDER				
Andrew Anders 110 Main Street		AAssoci	ate	C Co-Counsel	D Federal Defender	F Subs for Federal	
I I O Main Street San Antonio TX 78210 Phone: 210-555-1234			L Learned Counsel (Capital Only)		P Subs for Panel Attorney	R Subs for Retained	
Cell phone: 210-555-2400 Email: <u>aandersattomey@gmail.com</u>				T Retained	U Subs for Pro Se	XAdministrative	
			by Counsel	Attorney			
			Prior Attorney''s Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date				
14. LAW FIRM NAME AND MAILING AD	DRESS	4/1/2024 Repayment	🗆 yes 🜌 n	0			
Travel Agency to be Used:	National Travel Service (NTS) 🗸						
	National Travel Service (NT 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email:	S)					

## Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. On the Request for Travel page, 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	on Request	Documents	Con	firmation				
Deque	t For Tre	wel*							
Request For Travel* *Required Fields									
Name and Tit	le of Person Trave	eling:	Andrew And	ders				*	
			123 Way San Antonio	- TV 70	10			*	
Address of Pe	rson Traveling:		San Antonio	D, IX 784	210			-	
Travel From L	ocation:		San Antonio	D, TX				*	
Travel To Loc			Los Angele	es, CA				*	
Estimated Da	tes of Travel:		5/25-5/28					*	
Travel Reque	sted: *		Estimated C	ost:	Instructions	for requesting	g amounts fo	or the travel items:	
Airline Tickets	s via CJA Governn	nent Travel Agen	cy: 40	00.00	Complete th	e estimated o	iollar amoun	nt for each applicable lin	ne.
Ground Trans	portation:		3	30.00	The "Total E	stimated Cos	t" field is au	tomatically calculated b	ased
Subsistence (Hotels & meals): 150.00 on the estimated amounts entered in the Travel line items.									
Other: Complete information for one traveler per form.									
Total Estimat	ad Costs		E	30.00					
Total Estimate			30	30.00					
Travel to meet with witness.									
Purpose and I	lustification:							•	
Court Notes:								•	
								▼	
								Add Remo	ve
Y All Averal and a		eenalienee with e	augusta and benear a		. Antrol control			ublished out diam rate. Co	
	e day or last day is u			egulation	s. Actual cost of I	notel and meals	s up to the est	ablished per diem rate. Exp	pense
To group by a p	articular Header, dr	ag the column to ti	his area.						
Traveler	Travel From	Travel To	Travel Dates		pose and tification	Estimated	Authorized	Court Notes	
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28 T	ravel to m	eet with witness.	580.00			
1								Page 1 of 1 (1 ite	ms)
1						1			
< First < Pre	vious Next>	Last>>	Save		De	lete Draft		Audit Assist	

## Step 4

Click the **Documents** tab, or click **Next** on the progress bar. On the Supporting Documents page, click **Choose File** to locate your file, and then add a description of the attachment. Click **Upload**.

Basic Info	Authorization Request	Documents	Confirmation							
Support	Supporting Documents									
File Upload	(Only Pdf files of 10MB	size or less!)								
File	Choose File No file chos	sen								
Description	Travel Receipts									
				Upload						
Description				Delete View						
Travel Receipts				Delete View						
<< First < Pre	vious Next> Last>>	Save	Delete D	Audit Assist						

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The attachment and description are added to the voucher and appear in the Description column.

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



Click the **Confirmation** tab, or click **Next** on the progress bar. On the Confirmation page, 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**.

