eVoucher CJA 20 Time Entry Cheat Sheet

| **eVoucher Time Category** | **Types of Entries** |
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| ***In Court Categories*** | |
| Arraignment and/or Plea | Arraignment hearings<br>Change of Plea hearing |
| Bail and Detention Hearing | Detention Hearings<br>Bond hearings<br>Preliminary/Detention hearings |
| Motion | Pretrial motion hearings<br>Pretrial conferences<br>Any type of hearing on a motion |
| Trial | Trial<br>Testimony given by client during a trial |
| Sentencing Hearings | Sentencing hearings |
| Revocation Hearings | Supervised release final revocation hearings<br>Bond revocation hearings |
| Appeals Court | **Not used at District court level** |
| Other | Status Conferences<br>GJ Witness testimony<br>Removal hearings |
| ***Out of Court Categories*** | |
| Interviews and Conferences | Meetings/telephone calls with clients<br>PSR interviews<br>Proffers<br>Meetings/telephone calls with AUSA, USPO<br>Meetings/telephone calls with co-counsel<br>Correspondence to client, AUSA, USPO |
| Obtaining and Reviewing Records | Reviewing discovery<br>Reviewing ECF entries<br>Reviewing Court Orders<br>Reviewing pleadings<br>Reviewing case file<br>Preparing for hearings |
| Legal Research and Brief Writing | Legal Research<br>Drafting any type of pleading<br>Filing any type of pleading in ECF |
| Travel Time | Travel to/from Court<br>Travel to/from visiting client |

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| Investigative or Other Work | Completing AUTHs, AUTH 24 in eVoucher<br>Communicating with experts<br>Completing CJA 21, 24 vouchers |
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