



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

## Attorney User Manual

**Release 6.3**

**May  
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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 provider funding.
- Online case budgeting
- Online voucher completion for service providers (if authorized), or by the attorney acting on behalf of service providers.
- Online voucher entry, review and submission for attorneys.
- Online voucher review by CJA unit, the District Court Judge, and the Circuit Court Judge.

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

## Voucher and Authorization Request Submission

- Authorization requests by attorneys for service provider funding
- Budget authorization request for additional attorney and/or service provider funding on budgeted cases
- Requests by attorneys to exceed the statutory maximum and for interim payment
- Supporting documentation may be uploaded to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs and appointments/cases
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

## Browser Compatibility

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

## Court Appointment

When an appointment is entered, the program automatically generates an email message to the appointed attorney to confirm the appointment and open the case in the CJA eVoucher program.

Please contact [cja\\_evoucher@azd.uscourts.gov](mailto:cja_evoucher@azd.uscourts.gov) if you are missing an appointment or you receive an appointment email in error (including duplicate emails for the same case).

## Accessing the CJA eVoucher Program

You will access the eVoucher program for the District of Arizona at the following address:

[https://evsdweb.ev.uscourts.gov/CJA\\_azx\\_prod/CJAeVoucher/Logon.aspx](https://evsdweb.ev.uscourts.gov/CJA_azx_prod/CJAeVoucher/Logon.aspx)

It is suggested that you bookmark it for easier access.

An official website of the United States government

**UNITED STATES COURTS** CJA eVoucher - Arizona District Court  
Court Test - Release 6.3.0.0

### Sign in to CJA eVoucher

Please enter your username and password to continue.

**Username**

**Password**

[Forgot your password?](#)

**Sign in**

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

United States Courts

Log on using the username and password you were provided, and click **Log In**.

You are required to change your password within **30 days** of the first time you log on to eVoucher. See page 10 for additional information on changing your passwords

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

### Forgot your Login?

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

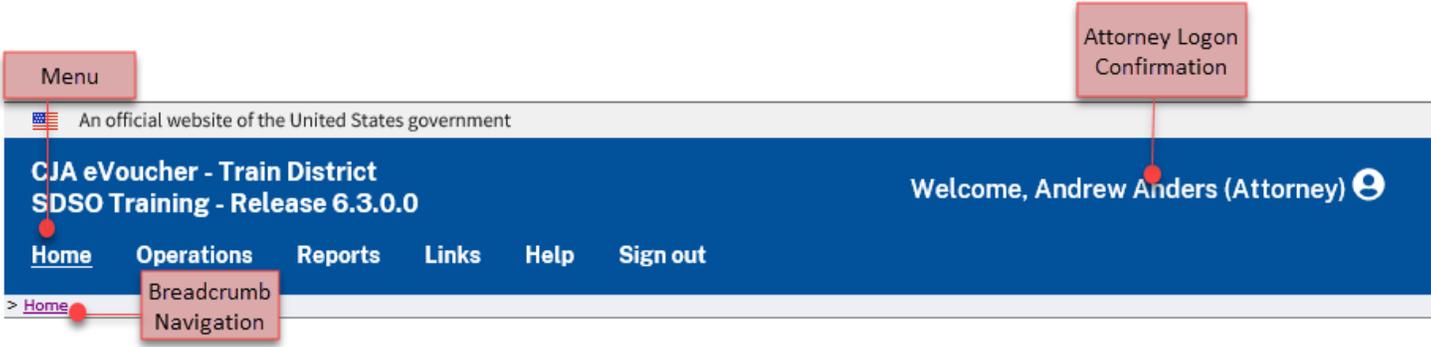
**Username**

**Email**

[Back to sign in](#)

**Recover Logon**

# Navigating in the CJA eVoucher Program



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments. All appointments remain available by clicking on My Appointments under the Operations menu.
Reports	Click to view selected reports you may run on your appointments.
Links	Click to access hyperlinks to CJA resources such as forms, guides, publications, etc.
Help	Click to access: <ul style="list-style-type: none"> <li>• Another link to your profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
Sign out	Click to sign out of the eVoucher program.

**Note:** Saving in eVoucher

**It is important to note that there is NOT AN AUTOSAVE function in this program. You must click Save periodically to save your work as you are making entries or changes.**

# Home Page

Your home page provides access to all your active appointments and vouchers. Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04562-...</a> Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	12/11/2019
<a href="#">3:19-MJ-04562-...</a> Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	01/28/2020

Page 1 of 3 (30 items)

**My Proposed Assignments**

Appointments	Defendant
All cases have been currently assigned	
No data	

**Appointments' List**

Appointments	Defendant
<a href="#">Case: 3:19-MJ-04562-JL</a> Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	<b>Defendant: Mister Badman</b> Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
<a href="#">Case: 1:19-MJ-96325-JL</a> Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	<b>Defendant: Practice Voucher</b> Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:

Page 1 of 1 (10 items)

**My Submitted Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:19-MJ-963...</a> Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 263.38	CJA-21 Longoria Expert Accountant	Submitted to Court <a href="#">0101.0000389</a> FINAL PAYMENT	07/24/2019
<a href="#">1:19-MJ-963...</a> Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 600.00	CJA-21 Longoria Expert Accountant	Submitted to Court <a href="#">0101.0000391</a> FINAL PAYMENT	07/24/2019

Page 1 of 4 (34 items)

**My Service Provider's Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed <a href="#">0101.0000384</a> FINAL PAYMENT	06/07/2019
<a href="#">3:19-MJ-04...</a> Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed <a href="#">0101.0000387</a>	07/23/2019

Page 1 of 2 (16 items)

**Closed Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04562...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.25 Approved Amount: 4,234.25	CJA-20 Atty Longoria	Voucher Closed <a href="#">0101.0000378</a> FINAL PAYMENT	06/07/2019
<a href="#">3:19-MJ-04562...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed <a href="#">0101.0000384</a> FINAL PAYMENT	06/07/2019

Page 1 of 5 (48 items)

Folder Name	Contents
<b>My Active Documents</b>	This folder 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.
<b>Appointments' List</b>	This is a quick reference to all your open appointments.
<b>My Proposed Assignments</b>	Not used in District of Arizona.
<b>My Submitted Documents</b>	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
<b>My Service Provider's Documents</b>	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <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>	This folder contains documents that have been paid or approved by the court. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.

## Customizing the Home Page

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

**Expanding/Collapsing Folders:** Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

### Moving Folders

Step  
1

Place your cursor on the top edge of the folder you wish to relocate.

A **crosshair** icon  appears.

Step  
2

Click and drag the folder to the new location.

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

### Resizing of Column

Step  
1

Along the folder headings (e.g., **Case, Defendant, Type**, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step  
2

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

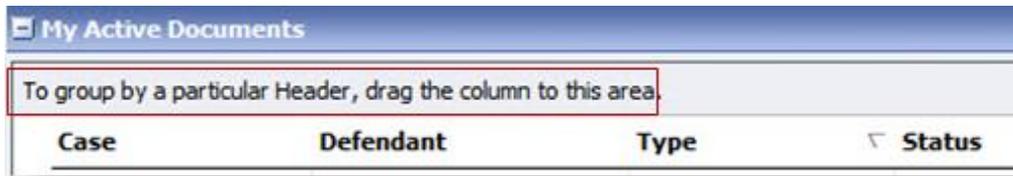
**Note:** The folder size does not increase; therefore, some columns may move off the screen.

## Customizing the Home Page (continued)

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

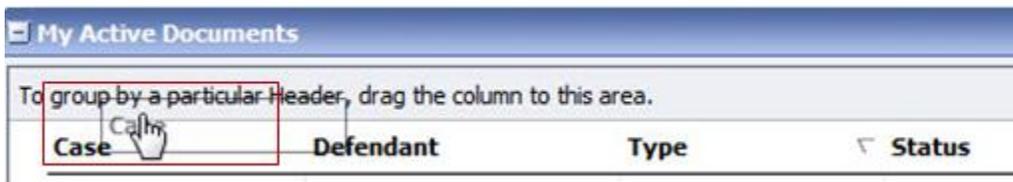
Step  
1

Click the header for the column you wish to group.



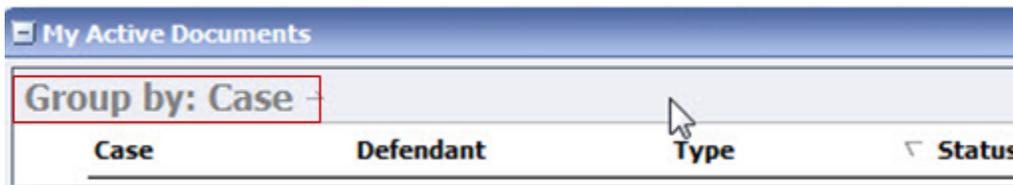
Step  
2

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



Step  
3

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



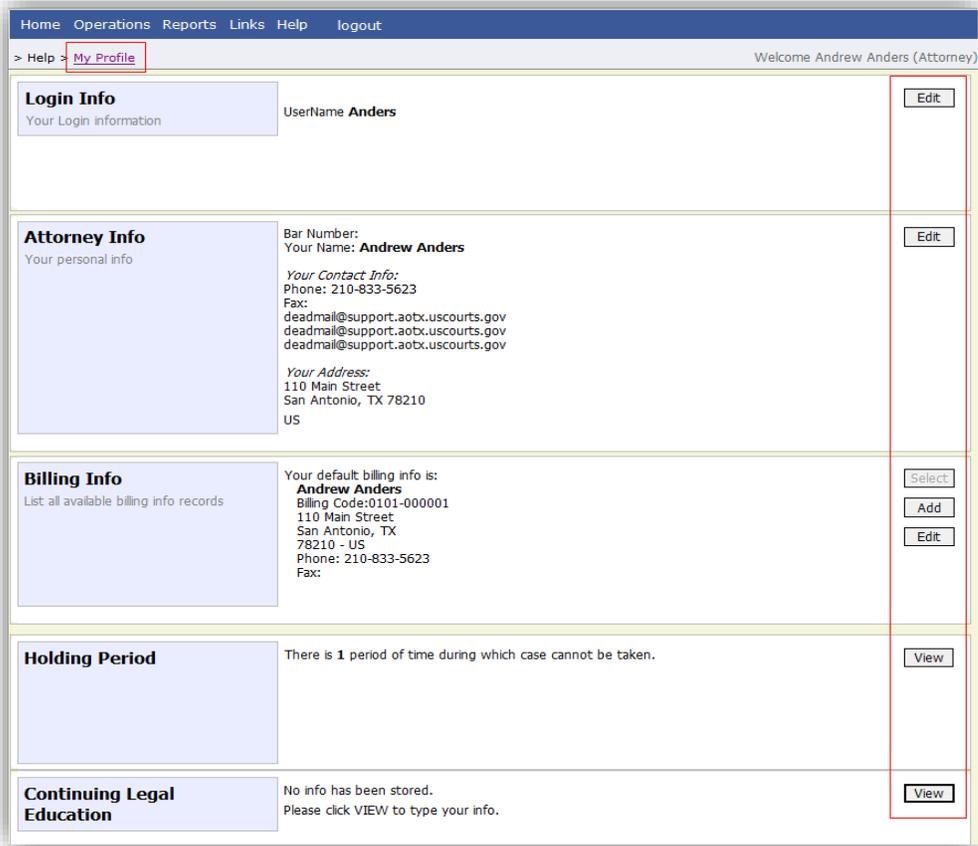
**Note:** Group settings return to the original setting when you navigate away from the page.

# My Profile

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

- Change the password (Login Info section).
- Edit contact information, phone, email, and/or physical address (**Attorney Info** section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). Copies of a W-9 must be provided to the court. Any changes to the SSN must be made through the court.
- Add a time period in which you will be out of the office (**Holding Period** section) (Not utilized in District of Arizona).
- Document any CLE attendance (**Continuing Legal Education** section).