1. CIR./DIST/DIV.COI	DE	2. PERSON REF	DECENTED				VOLCIE	RNUMBER	
0542	DE	Jebediah Bran					VOUCHEI	NUMBER	X .
3. MAG. DKT/DEF.NU	MBER	4. DIST. DKT/DI		5. APPE.	LS. DKT/DEF.	NUMBER	6. OTHER	. DKT/DE	F.NUMBER
		5:12-CR-0021							
7. IN CASE/MATTER	OF(Case Name)	8. PAYMENT C.			PERSON REPR	ESENTED	10. REPR	ESENTATI	ON TYPE
USA v. Branson		Felony (inclue alleged felony	ling pre-trial diversio	on of Adult E	efendant		Criminal	Case	
11. OFFENSE(S) CHA	RGED		/	I					
	825.F INSPECTION VIOLATION PENALTIES								
	ME AND MAILING AI	DRESS		13. COU	RT ORDER				
Andrew Anders 110 Main Street					ociate	C Co-Coun	sel Defender	ral	F Subs for Federal Defender
San Antonio TX 78 Phone: 210-555-12				L Lei (Capital	rned Counsel	O Appointi Counsel	ng D Subs Attorney	for Panel	R Subs for Retained
Cell phone: 210-55	55-2400					T Retained		for Pro Se	X Administrative
Email: <u>aandersatto</u>	rney@gmail.com			_	ndby Counsel	Attorney		for Pro Se	
					ndby Counsel				
				Appointn	rney's Name ent Dates				
						dge or By Order of	the Court		
				Date of O	Albertson	Nu	nc Pro Tunc Date		
14. LAW FIRM NAME	AND MAILING ADD	RESS		4/1/202			iter for rand part		
				Repaym	nt 🗌 YES 🔽	NO			
			REOUF	ESTS FOR TH		110			
				Purpos				1	
Traveler	Travel From	Travel To	Travel Dates	Justific	ation	Estimated	Authorized		Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA		ravel to meet vitness.	with	\$580.00			
			Т	OTALS:		\$580.00			
	THE TRUTH OR CO	RRECTNESS OF TH	E ABOVE STATEMENTS	š.					
I SWEAR OR AFFIRM									
	nev: Andrew Ande	ns /s/							Date Signed
Signature of Attor	ney: Andrew Ande				~ 1			1.	8
		Date Signed		Judge	Code		Approv	ed Amou	Date Signed: nt
Signature of Attor Signature of Presi Signature of Chief	ding Judge f Judge, Court of	Date Signed							nt
Signature of Attor Signature of Presi	ding Judge f Judge, Court of			Judge Judge				ed Amou ed Amou	nt
Signature of Attor Signature of Presi Signature of Chief	ding Judge f Judge, Court of	Date Signed Date Signed	: The notes you ente	Judge	Code	ext approval le	Approv		nt
Signature of Attor Signature of Presi Signature of Chief	ding Judge f Judge, Court of	Date Signed Date Signed	: The notes you ente	Judge	Code	ext approval le	Approv		nt
Signature of Attor Signature of Presi Signature of Chiej Appeals (or Deleg	ding Judge f Judge, Court of	Date Signed Date Signed	: The notes you ente	Judge	Code	ext approval le	Approv		nt
Signature of Attor Signature of Presi Signature of Chiei Appeals (or Delega Public/Attorney	ding Judge f Judge, Court of	Date Signed Date Signed	: The notes you ente	Judge	Code	ext approval le	Approv		nt
Signature of Attor Signature of Presi Signature of Chiei Appeals (or Delega Public/Attorney	ding Judge f Judge, Court of	Date Signed Date Signed	: The notes you ente	Judge	Code	ext approval le	Approv		nt
Signature of Attor Signature of Presi Signature of Chiei Appeals (or Delegi Public/Attorney	ding Judge f Judge, Court of	Date Signed Date Signed	: The notes you ente	Judge	Code	ext approval le	Approv		nt
Signature of Attor Signature of Presi Signature of Chiei Appeals (or Delegi Public/Attorney	ding Judge f Judge, Court of	Date Signed Date Signed	: The notes you ente	Judge	Code	ext approval le	Approv		nt
Signature of Attor Signature of Presi Signature of Chiet Appeals (or Delege Public/Attorney Notes	ding Judge f Judge, Court of ate)	Date Signed Date Signed Attention		Judge er will be avail	Code able to the n	ext approval le	Approv		nt
Signature of Attor Signature of Presi Signature of Chiet Appeals (or Delege Public/Attorney Notes	ding Judge f Judge, Court of ate)	Date Signed Date Signed Attention	: The notes you enter	Judge er will be avail	Code able to the n	ext approval le	Approv	ed Amou	nt
Signature of Attor Signature of Presi Signature of Chiet Appeals (or Delege Public/Attorney Notes	ding Judge f Judge, Court of ate)	Date Signed Date Signed Attention		Judge er will be avail	Code able to the n	ext approval le	Approv	ed Amou	nt
Signature of Attor Signature of Presi Signature of Chiet Appeals (or Delege Public/Attorney Notes	ding Judge f Judge, Court of ate)	Date Signed Date Signed Attention		Judge er will be avail	Code able to the n	ext approval le	Approv	ed Amou	nt
Signature of Attor Signature of Presi Signature of Chiet Appeals (or Delege Public/Attorney Notes	ding Judge f Judge, Court of ate) nd affirm the tr /2024 17:14:43	Date Signed Date Signed Attention		Judge er will be avail	Code able to the n	ext approval le	Approv	ed Amou	nt

