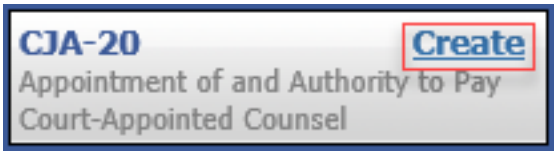
Creating a CJA 20 Voucher

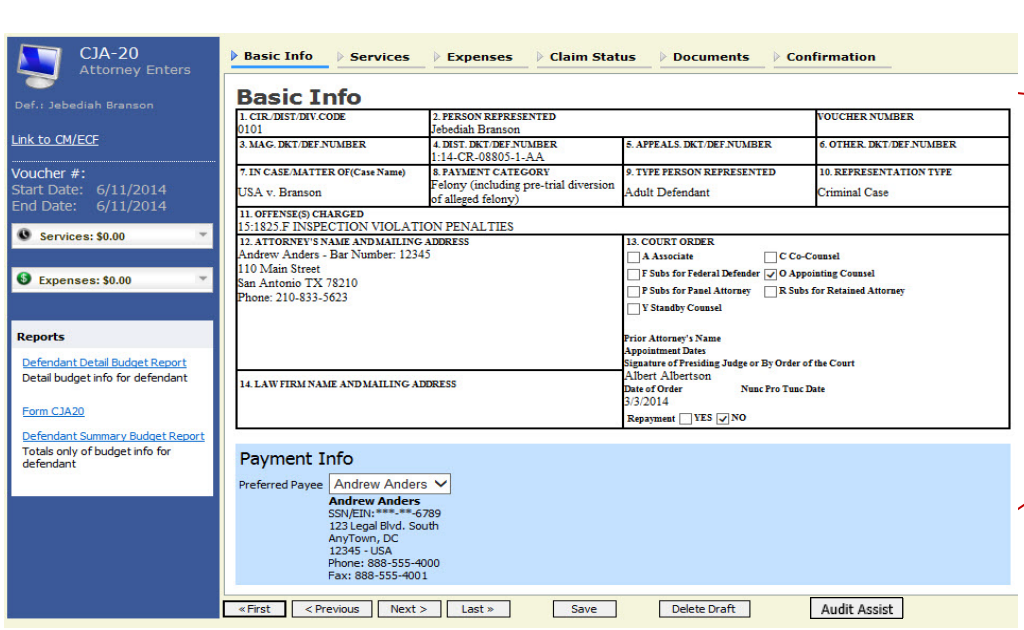
The court creates the appointment. The attorney initiates the CJA 20 voucher.

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

In the Create New Voucher section, from the CJA 20 voucher template, click the **Create** link.



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



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 this document, click **Audit Assist** at any time.
To navigate, click the tab headings or the navigation buttons in the progress bar.

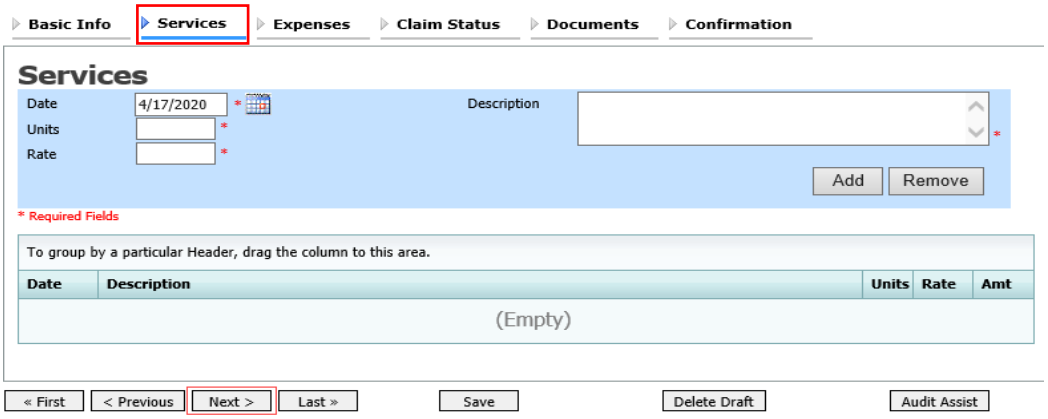
Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