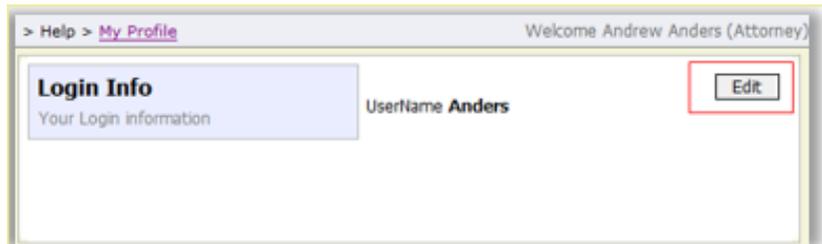
To access the My Profile page, from the menu bar, click **Help** and then click **My Profile**, or click the person icon on the right of the menu bar and then click **My Profile**.



## Changing My Profile Username and Password

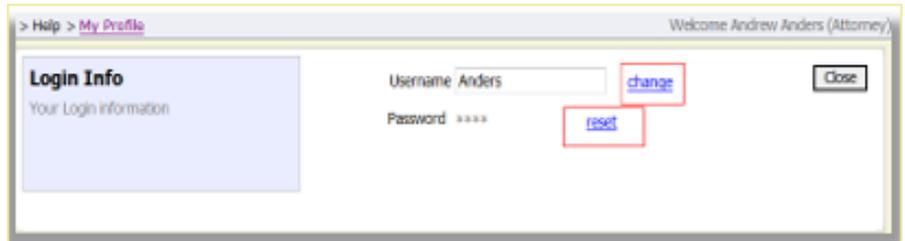
Step  
1

In the **Login Info** section, click **Edit** to change your password.



Step  
2

To change your username, type the new username and click the **change** link. It will show "The Username has been changed."

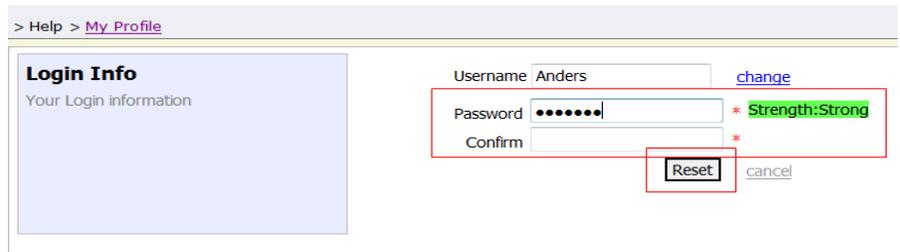


Step  
3

To reset your password, click the **reset** link. See password requirements at bottom of page.

Step  
4

Enter the new password and reenter it in the **Confirm** field.



Step  
5

Click **Reset** to save.

Step  
6

Click **Close** to exit the **Login Info** section.



Passwords must meet the following criteria:

- Eight letters in length.
- One lowercase character.
- One uppercase character.
- One number.
- One special character.

**You are required to change your password at least every 180 days.**

# Attorney Info

**Step 1**

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

**Attorney Info**  
Your personal info

Bar Number: **12345**  
Your Name: **Andrew Anders**

*Your Contact Info:*  
Phone: 210-833-5623 | Cell Phone: 702-555-1212  
Fax:  
deadmail@support.aotx.uscourts.gov  
deadmail@support.aotx.uscourts.gov  
deadmail@support.aotx.uscourts.gov

*Your Address:*  
110 Main Street  
San Antonio, TX 78210  
USA

[Edit](#)

**Step 2**

Make any necessary changes.

**Attorney Info**  
Your personal info

**SSN Instructions:**  
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

**Payee Certification:**  
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:  
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and  
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).

**\* Required Fields**

Bar Number

Tax Identification Number: \* (If on Panel)

SSN:

Confirm:

Foreign Vendor?

First Name \*  Middle  Last Name \*

Andrew   Anders

Main Email \*

deadmail@support.aotx.uscourts.gov

2nd Email

deadmail@support.aotx.uscourts.gov

3rd Email

deadmail@support.aotx.uscourts.gov

Phone \*  Cell Phone  Fax

210-833-5623

Address 1 \*  City \*

110 Main Street  San Antonio

Address 2  State \* (US only)  Zip \* (US only)

TEXAS  78210

Address 3  Country \*

UNITED STATES

[Save](#)  
[cancel](#)

**Step 3**

Click **Save**.

**Note:**

- Each attorney (except associates) must enter his or her SSN into the user profile or they will not be paid, even if there is a firm EIN.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

## Billing Info

**Step 1**

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

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

Your default billing info is:  
**Andrew Anders**  
 Billing Code:0101-000001  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-833-5623  
 Fax:

Select  
Add  
Edit

**Step 2**

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

**Note:**

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may select the **Copy Address from Profile** check box if your billing address is the same as your **Attorney Info** address.

**Step 3**

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

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

Billing Type:  
 Self-Employed  
 Firm  
 Associate

Copy Address from Profile

Name:

Phone:  Fax:

Address 1:

Address 2:

Address 3:

City:  State:  Zip Code:

Country:

Save  
cancel

# Billing Info (cont'd)

Step 4

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

**Billing Info**

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Tax Identification Number:

EIN/TIN:

Confirm:

Copy Address from Profile

Name:

Phone:  Fax:

Address 1:

Address 2:

Address 3:

City:  State:  Zip Code:

Country:

# Associates

**Billing Info**

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Billing Code:

**Andrew Anders**  
 Billing Code:0101-000001  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone : 210-833-5623  
 Fax:

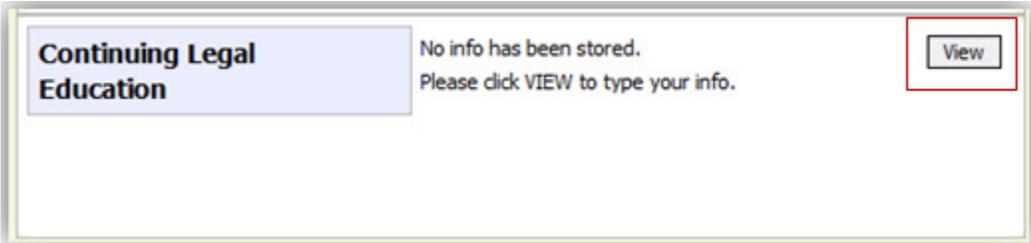
**Note:**

- Attorneys with preexisting agreements must enter the firm’s name, EIN and mailing address.
- Associates do not need to enter an SSN, but must enter the billing code of the attorney to be paid. The billing code can be found by attorney going to My Profile>Billing Info.

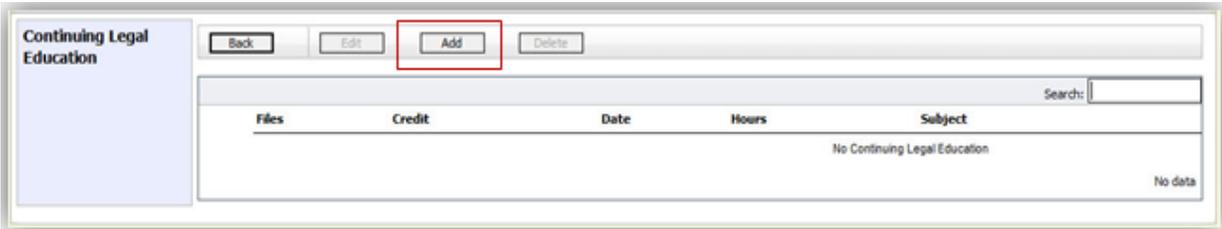
## Holding Period (Not utilized in District of Arizona)

### Continuing Legal Education

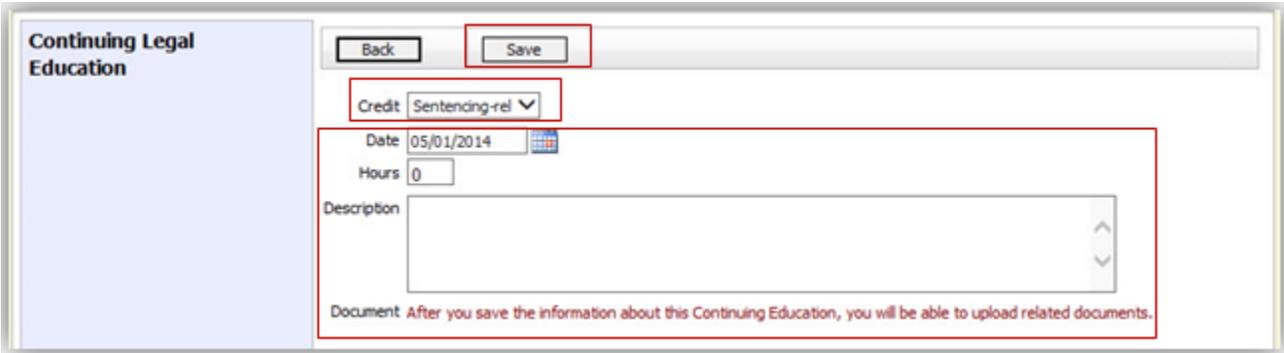
**Step 1** In the **Continuing Legal Education** section, click **View** to access your CLE information.



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



**Step 3** Click the **Credit** drop-down arrow to select CLE categories.



**Step 4** In the corresponding fields, enter the **Date**, the number of **Hours**, and a **Description**.

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

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

### Continuing Legal Education (cont'd)

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

The screenshot shows a form with the following fields and buttons:

- Buttons: Back, Save (highlighted in red)
- Credit: Sentencing-re (dropdown menu)
- Date: 05/15/2014 (calendar icon)
- Hours: 0 (text input)
- Description: (empty text area)
- Document: (empty text area with a 'Browse...' button highlighted in red)

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

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

The screenshot shows a grid with the following columns and data:

Files	Credit	Date	Hours	Subject
0	Sentench...	05/15/2014	0	

Buttons: Back, Edit (highlighted in red), Add, Delete

Search: [ ]

Page 1 of 1 (1 items)

# Appointments' List

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

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

## Appointment Info

**View Representation**

**Attorney CJA 20 Voucher Template**

**Expert CJA 21 Voucher Template**

**Detailed Payment Reports**

**All vouchers associated with this case are displayed.**

**Group Header Bar**

**Appointment Info**

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

**Vouchers on File**

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

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

Page 1 of 1 (7 items)

# View Representation

The **View Representation** information displays:

- Excess fee limit (either statutory maximum or amount approved by Budget AUTH or CJA26)
- Presiding judge
- Magistrate judge
- Payment category
- Representation Type
- Offense(s) charged

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



**Representation**  
 In this page you can view or delete the representation.

**Reports**  
[Representation Report](#)

## Representation Info

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

# CJA-20 Voucher Process Overview



## Creating the CJA-20 Voucher (Attorney Voucher)

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

In the Appointment section, from the CJA-20 Voucher template, click the **Create** hyperlink.