Confirmation

Basic Info

Authorization Request

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.

Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592931
Back to:
<u>Home Page</u> <u>Appointment Page</u>

# Creating a CJA-26 Voucher -

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

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

#### Step 1

On the Appointment Info page, in the Create New Voucher section, click the **Create** link next to CJA-26.



#### Step 2

The Basic Info page appears. Enter the required information, and then click **Save**.

2	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMB	ER.
AG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.	NUMBER	6. OTHER. DKT/D	EF.NUMBER
N CASE/MATTER OF(Case Name) A v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPF Adult Defendant	RESENTED	10. REPRESENTA Criminal Case	TION TYPE
DFFENSE(S) CHARGED 1825.F INSPECTION VIOLAT	ION PENALTIES				
ATTORNEY'S NAME AND MAILING frew Anders Main Street		13. COURT ORDER	C Co-Counsel	D Federal Defender	F Subs for Federal
Antonio TX 78210 ne: 210-555-1234		L Learned Counsel (Capital Only)	✓ O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retaine Attorney
l phone: 210-555-2400 ail: <u>aandersattorney@gmail.co</u> r	<u>n</u>	S Pro Se	☐ T Retained Attorney	U Subs for Pro Se	X Administrative
		Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order		he Court ro Tunc Date	
LAW FIRM NAME AND MAILING A		4/1/2024 Repayment 🗌 YES 🗹	NO		
nount Requested	*	Amount Approved			
e Trial Hours 0 Trial Hou	urs 0 Sentencing Hours 0	Other In-Court Hou	urs 0 Ou	t-Of-Court Hours	0
	0 Number of Co-Defendant	ts 0			
mber of Counts					

Click the **Justification** tab, or click **Next** on the progress bar. On the Justification page, enter relevant information in the fields, and then click **Save**.

Basic Info	Justification	Documents	Confirmation	on		
Justific	ation					
3. Describe disc claimed.	covery materials (natu	ire and volume) and	l/or discovery pr	actices which are a	noteworthy factor in t	the number of hours
are a notewort		er of hours claimed	and which were		s, or legal research no or this case (do not inc	t resulting in such, which clude standardized
						Â
	nvestigation and case hich are a noteworth				es interviewed, record	collection, document
						*
6. Explain, if no	oteworthy, impact on t	he number of hours	s claimed of inve	stigative, expert, o	r other services used (	CJA 21 voucher)
						Ŧ
	ether any of the follov with client/family, lar				e number of hours clai	med and explain each:
8. Explain any	expense (items 17 and	d 18 of the CJA 20 v	oucher) greater	than \$500		<b>*</b>
						*
9. Explain any (	other noteworthy circu	umstances regarding	the case and th	e representation p	rovided to support this	compensation request.
Include, if applic complexity; (c) I knowledge, skill	cable: (a) negotiations w responsibilities involved efficiency, professionalis	rith U.S. attorney's off measured by the mag sm, and judgment req	fice or law enforce nitude and import nired of and used	ment agency; (b) co ance of the case; (d by counsel; (e) natu	mplexity or novelty of le ) manner in which duties ire of counsel's practice which services were ren	gal issues and factual s were performed and and hardship or injury
						<b>v</b>
« First < Pr	evious Next >	Last »	Save		Delete Draft	Audit Assist