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

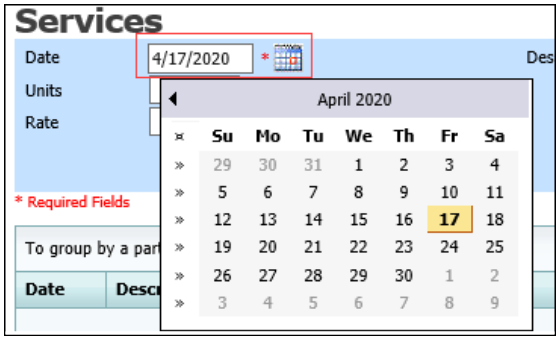
Step1

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



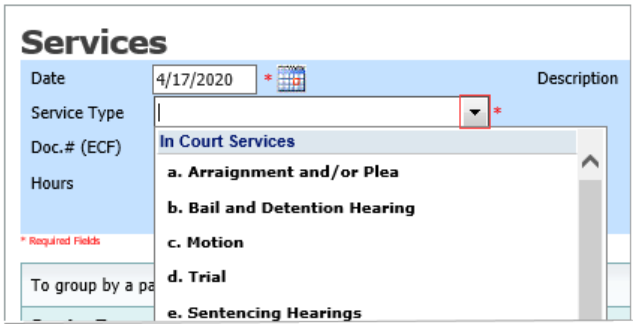
Step 2

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



Step 3

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

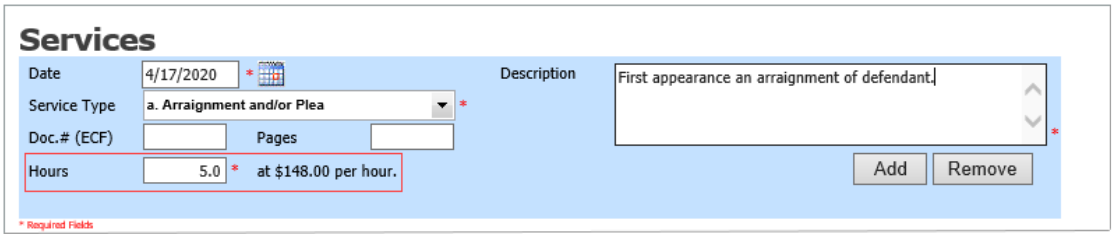


NOTE: You can add dates in any order; they will automatically sort in chronological order, oldest to newst, as they are entered.

For help in determining what time entries apply to the proper In/Out Court services, see the **Time Entry Cheat Sheet – Addendum A.**

Step 4

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



Step 5

The entry is added to the voucher, and appears at the bottom of the Service Type column. The default sor for services is chonological by date, oldest to newest. Click an entry to edit and then click **Save** to save your changes.

Please see **Addendum B** for examples of Specificity in Timesheets.