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

**Basic Info**

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

**Payment Info**

Preferred Payee: Andrew Anders

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

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

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

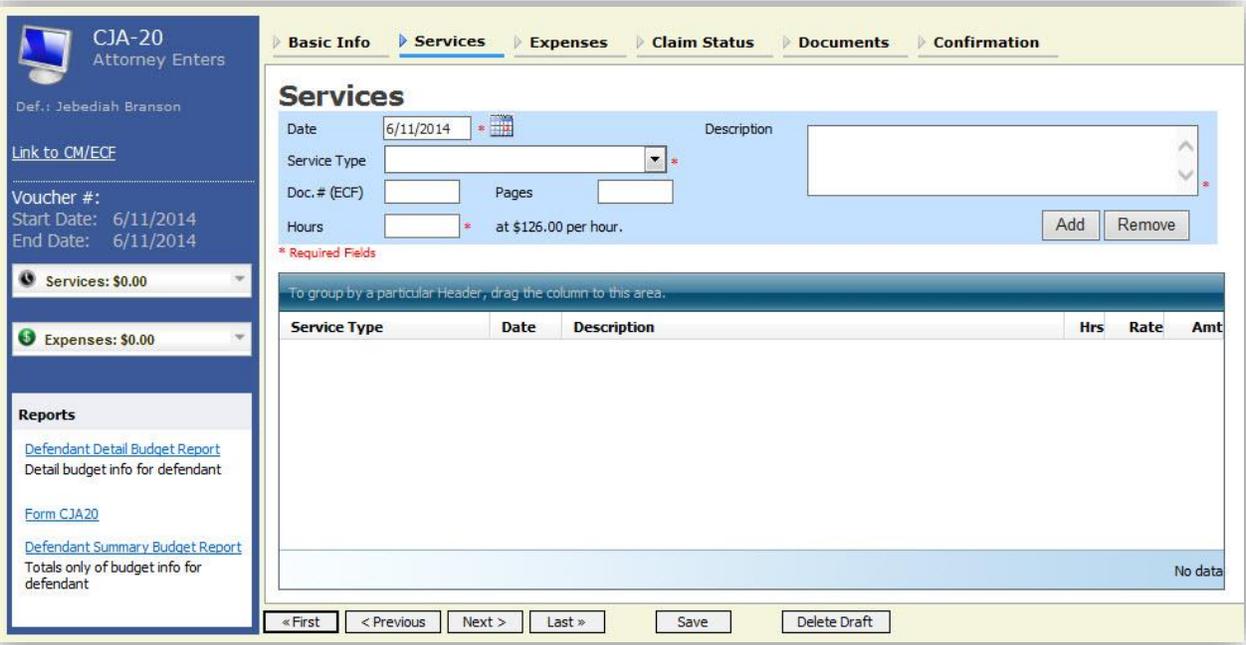
### Notes:

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

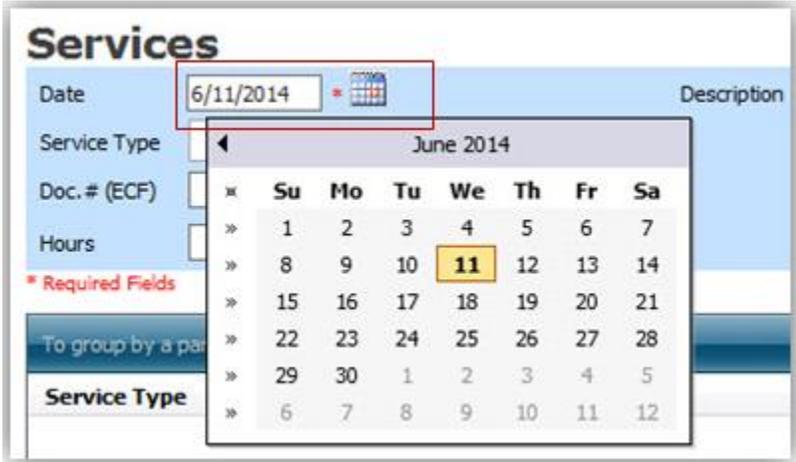
# Entering Services

Line-item time entries should be entered on the **Services** tab. Both in-court and out-of-court time should be recorded on this tab. **The expectation is that time is to be entered in eVoucher daily or close to daily.**

**Step 1** Click the **Services** tab or click **Next**, located on the progress bar.



**Step 2** Enter the date of the service. The default date is always the current date. You may type the date or click the **calendar** icon to select a date from the pop-up calendar.



### Entering Services (cont'd)

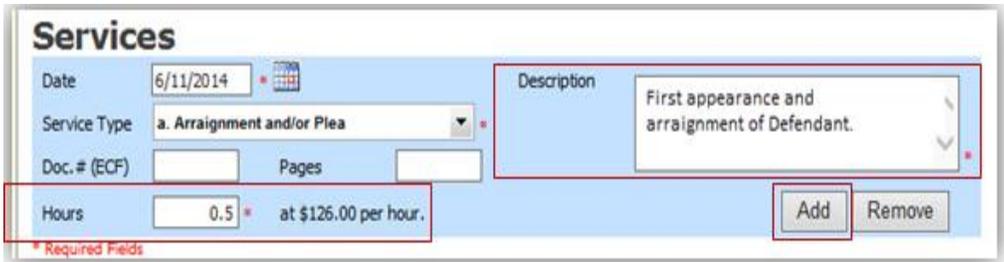
**Step 3** Click the **Service Type** drop-down arrow and select the service type.

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



**Step 4** Enter hours of service in tenths of an hour.

**Step 5** Enter a detailed description.

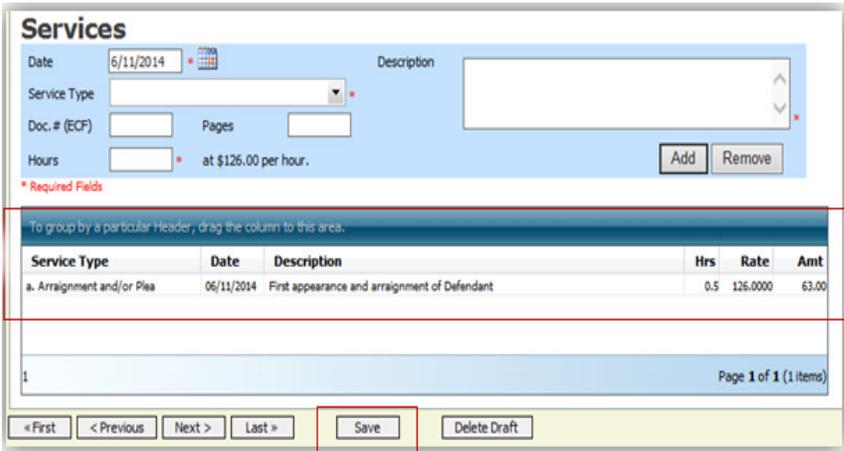


**Step 6** Click **Add**.

**Note:** You may add time in any order. Click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the **Service Type** section.

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



**Note:** If you click the Date header, entries will be sorted by date.

# Entering Expenses

**Step 1** Click the **Expenses** tab or click **Next**, located on the progress bar.

**Expenses**

Date: 6/12/2014 \*  
Expense Type: \*  
Miles: at \$0.5600 per mile.  
Amount: \*  
Description: \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

**Step 2** Click the **Expense Type** drop-down arrow and select the applicable expense.

**Expenses**

Date: 6/12/2014 \*  
Expense Type: \*  
Miles: \*  
Amount: \*

\* Required Fields

To group by a p

Expense Type
Travel Miles
Travel Misc.
Fax
Long Distance Charges
Photocopies
Postage
Other Expenses

<< First < Previous Next > Last >>

## Entering Expenses (cont'd)

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

**Step 4** Enter a detailed description in the **Description** field.

**Expenses**

Date: 6/12/2014

Expense Type: Travel Miles

Miles: 20 at \$0.5600 per mile.

Description: Travel to and from Court

Amount: [Empty]

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last » Save Delete Draft

**Step 5** Click **Add**.

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

**Expenses**

Date: 6/12/2014

Expense Type: [Empty]

Miles: [Empty] at \$0.5600 per mile.

Description: [Empty]

Amount: [Empty]

\* Required Fields

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

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

1 Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

## Entering Expenses (cont'd)

**Note:**

- 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.

**Expenses**

Date: 6/12/2014 \*  Description:

Expense Type:

Miles:  at \$0.5600 per mile.

Amount:  \*

\* Required Fields

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

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

1 Page 1 of 1 (2 items)

<< First < Previous Next > Last >>

**Step 6** Click **Save**.

**Note:** If you click the Date header, entries will be sorted by date.

## Claim Status

Step  
1

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

Step  
2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** section, and click the **Date** header to sort showing the earliest date of service. The end date should be entered in the same manner.

The screenshot shows the 'Claim Status' form. At the top, there are two date fields: 'Start Date' with the value '6/11/2014' and 'End Date' with the value '6/12/2014'. Below these is a section titled 'Payment Claims' with four radio button options: 'Final Payment', 'Interim Payment' (selected), 'Supplemental Payment', and 'Withholding Return Payment'. The 'Interim Payment' option has a text input field containing the number '2' followed by '(payment #) \*'. A red reminder message states: '\*\* Reminder: Please select the appropriate claim status.' Below this are two survey questions with radio button options for 'Yes' and 'No'. Question 1 asks if the user has previously applied to the court for compensation and/or reimbursement. Question 2 asks if anyone else has received payment from any other source. At the bottom of the form, there is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Save' button is highlighted with a red box.

Step  
3

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

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment in segments as ordered by the court. If using this type of payment, indicate the number of this interim payment.
- After the final payment has been submitted and paid, **Supplemental Payment** may be requested due to a missed or forgotten receipt or for services that may have occurred after case closing.

Step  
4

Answer all the questions regarding previous payments in this case. If further explanation is required please add a note in the attorney/public notes section on the confirmation tab or add a PDF document to the documents tab, if needed..

Step  
5

Click **Save**.

## Documents

Attorneys (as well as the court) may attach documents. Attach any documentation that supports the voucher, i.e., travel or other expense receipts, orders from the court, or letter of explanation for exceeding 45-day submission deadline.

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

**Step 2** Enter a brief detailed description of the attachment. (i.e. Court Order signed 1/2/2017 (Doc. 25) )

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

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

The screenshot shows the 'Supporting Documents' section of a web form. At the top, there is a blue header with the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a 'File' field containing the path 'G:\AO\leVoucher\CJA eVou' and a 'Browse...' button. A 'Description' text area contains the text 'Copies of receipts'. An 'Upload' button is located in the bottom right corner of the form area.

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

This screenshot shows the 'Supporting Documents' section after the document has been uploaded. The 'File' and 'Description' input fields are now empty. Below the input fields, a table lists the uploaded document. The table has a header row with 'Description', 'Delete', and 'View'. The first row contains the text 'Copies of receipts', a blue 'Delete' link, and a blue 'View' link. At the bottom of the page, there is a navigation bar with buttons for '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

**Step 4** Click **Save**.

# Signing and Submitting to Court

When you have added all voucher entries and reviewed each of the tabs for accuracy, you are ready to sign and submit your voucher to the court.

**Step 1** Click the **Confirmation** tab or click **Last** on the progress bar.

The **Confirmation** tab appears, which reflects all entries from the previous tabs.

CLAIMS FOR SERVICES AND EXPENSES						FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW			
15. a. Arraignment and/or Plea	0.5	\$63.00						
b. Bail and Detention Hearing	0	\$0.00						
c. Motion	0	\$0.00						
d. Trial	0	\$0.00						
e. Sentencing Hearings	0	\$0.00						
f. Revocation Hearings	0	\$0.00						
g. Appeals Court	0	\$0.00						
h. Other	0	\$0.00						
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>						
16. a. Interviews and Conferences	0	\$0.00						
b. Obtaining and Reviewing Records	0	\$0.00						
c. Legal Research and Brief Writing	0	\$0.00						
d. Travel Time	0	\$0.00						
e. Investigative or Other Work	0	\$0.00						
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>						
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20						
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00						
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$89.20</b>						

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

22. CLAIM STATUS  Final Payment  Interim Payment (9)  Supplemental Payment

Have you Previously applied to the court for compensation and/or reimbursement for this?  YES  NO

If yes, were you paid?  YES  NO

Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation?  YES  NO If yes, please attach supporting documentation

I swear or affirm the truth or correctness of the above statements. Date Signed: \_\_\_\_\_

Signature of Attorney: \_\_\_\_\_

APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE

Public/Attorney Notes:

I swear and affirm the truth or correctness of the above statements

Date: \_\_\_\_\_ 

Navigation:

## Signing and Submitting to Court (cont'd)

**Step 2** Verify the information is correct.

**Step 3** Scroll to the bottom of the page. You may include any information to the court in the **Public/Attorney Notes** field.