Click the **Documents** tab, or click **Next** on the progress bar. On the Supporting Documents page, click **Choose File** 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	Justification	Documents	Confirmation			
Support	ing Docu	ments	·			
File Upload	(Only Pdf files	of 10MB size or	r less!)			
File	Choose File	lo file chosen				
Description	Document					
					Upload	
Description					Delete Vie	w
Document.pdf					Delete <u>Vie</u>	w
« First   < Pre	vious Next >	Last »	Save	Delete Dra	aft Audit As	

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

Click the **Confirmation** tab, or click **Next** on the progress bar. On the Confirmation page, 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**.

ON TRADE AND AND A STORE				
SUPPLEMENTAL INFORM		FOR A COMPENSATION FION MAXIMUM: DIST		OF THE STATUTORY CASE
EXTENDED OR COMPLEX ARAGRAPH 2.22 B(3) OF THE UDICLARY POLICIES AND PRO TERMINING "FAIR COMPENS OF THOSE GUIDELINES, AN	CASE, AND THAT THI GUIDELINES FOR THI OCEDURES, DEFINES 1 SATION." THIS FORM : D DOES NOT REPLAC	E EXCESS PAYMENT IS 1 E ADMINISTRATION OF 1 THE TERMS "EXTENDED SERVES AS COUNSEL'S	VECESSARY TO PROV <i>HE CRIMINAL JUSTIC</i> WAND "COMPLEX," MEMORANDUM RECONTATION REQUIRED	NTATION GIVEN WAS IN AN IDE FAIR COMPENSATION. <i>'E ACT</i> , VOLUME VII, <i>GUIDE TO</i> AND SUGGESTS CRITERIA FOR UIRED BY PARAGRAPH 2.22 C(2) TO SUPPORT THE PAYMENT DADED
TORNEY NAME: Andrew Ande		S NEEDED, AI IACH ADI	DITIONAL SHEETS O	PAPER.
ASE NAME: USA v. Branson OCKET NUMBER: 5:12-CR-002	10-AA DEFENDA	ANT NUMBER: 14	VOUCHE	R NUMBER:
PERIOD OF APPOINTMENT TOTAL NUMBER OF IN-CO				
PRETRIAL HEARINGS: 0 TOTAL NUMBER OF OUT-0 OFFENSES CHARGED: 15	TRIAL: 0 OF-COURT HOURS: 0		CING HEARINGS: 0	ALL OTHER IN-COURT: 0
NUMBER OF COUNTS CHA			R OF CO-DEFENDAN	TS: 0
OTHER PENDING CASES ( IF APPLICABLE, SENTENC	DOCKET NUMBERS) ( 'ING GUIDELINE RAN	OF DEFENDANT DURING	3 REPRESENTATION	G:
WAS A MANDATORY MIN				
DESCRIBE DISCOVERY M NOTEWORTHY FACTOR I	IATERIALS (NATURE A N THE NUMBER OF H	AND VOLUME) AND/OR OURS CLAIMED:	DISCOVERY PRACTI	CES WHICH ARE A
LIST AND DESCRIBE MOT RESEARCH NOT RESULTI WHICH WERE DRAFTED & CONTENT WAS MODIFIED	NG IN SUCH, WHICH . ORIGINALLY FOR THI	ARE A NOTEWORTHY F.	ACTOR IN THE NUM	CING DOCUMENTS, OR LEGAL IER OF HOURS CLAIMED AND MOTIONS, ETC., UNLESS
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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.

Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592940
Back to:
Home Page
Appointment Page

# Appendix A: Correcting Errors in Your .csv File

If your import fails, you must correct errors in the original .csv file before attempting another import.

## Step 1

A message appears at the top of the page, indicating the number of errors found. Click the **View Report** link to view errors.



## Step 2

The Errors Only report opens by default, with the errors in the file highlighted. Review the error report and correct the original .csv file.

Errors Or	ıly ○ F	ull Report

	Case Number: 1:14-CR-08805			Person Represented: Jebediah Branson	3		
Row	Errors	ate	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	/11/2021		Test	16c. Legal research and brief writing		
	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	/12/2021	0.9	Test	15c. Motion Hearings	•	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	/14/2021	1.1	Test<>	16a. Interviews and Conferences		

**Note**: Click the **Full Report** radio button to view an error report that includes all imported service lines.

## Step 3

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.



Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30 voucher, please see instructions for those documents.

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# Appendix B: Creating the Excel File for Import

Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.



For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headers, as seen below. The header row contains four mandatory column headers (Date, Hours, Description, Service Type) and two optional column headers (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the header row contains service entry information instead of headers, the data in that row will be ignored and won't import into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

4	А	В	c	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-det layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	3 10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	(	5 12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignme	16b. Obtaining and reviewing records	5	i
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA )	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	1
13						
14						

**Note**: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

# Appendix C: Converting the Excel File to .csv Format

Most commercially available spreadsheet applications allow you to save in .csv format. For a file saved in Excel format, follow these steps to create your .csv import file.

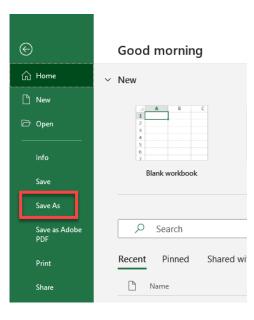


In your Excel file, click the **File** tab.

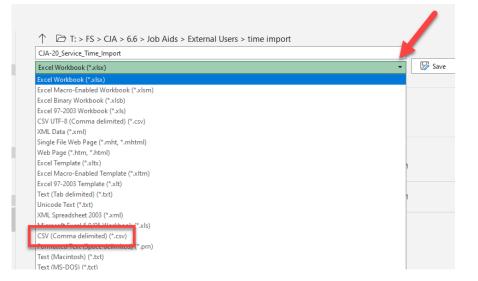
,	AutoSave 💽 Off	। । । ।	<sup>⊿</sup> ~ P =	Copy of CJA-20_Service	e_Time_Import.xlsx - Saved	•
Pa	le Home Cut Copy ~ Format F Clipboard	Calibri B 7	ge Layout Formulas I → 11 → Å^ Å` U → I ↔ A → Font I	Data Review Vie $\equiv \equiv \equiv   \gg \sim$ $\equiv \equiv \equiv   = = =$ Align	ab co Wrap Text	Text \$ ~ % ♥   50 Number
F1	4 *	: × 🗸	f <sub>x</sub>			
	А	В		с		
1	Date	Hours	Description			Service Typ
2	9/2/2021	0.1	Email to/from co-def layer	re: visit with Client an	d need for preliminary l	nearing 16e. Invest
2	0/2/2021	0.0	Attend Arraignment stavi	7000		1Eo Arroig

## Step 2

From the navigation menu on the left, click Save As.



On the Save As page, click the drop-down arrow and select CSV (Comma delimited) (\*.csv).



Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.

· · · ·	. עיי .	. ر	20 S S S			
10:1		^	Name	Date modified	Туре	Size
Quick access Occuments			CJA-20 Service Time Import.csv	8/9/2021 10:01 AM	Microsoft Excel C	1 KB
_	ж		CJA-20 Service Time Import.xlsx	8/6/2021 2:27 PM	Microsoft Excel W	12 KB
👆 Downloads	⊾ *		Part and the second second	 0/0/2021 11 20 414	NE 05 10	4.120