**Step 4** Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

The screenshot shows a web form for submitting a voucher. At the top, a red warning message reads: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes" containing the word "Notes". A checkbox is checked, with the text "I swear and affirm the truth or correctness of the above statements" and a timestamp "Date: 6/12/2014 16:32:35". To the right is a "Submit" button with a green arrow icon. At the bottom, there are navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".

**Step 5** Click **Submit** to send to the court. Your individual login and password will serve as your electronic signature.

A confirmation page appears, indicating the previous action was successful and the voucher has been submitted for payment.

The screenshot shows a success confirmation page. A blue box at the top contains the word "Success" in a red-bordered box. Below it, the text reads: "Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records:" followed by the bolded voucher number "0101.0000150". At the bottom, there is a "Back to:" section with two blue hyperlinks: "Home Page" and "Appointment Page", both enclosed in red-bordered boxes.

## Signing and Submitting to Court (cont'd)

**Step 6**

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

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

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

Page 1 of 1 (3 items)

**Notes:**

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

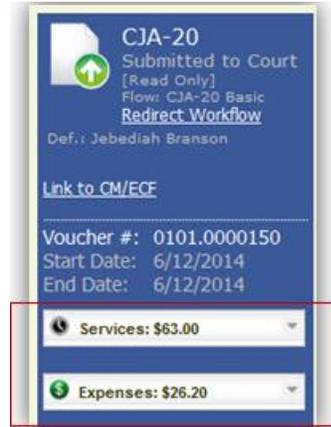
Case	Defendant	Type	Status	Date Entered
<a href="#">2:19-CR-01000-GMS-</a> Start: 05/16/2019 End: 06/25/2019	Sample Defendant (# 1) Claimed Amount: 958.80	CJA-20 - (RETURNED) Sample Attorney	Voucher Entry <a href="#">0970.0837633</a> FINAL PAYMENT	08/14/2019

- An email message generated by the system will be sent explaining what corrections need to be made. The note will also appear in the Public/Attorney Notes section of the Confirmation tab.
- Make any necessary corrections and click submit to re-submit to the court.
- You will automatically receive an email after the voucher has been approved and submitted for payment.

## CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen. This allows you to track your compensation and request additional funds when needed, in advance of exceeding the authorized funding.

The **Services** and **Expenses** fields tally as entries are entered the voucher.



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



# Creating a New Authorization (AUTH) for Expert Services

When you are initially requesting a service provider, a new AUTH request should be made in eVoucher (without filing a Motion and Order in CM/ECF). If you obtained an order prior to 7/23/18, you will also use this event for your order submission.

**Step 1**

Locate the **Appointments** section under the **Appointments' List** on your home page. Click the case number hyperlink to open the **Appointments** page.



**Step 2**

From the **Appointment Info** page, click **Create** next to AUTH.

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

[View Representation](#)

**Create New Voucher**

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

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

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

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

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

**Reports**

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

[Attorney Time](#)  
Report of attorney time per case (includes both submitted and not submitted data)

[Appointment Report](#)  
List of all appointments per attorney (Attorney view)

**Appointment Info**

1. CIR. DIST. DIV. CODE 0970	2. PERSON REPRESENTED Susie Sample-Defendant	VOUCHER NUMBER	
3. MAG. DKT. DEF NUMBER	4. DIST. DKT. DEF NUMBER 2:18-CR-01000-1-CKJ	5. APPEALS DKT. DEF NUMBER	6. OTHER DKT. DEF NUMBER
7. IN CASE MATTER OF(Case Name) U.S. v. Sample-Defendant	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 17A:102.F COPYRIGHT LAWS	12. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Reynoldswrap 401 W Washington Ste 130 Phoenix AZ 85003 Phone: 602-322-7207		
13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input checked="" type="checkbox"/> P Subs for Paid Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Steadily Counsel		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Budget \$ State Date of Order 2/1/2018 New Pro Test Date	
14. LAW FIRM NAME AND MAILING ADDRESS			
15. REPAYMENT Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

**Vouchers on File**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">2:18-CR-01000-CKJ</a> Start: 03/07/2018 End: 03/07/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,250.00 Approved Amount: 2,250.00	AUTH Investigator	Voucher Closed <a href="#">0970.0579026</a>	03/07/2018
<a href="#">2:18-CR-01000-CKJ</a> Start: 03/07/2018 End: 03/08/2018	Susie Sample-Defendant (# 1) Claimed Amount: 3,000.00	AUTH Ballistics	Submitted to Court <a href="#">0970.0579028</a>	03/07/2018
<a href="#">2:18-CR-01000-CKJ</a> Start: 03/07/2018 End: 03/08/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,500.00	AUTH Investigator	Submitted to Court <a href="#">0970.0579029</a>	03/07/2018
<a href="#">2:18-CR-01000-CKJ</a> Start: 03/07/2018 End: 03/08/2018	Susie Sample-Defendant (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>	03/30/2018
<a href="#">2:18-CR-01000-CKJ</a> Start: 03/07/2018 End: 04/05/2018	Susie Sample-Defendant (# 1) Claimed Amount: 454.25	CJA-20 Kerry Reynoldswrap	Submitted to Court <a href="#">0970.0579030</a>	05/10/2018
<a href="#">2:18-CR-01000-CKJ</a> Start: 04/05/2018 End: 04/05/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	CJA-26	Voucher Closed <a href="#">0970.0579132</a>	04/05/2018

Page 1 of 1 (6 items)

The authorization opens to the **Basic Info** tab.

## Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step  
3

Next, click **Create New Authorization**.

**Basic Info**

1. CIR. DIST. DIV. CODE 0970	2. PERSON REPRESENTED Mickey Mouse	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 2:17-CR-01000-1-FJM	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) US v. Mickey Mouse	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Reynoldswrap - Bar Number: 42474 401 W Washington Phoenix AZ 85003 Phone: 602-322-7150		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Bridget S Bade Date of Order    Nunc Pro Tunc Date 1/1/2017 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**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.

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

## Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step  
4

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

- **Estimated Amount** - amount requested or, if order previously obtained, total authorized in order
- **Basis of Estimate** - list rate and number of hours requested
- **Description** - include description of service to be provided
- **Service Type** - select type from drop-down list
- **Notes** - include provider name or company name\* (this will make selection from list easier for future tasks)

**Master Authorization Information**

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$  \*

Authorized Amount \$   Deactivated

Basis of Estimate

Description

Service Type  \*

Notes

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

### Note:

An initial AUTH is considered a “Master Authorization” (see above in purple).

\*If you will be using more than one person (i.e. several different interpreters), do NOT list a name in the Notes section.

Step  
5

Click **Save**.

Step  
6

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

## Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step 7

On the Documents tab, you will add your court order, if you previously obtained one. If this is a new request without a previous order, fill out the document entitled AUTH AZD Supplemental Information in Support of Request to Enlist Service Provider located on the court’s website:  
<http://www.azd.uscourts.gov/sites/default/files/cja/AZD%20AUTH%20Form.docx>

This is also where you add any other relevant documents (i.e. CV/Resume/DPS Investigator ID card) To add an attachment, click **Browse** to select your PDF file.

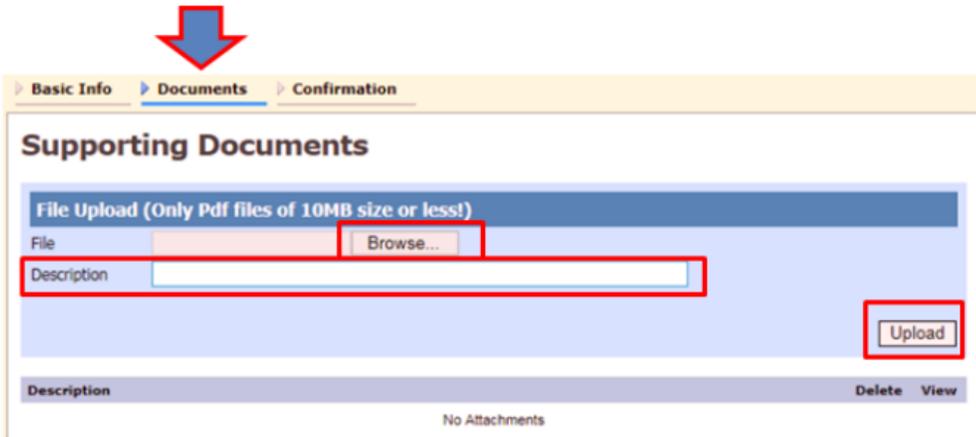
Step 8

In the **Description** field, add a meaningful description of the attachments. (i.e. AZD AUTH.Investigator.submitted 7.15.19; Investigator CV; Investigator DPS Photo ID)

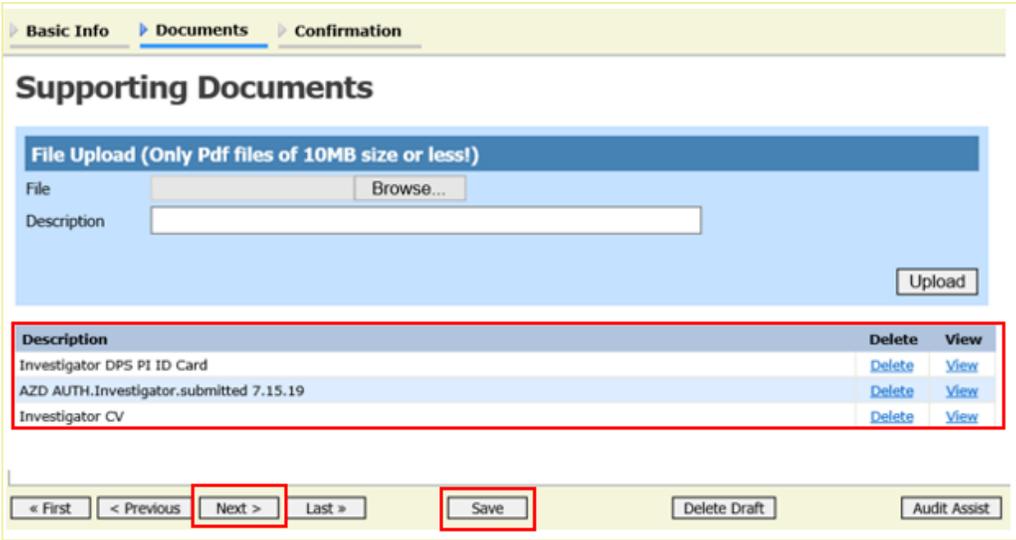
Step 9

Click **Upload**.

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



The attachment and description are added to the voucher and appear in the bottom of the **Description** section.



## Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step  
10

Click **Save**.

Step  
11

Click the **Confirmation** tab or click **Next**. The **Confirmation** tab will open. Review the information on the **Confirmation** tab for accuracy. Add attorney notes, if any.

Step  
12

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

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date: 6/5/2018 15:36:40

**Submit**

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

Step  
13

Click **Submit** to send to the court. Your individual login and password will serve as your electronic signature.

A confirmation page will appear indicating the previous action was successful and the Authorization Request has been submitted. Click **Appointment Page** if you wish to create an additional document for this appointment. Click **Home Page** to return to the home page.

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0970.0579401**

Back to:

[Home Page](#)

[Appointment Page](#)

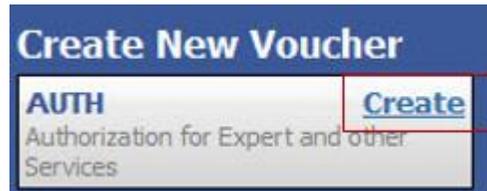
The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

You will automatically receive an email when the authorization has been approved. You will then be able to create a CJA-21 voucher.

## Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds)

A supplemental authorization request should be made in eVoucher when you have a prior AUTH request for funds in eVoucher and you're requesting additional funds for a service provider.

**Step 1** From the **Appointment Info** page, click **Create** next to AUTH.



The authorization opens to the **Basic Info** tab.

**Step 2** Next, click **Request Additional Funds**.

Basic Info

1. CIR. DIST. DIV. CODE 0970	2. PERSON REPRESENTED Mickey Mouse	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 2:17-CR-01000-1-FJM	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) US v. Mickey Mouse	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Reynoldswrap - Bar Number: 42474 401 W Washington Phoenix AZ 85003 Phone: 602-322-7150		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Bridget S Bade Date of Order 1/1/2017 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**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.

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

# Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step 3

Next, select the original "master" authorization for the service provider that the additional funds are requested for so that it is highlighted. The selected AUTH will turn beige when selected.

### 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.

<p><b>Create New Authorization</b> Use this button to create a new authorization.</p>	<p><b>Please Select the Authorization to request additional funds for:</b></p>				
<p><b>Request Additional Funds</b> Use this button to select an approved authorization that you would like to request additional funds for.</p>	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #f0f0f0;"> <p><b>ID Number: 497579</b> Order Date: 01/01/2017 Authorized Amount: \$3,000.00 Grand Total Amount: \$0.00</p> </td> <td style="background-color: #f0f0f0;"> <p>Service Type: Investigator Estimated Amount: \$3,000.00 Notes: John Doe Investigator</p> </td> </tr> <tr> <td> <p><b>ID Number: 497589</b> Order Date: 01/01/2017 Authorized Amount: \$5,000.00 Grand Total Amount: \$0.00</p> </td> <td> <p>Service Type: Computer Forensics Expert Estimated Amount: \$5,000.00 Notes: Susie Forensic Expert</p> </td> </tr> </table>	<p><b>ID Number: 497579</b> Order Date: 01/01/2017 Authorized Amount: \$3,000.00 Grand Total Amount: \$0.00</p>	<p>Service Type: Investigator Estimated Amount: \$3,000.00 Notes: John Doe Investigator</p>	<p><b>ID Number: 497589</b> Order Date: 01/01/2017 Authorized Amount: \$5,000.00 Grand Total Amount: \$0.00</p>	<p>Service Type: Computer Forensics Expert Estimated Amount: \$5,000.00 Notes: Susie Forensic Expert</p>
<p><b>ID Number: 497579</b> Order Date: 01/01/2017 Authorized Amount: \$3,000.00 Grand Total Amount: \$0.00</p>	<p>Service Type: Investigator Estimated Amount: \$3,000.00 Notes: John Doe Investigator</p>				
<p><b>ID Number: 497589</b> Order Date: 01/01/2017 Authorized Amount: \$5,000.00 Grand Total Amount: \$0.00</p>	<p>Service Type: Computer Forensics Expert Estimated Amount: \$5,000.00 Notes: Susie Forensic Expert</p>				

Step 4

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

- **Estimated Amount** - additional amount requested or, if order previously obtained, total additional funds authorized in order
- **Basis of Estimate** - list number of additional hours and rate
- **Description** - include description of service to be provided
- **Service Type** - this field is locked since its being attached to the prior AUTH selection
- **Notes** - include provider name or company name\* (this will make selection from list easier for future tasks)

**Request for Additional Funds on existing Authorization**

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$

Authorized Amount \$   Deactivated

Basis of Estimate

Description

Service Type

Notes

« First < Previous Next > Last »

Step 5

Click **Create Authorization**.

**Note:**  
\*If you will be using more than one person (i.e. several different interpreters), do NOT list a name in the Notes section.

## Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step  
6

When the Basic Info tab opens make sure that the page indicates that it is a “Request for Additional Funds on existing Authorization” with a number. This is the number of the original authorization to which this authorization will be linked. You may click the existing authorization number hyperlink to view the original authorization in a separate tab. You should remember to **close the newly opened tab** after viewing the AUTH, as having multiple tabs open in eVoucher can lead to unintended results.

**Request for Additional Funds on existing Authorization [497579](#)**

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text" value="1125.00"/>	*
Authorized Amount	\$ <input type="text"/>	<input type="checkbox"/> Deactivated
Total Authorized	\$ 3000.00	
Basis of Estimate	<input type="text" value="\$75/hr for 15 hours"/>	
Description	<input type="text" value="Investigative Services"/>	
Service Type	<input type="text" value="Investigator"/>	*
Notes	<input type="text" value="John Doe Investigator"/>	

Next >
Save
Delete Draft
Audit Assist

Step  
7

Click **Save**.

Step  
8

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

## Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step  
9

On the Documents tab, you will add your court order, if you previously obtained one. If this is a new supplemental request without a previous order, fill out the document entitled AUTH AZD Supplemental Information in Support of Request to Enlist Service Provider located on the court's website:  
<http://www.azd.uscourts.gov/sites/default/files/cja/AZD%20AUTH%20Form.docx>

This is also where you add any other relevant documents (i.e. CV/Resume/DPS Investigator ID card)  
To add an attachment, click **Browse** to select your PDF file.

Step  
10

In the **Description** field, add a meaningful description of the attachments.  
(i.e. AZD AUTH.Investigator.submitted 7.15.19; Investigator CV; Investigator DPS Photo ID)

### Note:

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

Step  
11

Click **Upload**.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there are tabs for 'Basic Info', 'Documents', and 'Confirmation'. Below the tabs, the title 'Supporting Documents' is displayed. Underneath, there is a 'File Upload (Only Pdf files of 10MB size or less!)' section. This section contains a 'File' input field with a 'Browse...' button next to it, and a 'Description' text input field. To the right of the 'Description' field is an 'Upload' button. A red box highlights the 'Browse...' button, the 'Description' field, and the 'Upload' button. A red arrow points down to the 'Upload' button. Below the form, there is a table with the following content:

Description	Delete	View
No Attachments		

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there are tabs for 'Basic Info', 'Documents', and 'Confirmation'. Below the tabs, the title 'Supporting Documents' is displayed. Underneath, there is a 'File Upload (Only Pdf files of 10MB size or less!)' section. This section contains a 'File' input field with a 'Browse...' button next to it, and a 'Description' text input field. To the right of the 'Description' field is an 'Upload' button. Below the form, there is a table with the following content:

Description	Delete	View
Investigator DPS PI ID Card	Delete	View
AZD AUTH.Investigator.submitted 7.15.19	Delete	View
Investigator CV	Delete	View

At the bottom of the page, there are several navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Next >' and 'Save' buttons are highlighted in red.

Step  
12

Click **Save**.

## Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step  
13

Click the **Confirmation** tab or click **Next**. The **Confirmation** tab will open. Review the information on the **Confirmation** tab for accuracy.

Step  
14

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

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
Date: 6/5/2018 15:36:40

**Submit**

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

Step  
15

Click **Submit** to send to the court. Your individual login and password will serve as your electronic signature.

A confirmation page will appear indicating the previous action was successful and the Authorization Request has been submitted. Click **Appointment Page** if you wish to create an additional document for this appointment. Click **Home Page** to return to the home page.

**Success**

This document has been submitted.  
Please keep the following document number for your own records:  
**0970.0579401**

Back to:  
[Home Page](#)  
[Appointment Page](#)

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

You will automatically receive an email when the AUTH has been approved. You will then be able to create a CJA-21 voucher.

**Note:**

- When increasing funds on an existing AUTH, the approved amount is added to the original “master” authorization to which it is linked, and a link is established between the documents.
- The “master” authorization is the one that holds the approved funds and is the only authorization that will display for selection when CJA21/31s are created.
- We recommend saving the AZD AUTH Supplemental Information form per case, so that you have the basic case information filled in and will just need to update any dates in Section II and then proceed with the details per each service provider.

# Creating a CJA-21 Voucher (Service Provider Voucher)

**Step 1** From the **Appointment** page, click **Create** next to CJA-21.



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

Def.:

[Link to CM/ECF](#)

Voucher #: ---

Start Date: ---

End Date: ---

Summary: \$0.00

Services	
Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$0.00</b>

Expenses	
Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Tasks**

[Link To Appointment](#)

[Link To Representation](#)

**Basic Info**

<b>1. CIR. DIST/DIV. CODE</b> 0101		<b>2. PERSON REPRESENTED</b> Jebediah Branson		<b>VOUCHER NUMBER</b>	
<b>3. MAG. DKT/DEF. NUMBER</b>		<b>4. DIST. DKT/DEF. NUMBER</b> 1:14-CR-08805-1-AA		<b>5. APPEALS. DKT/DEF. NUMBER</b>	
<b>6. OTHER. DKT/DEF. NUMBER</b>		<b>7. IN CASE/MATTER OF (Case Name)</b> USA v. Branson		<b>8. PAYMENT CATEGORY</b> Felony (including pre-trial diversion of alleged felony)	
<b>9. TYPE PERSON REPRESENTED</b> Adult Defendant		<b>10. REPRESENTATION TYPE</b> Criminal Case		<b>11. OFFENSE(S) CHARGED</b> 15:1825 F INSPECTION VIOLATION PENALTIES	
<b>EXCESS FEE LIMIT</b> \$10,300.00		<b>PRESIDING JUDGE</b> Albert Albertson		<b>MAGISTRATE JUDGE</b>	
<b>DESIGNEE 1</b>		<b>DESIGNEE 2</b>			

**Authorization Selection**

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

**No Authorization Required**

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

**Use Existing Authorization**

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

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

**Step 2** If the request does not require advance authorization (\$900 or less in services), click **No Authorization Required**.

If you have a previous authorization received through an order from the court, click **Use Existing Authorization**.

**No Authorization Required**

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

---

**Use Existing Authorization**

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

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

If you click **Use Existing Authorization**, an **Associated Authorization** list appears.

**Step 3** Select the authorization you wish to use so it is highlighted in color. **You cannot continue until it is selected.**

**Step 4** The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type.

**Step 5** Enter a brief description of the service to be provided in the **Description** field.

**Step 6** From the **Expert** drop-down list, select the expert. (\*See Note below) If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** buttons remain locked, indicating the attorney will be responsible for filling the voucher claim part.

If the expert selected is authorized to enter expenses on their own voucher, the **Voucher Assignment** buttons unlock, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.

Please Select the Associated Authorization	
<b>ID Number: 186</b> Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
<b>ID Number: 223</b> Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

**New Voucher Information**

Service Type:  \*

Description:

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

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

Expert:

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

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

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

**\*Note:** Only experts registered with the service type selected appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are outlined on page 45.

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

Step

7

Click **Create Voucher**.

### Notes:

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

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

**If you wish to submit a person as an expert, because their name does not appear in the drop down list:**

- Step 1** Leave blank the box for **Expert** in the drop-down list
- Step 2** Fill in all required information on the person you wish to submit for approval.
- Step 3** Click **Create Voucher**. \*See Note below.

**Please Select the Associated Authorization**

<b>ID Number: 186</b> Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
<b>ID Number: 223</b> Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

**New Voucher Information**

**Service Type** Interpreter/Translator \*

**Description**

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

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

**Expert** [ ]

First Name  Middle Name  Last Name \*

Email \*

Phone \*  Fax

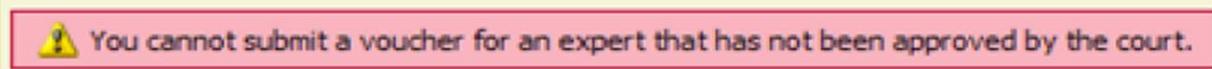
Address 1 \*  City \*

Address 2  State (U.S. Only\*)  Zip

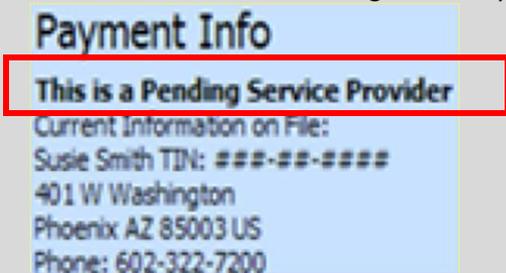
Address 3  Country\* UNITED STATES

**\*Note:**

- Because the expert has not yet been approved by the court, you will see the following error on the created voucher:



- You will also see the following under Payment Info on the CJA21 voucher:



- When you type in provider information as shown above CJA staff are automatically notified of the request to add the provider. CJA staff will contact the provider for the necessary documents needed to set the provider up in eVoucher. You will be notified by email when that process is complete so that you can proceed with completion of the CJA-21 Voucher.

## Entering Services

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

**Note:**

If you are submitting the voucher on behalf of the expert, you will need to approve the voucher **twice**. The first submission is on behalf of the expert to you as the attorney. After first submission, the voucher will appear in your "My Active Documents section as "Submitted to Attorney". Open and go to confirmation tab, this second submission adds the attorney approval of the services provided.

**Step 1** Click the **Services** tab or click **Next** on the progress bar.

**Step 2** In the corresponding fields, enter the date, units (hours), rate, and description. Attorneys can summarize the attached invoice, they do not need to enter line item entries for service providers. (See below). The Date can either be the first or last date of service from the invoice.

**Step 3** Click **Add**.

The screenshot shows the 'Services' tab in a web application. At the top, there is a navigation bar with tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. Below the navigation bar, the 'Services' section contains several input fields: 'Date' (with a calendar icon), 'Units', 'Rate', and 'Description'. The 'Date' field is pre-filled with '11/3/2017'. Below these fields are 'Add' and 'Remove' buttons. A red box highlights the 'Date', 'Units', 'Rate', and 'Description' fields. Another red box highlights the 'Add' button. Below the input fields, there is a table with the following data:

Date	Description	Units	Rate	Amt
10/30/2017	Investigative Services performed (20 hours at \$75/hr). See attached invoice.	20.0	\$75.00	\$1,500.00
10/30/2017	Travel performed (10 hours at \$37.50/hr). See attached invoice.	10.0	\$37.50	\$375.00

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

**Step 4** Click **Save**.

## Entering Expenses

Step  
1

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

Step  
2

In the corresponding fields, enter the date, expense type, description, miles (if applicable) and amount. Attorneys can summarize the attached invoice, they do not need to enter line item entries for service providers. (See below). The Date can either be the first or last date of expense from the invoice.

Step  
3

Click **Add**.

### Expenses

Date  \*

Expense Type  \*

Miles  at \$0.5350 per mile.

Amount  \*

Description  \*

\* Required Fields

To group by a particular Header, drag the column to this area.					
Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	11/03/2017	Travel Miles (200). See attached invoice.	200	\$0.535	\$107.00
Travel Misc.	11/03/2017	Hotel and Travel costs for 11/1/17 trip. See attached invoice and receipts.	0	\$0.000	\$234.56

Step  
4

Click **Save**.

### Note:

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

## Claim Status

Step  
1

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

Step  
2

Enter the start and end dates, making sure to select the earliest date of service and/or expense as the start date and the last date of service and/or expense as the end date. Make sure the dates listed here match the attached invoice.

Step  
3

Select an option in the **Payment Claims** section. (See Note below)

Step  
4

Click **Save**.

### Note:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments. If using this type of payment, indicate the number of this request. Interim payments must be authorized in an AUTH or an order.
- After final payment has been submitted, a supplemental payment may be requested due to a missed or forgotten entry.

## Documents

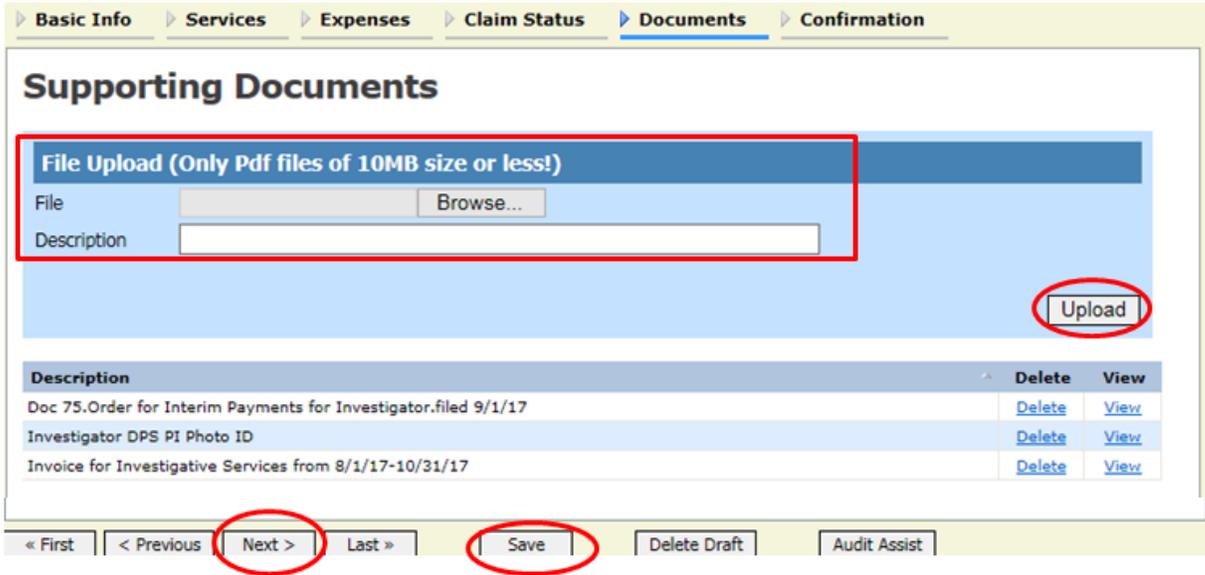
**Step 1** Click the **Documents** tab or click **Next**.

**Step 2** Click **Browse** to select PDF files to attach.

**Step 3** In the **Description** field, add a description of the attachment. (i.e. Invoice for Investigative Services from 8/1/17 to 10/31/17; Doc 75.Order Allowing Interim Payments for Investigator.filed 9/1/17; Investigator DPS PI Photo ID) (See below).

**Step 4** Click **Upload**.

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



The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

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

**Step 6** Click the **Confirmation** tab or click **Next**.

## Signing and Submitting to Court

On the **Confirmation** tab:

Step  
1

Verify all information is correct and that the Grand Total matches the attached invoice.

Step  
2

Select the affirmation check box. This automatically time stamps the voucher.

Step  
3

Click **Submit**.

A confirmation screen appears indicating the previous action was successful and the voucher has been submitted. **The voucher is submitted next to the attorney for approval.**

Step  
4

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

### Note:

If you are submitting the voucher on behalf of the expert, you will need to approve the voucher **twice**. The first submission is on behalf of the expert to you as the attorney. After first submission, the voucher will appear in your “My Active Documents section as “Submitted to Attorney”. Open and go to confirmation tab, this second submission adds the attorney approval of the services provided.

The case file appears in the **My Active Documents** section as Submitted to Attorney.

Step  
5

Select the voucher with the status of “Submitted to Attorney.”

Case	Defendant	Type	Status	Date Entered
<a href="#">2:17-CR-01000-FJM-</a> Start: 10/30/2017 End: 11/03/2017	Mickey Mouse (# 1) Claimed Amount: 2,216.56	CJA-21 Arizona Investiga... Investigator	Submitted to Attorney 0970.0497592 FINAL PAYMENT	11/03/2017

## Signing and Submitting to Court (cont'd)

Step  
6

Click on the **Confirmation** tab.

Step  
7

Verify all information on page is correct.

Step  
8

Certify the information by selecting the certification check box. This automatically time stamps the voucher.

Step  
9

Click **Approve**. Your individual login and password will serve as your electronic signature.

A confirmation screen appears indicating the previous action was successful and the voucher has been submitted to the court.

Step  
10

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

# Creating an Authorization for Transcripts (AUTH-24, Transcript Request)

(An Authorization 24 request in eVoucher should be made after you have submitted your transcript request (AO435 form) on CM/ECF.)

Step  
1

From the **Appointment** page, click **Create** next to AUTH-24.



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

Basic Info			
1. CIR. DIST. DIV. CODE 0970	2. PERSON REPRESENTED Mickey Mouse	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER P:17-CR-01000-1-FJM	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) US v. Mickey Mouse	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Reynoldswrap - Bar Number: 42474 401 W Washington Phoenix, AZ 85003 Phone: 602-322-7150		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Bridget S Blade Date of Order 1/1/2017 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
Proceeding Transcript To Be Used: Direct Appeal			
Proceeding To Be Transcribed: COP held 6/1/17; Sentencing held 9/1/17			
Apportioned Cost (%):			
Apportioned Case and Defendant:			
Special Transcript Handling: None			
Transcripts: <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire			
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/>			

Step  
2

Under **Proceeding Transcript To Be Used**, enter the reason for the transcript request (i.e. Appeal; Motion for New Trial, etc.).

Step  
3

Under **Proceeding To Be Transcribed**, enter the hearing type and date of hearing (i.e. Change of Plea 6/1/17; Sentencing 9/1/17).

Step  
4

Under **Special Transcript Handling**, if you are requesting transcript in other than standard 30 days, select appropriate turnaround time from drop down menu (Options are: 14-Day, Expedited, Daily, Hourly, Realtime Unedited.) If option is selected, you must attach justification letter to the Documents tab.

Step  
5

Under **Transcripts**, if you are requesting either opening statements, either arguments, rebuttal, jury instructions or voir dire, select appropriate box. If option is selected, you must attach justification letter to the Documents tab.

## Creating an Authorization for AUTH-24 Transcripts (cont'd)

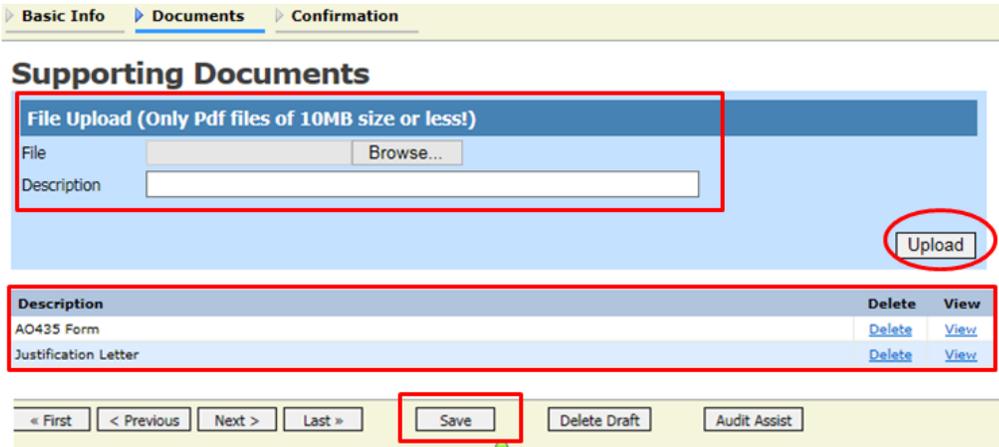
**Step 6** Click the **Documents** tab or click **Next**, on the progress bar.

**Step 7** Click **Browse** to select a PDF file to attach.

**Step 8** Enter a detailed description (i.e. AO435 Form; Justification Letter for Daily Turnaround).

**Step 9** Click **Upload**.

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



The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

**Step 10** Click **Save**.

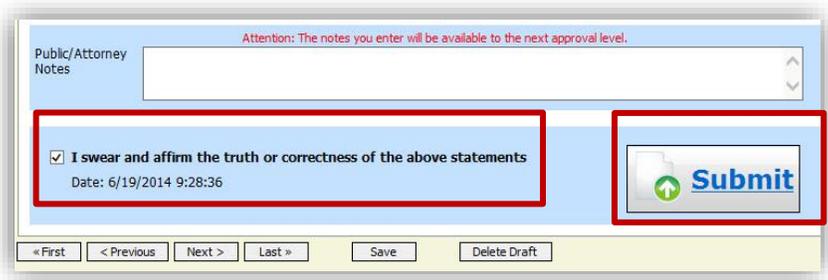
**Step 11** Click the **Confirmation** tab or click **Next**, located on the progress bar.

A confirmation page will appear.

**Step 12** Verify all information is correct.

**Step 13** Select the affirmation check box.

**Step 14** Click **Submit**. Your individual login and password will serve as your electronic signature.



## Creating an Authorization for AUTH-24 Transcripts (cont'd)

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

Step  
15

Click **Home Page** to return to the home page.  
Click **Appointment Page** 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:

**0970.0497596**

Back to:

[Home Page](#)

[Appointment Page](#)

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

# Approving a CJA24 Voucher (Court Reporter Transcript Request)

After submission and approval of AUTH-24, court staff will create the CJA24 voucher for payment of the court reporter. Once the court reporter has submitted the requested transcript to you, you will receive an email notification that the CJA 24 voucher has been submitted to you for approval. You must approve the voucher to acknowledge receipt of the transcript.

To approve a CJA 24:

The voucher will appear in the “My Active Documents” section.

**Step 1** Select the voucher. The voucher will have the status of “Submitted to Attorney” with a pen symbol

Case	Defendant	Type	Status
<a href="#">2:15-CR-09999-FJM-</a> Start: 09/12/2015 End: 09/12/2015	Mickey Mouse (# 1) Claimed Amount: 361.35	CJA-24 Linda Schroeder-Willis	 Submitted to Attorney <a href="#">0970.0002418</a>

**Step 2** Click on the **Confirmation** tab.

**Step 3** Verify all information is correct.

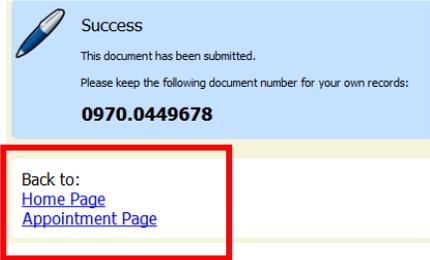
**Step 4** Certify the information by checking the box. This will automatically time stamp the voucher.

**Step 5** Click **Approve**. Your individual login and password will serve as your electronic signature.



A screen will appear indicating the previous action was successful and the CJA 24 has been submitted.

**Step 6** Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional documents for this appointment.



## Creating a CJA-26 (Atty Request to Exceed Statutory Maximum)

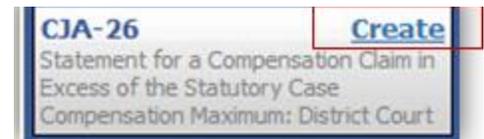
This is a request and justification for attorney fees outside the statutory limits and should be made IN ADVANCE of exceeding the limit in non-budgeted cases. If this is a budgeted case, please use Budget AUTH document rather than CJA-26.

Step  
1

Fill out the Confidential Ex Parte Attachment to CJA26 approved by the judges located on the court's website: <http://www.azd.uscourts.gov/sites/default/files/cja/Confidential%20Ex%20Parte%20Attachment%20to%20CJA%2026.docx>

Step  
2

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



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

**CJA-26 Attorney Enters**  
Def.: Jebedah Branson  
Link to OM/ECE  
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901  
Reports: Defendant Summary Budget Report, Defendant Detail Budget Report, Form CJA26

**Basic Info**

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

Amount Requested: 0 \* Amount Approved: 0

Pre Trial Hours: 0 Trial Hours: 0 Sentencing Hours: 0 Other In-Court Hours: 0 Out-Of-Court Hours: 0

Number of Counts: 0 Number of Co-Defendants: 0

Other Pending Cases:

Sentencing Guideline Range:

Mandatory Minimum Found:

< First < Previous Next > Last > Save Delete Draft

Step  
3

Enter the information required on the **Basic Info** screen. Please note that the amount requested is the amount over the current statutory maximum or excess fee limit. (i.e. Statutory maximum is \$11,500 and you need an additional \$5,000 for a case total of \$16,500, then the amount requested is \$5,000.) Estimate your hours needed under Pre Trial, Trial, Sentencing, Other In-Court and Out-of-Court.

## Creating a CJA-26 Request (cont'd)

**Step 4** Click the **Justification** tab or click **Next**, located on the progress bar.

**Step 5** You need not fill out the Justification tab other than to reflect “See attached document.” In Box 3.

The screenshot shows the 'Justification' tab of a CJA-26 request form. The form has four tabs: 'Basic Info', 'Justification', 'Documents', and 'Confirmation'. The 'Justification' tab is active. It contains nine numbered sections, each with a text area and a scroll bar. Section 3 is highlighted with a red border and contains the text 'See attached document.' Section 4 is empty. Section 5 is empty. Section 6 is empty. Section 7 is empty. Section 8 is empty. Section 9 is empty. At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'.

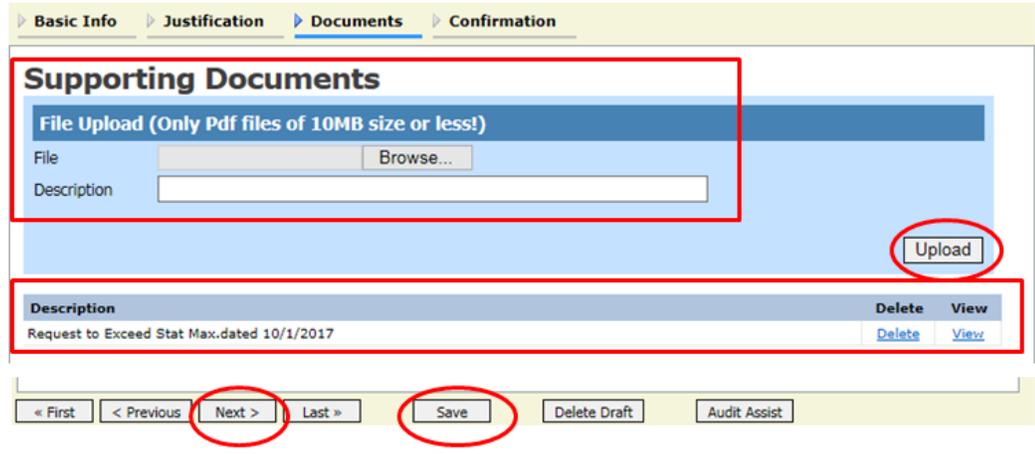
**Step 6** Click **Document** tab or Click **Next**, located on the progress bar.

### Creating a CJA-26 Request (cont'd)

**Step 7** Click **Browse** to select a PDF file to attach. This is where you will attach the Confidential Ex Parte Attachment to CJA-26, completed at Step 1.

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

**Step 8** Click **Upload**.



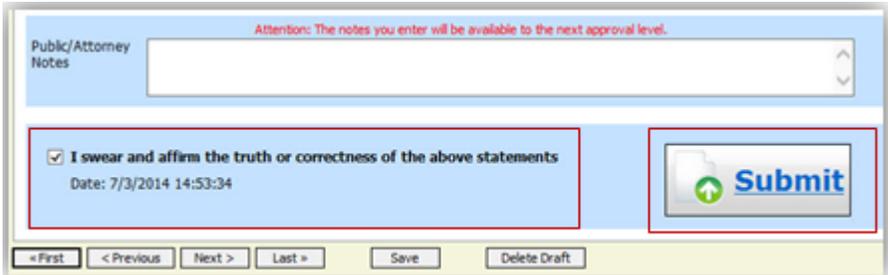
The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

**Step 9** Click **Save**.

**Step 10** Click **Confirmation** tab or Click **Next**, located on the progress bar.

The confirmation tab appears.

**Step 11** Verify all information is correct.



**Step 12** Select the affirmation check box.

**Step 13** Click **Submit**. Your individual login and password will serve as your electronic signature.

## Creating a CJA-26 Request (cont'd)

A confirmation screen appears indicating the previous action was successful and the CJA-26 request has been submitted.

Step  
14

Click **Home Page** to return to the home page.  
Click **Appointment Page** 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:

**0970.0497600**

Back to:

[Home Page](#)

[Appointment Page](#)

The CJA-26 now appears in the **My Submitted Documents** section.

You will automatically receive an email if/when the CJA-26 has been reviewed/approved. The email will indicate the amount of funding approved.

# Creating a Budget AUTH

The Budget AUTH document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit case budgeting attorney and/or the court’s CJA Administrator. It is important to note that the Budget AUTH document DOES NOT create actual authorizations. Service provider requests approved in the Budget AUTH still require an AUTH to be processed once the Budget AUTH is approved.

**Step 1**

Click the hyperlink for the correct case to access the Appointment Info page.



**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">8:18-AP-02493--</a> <small>Start:</small> <small>End:</small>	Person170209 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	06/27/2019

1 Page 1 of 1 (1 items)

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**Appointments' List**

Appointments	Defendant
<a href="#">Case: 8:14-AP-03599</a> Defendant #: 1 <small>Case Title: United States vs. Person88885</small> <small>Attorney: andrew anders</small>	<b>Defendant: Person88885</b> <small>Representation Type: Appeal of a Trial Disposition</small> <small>Order Type: Appointing Counsel</small> <small>Order Date: 11/17/14</small> <small>Pres. Judge: Test 08C-j2</small> <small>Adm./Mag Judge:</small>
<a href="#">Case: 8:17-AP-02189</a> Defendant #: 1 <small>Case Title: United States vs. Person123121</small> <small>Attorney: andrew anders</small>	<b>Defendant: Person123121</b> <small>Representation Type: Appeal of a Trial Disposition</small> <small>Order Type: Appointing Counsel</small> <small>Order Date: 06/12/17</small> <small>Pres. Judge: Test 08C-j16</small> <small>Adm./Mag Judge:</small>

## Creating a Budget AUTH (cont'd)

Step  
2

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

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'login'. The main content area is split into two columns. The left column has a blue header 'Appointment' and contains a summary of the appointment and a 'View Representation' link. Below this is a 'Create New Voucher' section with three rows: 'AUTH' (Authorization for Expert and other Services), 'AUTH-24' (Authorization for payment of transcript), and 'BUDGETAUTH' (Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case). The 'Create' link for 'BUDGETAUTH' is highlighted with a red box. The right column has a yellow header 'Appointn' and contains a table with case details: '1. CIR./DIST/DIV.CODE 08AC', '3. MAG. DKT/DEF.NUM', '7. IN CASE/MATTER OF United States vs. Pers', '10. OFFENSE(S) CHARG 12:1457.M PENALTY', and '11. ATTORNEY'S NAME andrew anders, 1 Attorney St, Pierre SD 57501, Phone: 111-111-1111'. A partially visible row '13. LAW FIRM NAME' is at the bottom.

# Creating a Budget AUTH (cont'd)

Step 3

On the **Basic Info** tab of the Budget AUTH, you must enter information in the **Budget Phase/Stage** (i.e. Pretrial/Trial/Clemency, or One/Two, etc.) and **Requested Additional Attorney Fees** fields. Optionally, in the **Notes** field, you can add notes that you would like to be viewed with the requested amounts (you still have an opportunity to include notes on the **Confirmation** tab). If no attorney fees are being requested in this request, you **MUST** enter **\$0** to submit the Budget AUTH.

**BUDGETAUTH**  
Attorney Enter Authorization
Basic Info | Authorization Request | Documents | Confirmation

Def.: Sample Defendant

[Link to CM/ECF](#)

Voucher #:  
Request Date:  
Decision Date:

**Tasks**

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

**Reports**

[Budget AUTH Form Report](#)  
[Budget AUTH Form Report](#)

### Basic Info

1. CIR./DIST./DIV.CODE 0970	2. PERSON REPRESENTED Sample Defendant	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2:19-CR-01000-1-GMS	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Sample Defendant	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 8:1324.F 8:1324(a)(1)(A)(ii) and (a)(1)(B)(i) - Transportation of an Illegal Alien for Profit			
12. ATTORNEY'S NAME AND MAILING ADDRESS Sample Attorney - Bar Number: 00000 401 W Sample Street Phoenix AZ 85004 Phone: 602-555-1234 - Fax:		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Deborah M Fine Date of Order: 5/16/2019    Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Order Date:

Nunc Pro Tunc Date:

Budget Phase/Stage:

**Attorney Funding Information**

Current Representation Limit	\$ 11,500.00
Requested Additional Attorney Fees	\$ 40,000.00
Authorized Additional Attorney Fees	\$
Grand Total Authorized Attorney Fees	\$ 11,500.00

Notes:

« First < Previous Next > Last »
Save
Delete Draft

### Creating a Budget AUTH (cont'd)

Step 4

On the **Authorization Request** tab, from the **Service Provider Type** drop-down list, select the service provider(s) type you wish to use, if any. Any previous authorizations for that provider type display. Click the previous authorization to add the additional amount requested, and then click **Add**. Note that the provider request appears in the grid below. Continue to add service providers, and then click the **Documents** tab when complete.

The screenshot shows the 'Request For Service Providers' form. The 'Service Provider Type' dropdown is set to 'Documents Examiner'. A red box highlights this dropdown. Below it, a section titled 'Previous Authorizations for this Provider Type:' shows a previous authorization with ID Number 854057, Order Date 07/18/2018, Authorized Amount \$1,000.00, and Grand Total Amount \$1,000.00. A red arrow points to this section. Below the previous authorization, there are input fields for 'Previously Authorized Amount' (\$1,000.00), 'Additional Amount Requested' (10000.00), and 'Additional Amount Authorized'. A red box highlights the 'Additional Amount Requested' field. Below these fields is a 'Description' text area. At the bottom right, there is an 'Add' button and a 'Remove' button. A red box highlights the 'Add' button. Below the form is a table with columns: Service Provider Type, Previously Authorized Amount, Additional Amount Requested, and Description.

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
Ballistics	\$0.00	\$2,000.00	

**Note:** If there is no prior AUTH, you only need to enter an amount requested in the **Additional Amount Requested** field.

The screenshot shows the 'Request For Service Providers' form. The 'Service Provider Type' dropdown is set to 'Accountant'. A red box highlights this dropdown. Below it, a section titled 'Previous Authorizations for this Provider Type:' shows 'No Previous Authorizations Found'. Below this, there are input fields for 'Previously Authorized Amount' (\$0.00), 'Additional Amount Requested' (1000.00), and 'Additional Amount Authorized'. A red box highlights the 'Additional Amount Requested' field. Below these fields is a 'Description' text area.

## Creating a Budget AUTH (cont'd)

Step 5

On the **Documents** tab, upload any relevant documents, and then click the **Confirmation** tab.

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

### Supporting Documents

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

File:  No file selected.

Description:

Description	Delete	View
No Attachments		

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

Step 6

On the **Confirmation** tab, review and confirm that all information is correct as requested on the prior pages. In the **Public/Attorney Notes** field, you can include any additional information to the court. Select the check box to swear and affirm the accuracy of the voucher, which will automatically be time stamped. Click **Submit**.

Attorney Funding Information				
Requested Additional Attorney Fees	\$100,000.00	Current Representation Limit	\$100,000.00	
		Authorized Additional Attorney Fees		
		Grand Total Authorized Attorney Fees	\$100,000.00	
NOTES:				
Requests For Service Providers				
Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Chemist Toxicologist	\$0.00	\$500.00		Chemist
Ballistics	\$0.00	\$2,000.00		
<b>Totals</b>	<b>\$0.00</b>	<b>\$2,500.00</b>		
Order Date	Nunc Pro Tunc Date	Budget Phase/Stage initial		
Signature of Attorney andrew anders	Date Signed		Requested Amount	\$102,500.00
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	
Signature of Chief Judge, Court of Appeals(or Delegate)	Date Signed	Judge Code	Approved Amount	

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

Public/Attorney Notes:

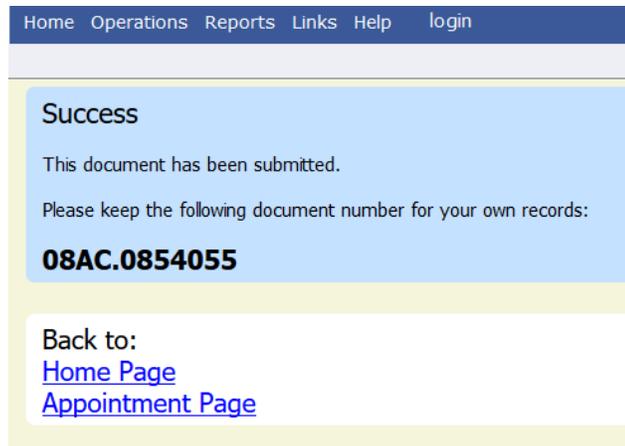
I swear and affirm the truth or correctness of the above statements  
Date: 7/1/2019 14:59:3

« Frst | < Previous | Next > | Last » | Save | Delete Draft

## Creating a Budget AUTH (cont'd)

### Step 7

A confirmation screen appears, indicating the previous action was successful and the Budget AUTH has been submitted to the court. Click the **Home Page** hyperlink to return to the home page, or click the **Appointment Page** hyperlink to create an additional document for this appointment.



## 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. It is required that counsel submit a CJA26 Request To Exceed Statutory Case Maximum **IN ADVANCE** of exceeding the available funds. Retroactive requests are disfavored and may result in a voucher reduction or denial.

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. This is especially important where there has been prior CJA counsel appointed on a case. The case statutory maximum does NOT reset with each new appointment.

### Items to remember:

- Viewable reports appear on the left review panel when you are in a voucher.
- Each panel, depending upon which document you are viewing, will have different reports available. (See Appointment page and Representation page on pages 60 and 61 for example)
- Below each report link is a short description of the information provided by that report.
- The main report is the Defendant Detail Budget Report.

**Reports**

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

[Attorney Time](#)  
Report of attorney time per case (includes both submitted and not submitted data)

[Appointment Report](#)  
List of all appointments per attorney (Attorney view)

You will find other accessible reports on the menu bar.

The screenshot shows the top navigation bar with links: Home, Operations, **Reports** (highlighted with a red box), Links, Help, and logout. Below the navigation bar, the main content area is titled '> Reports'. Underneath, there is a section titled 'Attorney Reports' which contains two links: 'Attorney Time' (with a description: 'Report of attorney time per case (includes both submitted and not submitted data)') and 'Appointment Report' (with a description: 'List of all appointments per attorney (Attorney view)').

# Defendant Detail Budget Report-Attorney

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

The report provides the information in two sections: attorney appointments and authorized experts and other services.

Current statutory maximum or amount of excess fee limit (after CJA26 or Budget AUTH approval)

CJA-26 and/or Budget AUTH Requests for Add'l Funds (Requested/Approved)

**3:17-CR-08000-1-JI**

Counsel Budget		Defendant: John Doe			
Type of Representation:	Criminal Case	Document	Document Number	Amount Requested	Amount Approved
Budget Amount Requested:	\$0.00	CJA-26	0970.0822711	\$5,612.40	\$4,209.30
Budget Amount Approved:	\$15,709.30	Total:		\$5,612.40	\$4,209.30

Voucher Dates	Voucher Number	Claimed				Approved				Voucher Info	
		Fees	Expenses		Total	Fees	Expenses		Total	Claim Status	Circuit Approved
			Travel	Other			Travel	Other			
<b>Attorney: George Attorney (Appointing Counsel)</b>											
09/29/2017 to 05/31/2018	0970.0508332	\$4,583.60	\$143.63	\$13.15	\$4,740.38	\$4,344.40	\$141.49	\$13.15	\$4,499.04	Final	
		<b>Total Claimed/Approved:</b>	\$4,583.60	\$143.63	\$13.15	\$4,740.38	\$4,344.40	\$141.49	\$13.15	\$4,499.04	
		Pending Approval:	\$0.00	\$0.00	\$0.00	\$0.00					
<b>Attorney: David Attorney (Subs for Panel Attorney)</b>											
05/31/2018 to 04/17/2019	0970.0821314	\$11,362.00	\$518.27	\$210.63	\$12,090.90					Final	
		<b>Total Claimed/Approved:</b>	\$11,362.00	\$518.27	\$210.63	\$12,090.90	\$0.00	\$0.00	\$0.00	\$0.00	
		Pending Approval:	\$11,362.00	\$518.27	\$210.63	\$12,090.90					

Voucher Info for previous counsel

Voucher Info for current counsel

Attorney Voucher Grand Totals	Claimed				Approved				Fee Amount Remaining	
	Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved and Pending
		Travel	Other			Travel	Other			
<b>Total Claimed/Approved:</b>	\$15,945.60	\$661.90	\$223.78	\$16,831.28	\$4,344.40	\$141.49	\$13.15	\$4,499.04	\$11,364.90	\$2.90
Pending Approval:	\$11,362.00	\$518.27	\$210.63	\$12,090.90						

Column has been updated from Pending to Claimed. The amount claimed on the voucher will remain visible even after a voucher is approved to allow attorney to see what was claimed on voucher submission and what was approved by the court.

Approved column has been updated so that if voucher is not submitted the voucher row will be blank. Once approved by the court the amount approved will display.

Voucher Info will now display Interim/Final and if approved by circuit, date approved by circuit will display

This shows the total available to current counsel less any amount paid or pending payment for prior counsel. This amount is also less the amount billed on current counsel's pending voucher.  
\*NOTE: Counsel may not show in order of appointment so current counsel should look at the total listed at the bottom of all counsel listed.

## Defendant Detail Budget Report-Attorney (cont'd)

The service provider section has been similarly updated.

Expert and Other Services Budget - Requiring Authorization										Defendant: John Doe	
Voucher Dates	Voucher Number	Claimed				Approved				Voucher Info	
		Fees	Expenses		Total	Fees	Expenses		Total	Claim Status	Circuit Approved
			Travel	Other			Travel	Other			
Authorization Number: 0970.0662475		Amount Requested: \$8,250.00				Amount Authorized: \$7,500.00				Attorney: David Attorney	
Specialty: Investigator											
Vendor: Susie Privateye (Investigator)											
07/02/2018 to 01/18/2019	0970.0672569	\$5,467.50	\$506.88	\$31.06	\$6,005.44	\$5,385.00	\$506.88	\$31.06	\$5,922.94	Interim 1	
02/10/2019 to 02/22/2019	0970.0799600	\$367.50	\$0.00	\$0.00	\$367.50	\$360.00	\$0.00	\$0.00	\$360.00	Interim 2	
03/04/2019 to 03/26/2019	0970.0809955	\$1,470.00	\$83.52	\$0.80	\$1,554.32	\$1,252.50	\$83.52	\$0.80	\$1,336.82	Interim 3	
Total Claimed/Approved:		\$7,305.00	\$590.40	\$31.86	\$7,927.26	\$6,997.50	\$590.40	\$31.86	\$7,619.76		
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						
AUTHORIZATION TOTALS										Attorney: David Attorney	
Authorization Number: 0970.0662475		Amount Requested: \$8,250.00				Amount Authorized: \$7,500.00					
Specialty: Investigator											
		Claimed				Approved				Fee Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Pending and Approved
			Travel	Other			Travel	Other			
Total Claimed/Approved:		\$7,305.00	\$590.40	\$31.86	\$7,927.26	\$6,997.50	\$590.40	\$31.86	\$7,619.76	\$502.50	\$502.50
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						