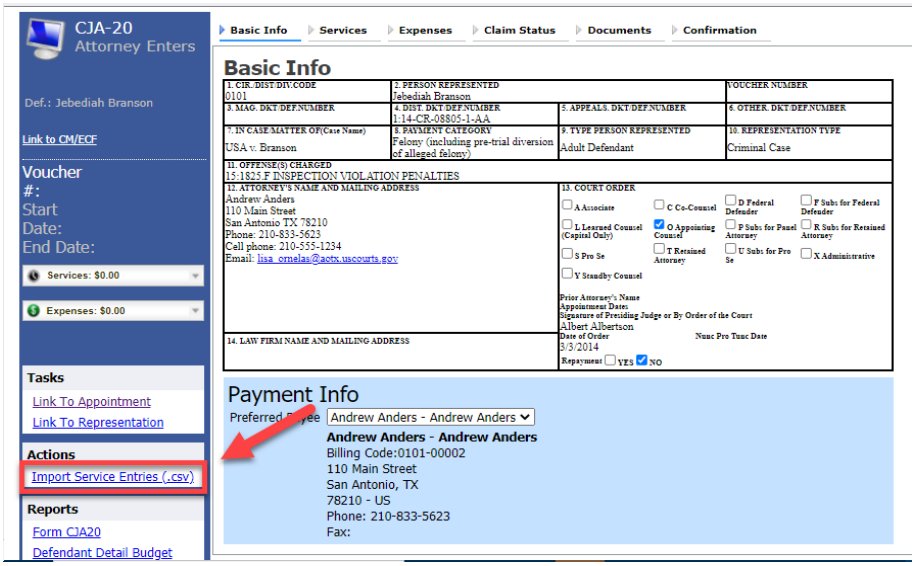
Importing Service Entries

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

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

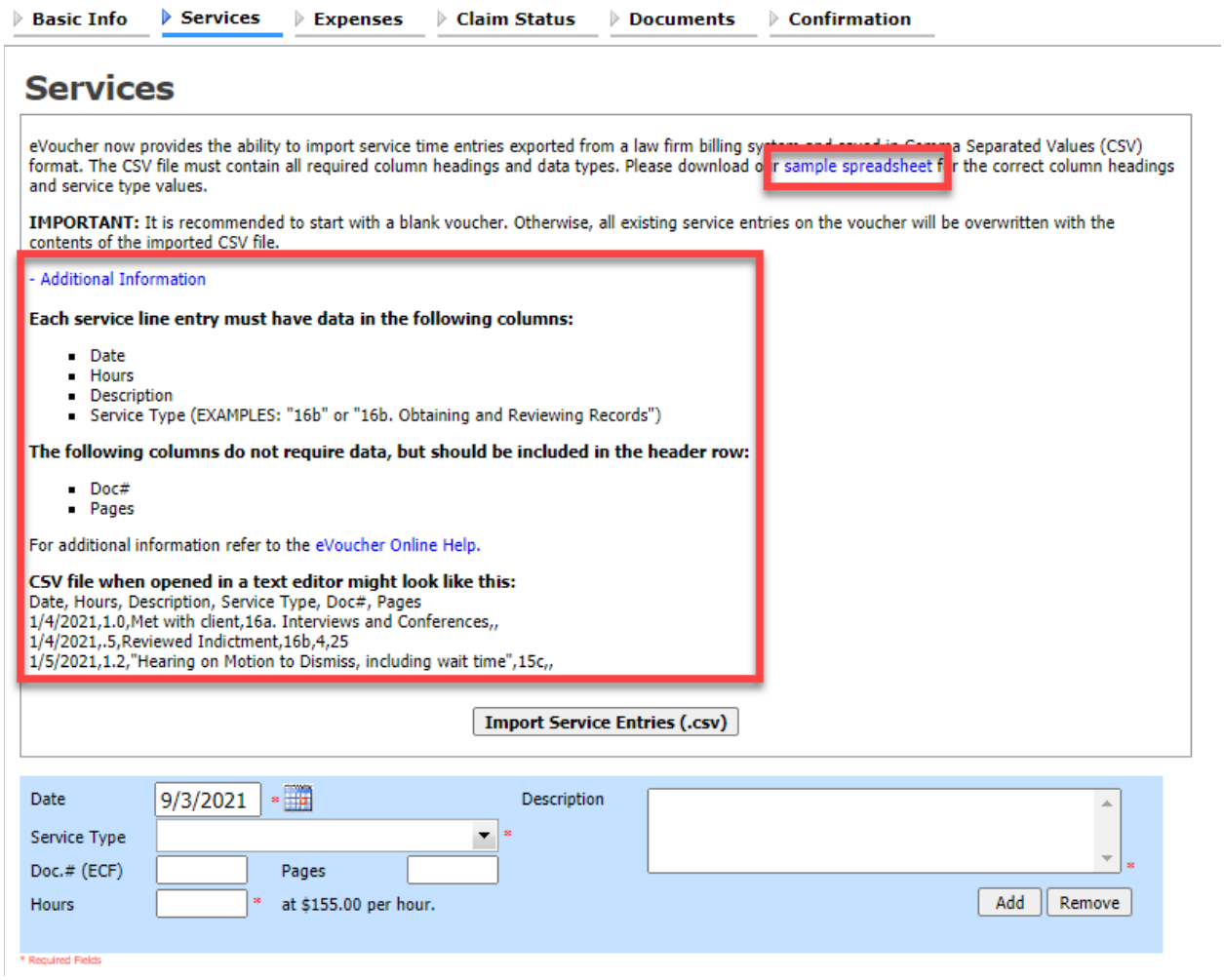
Step 1

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



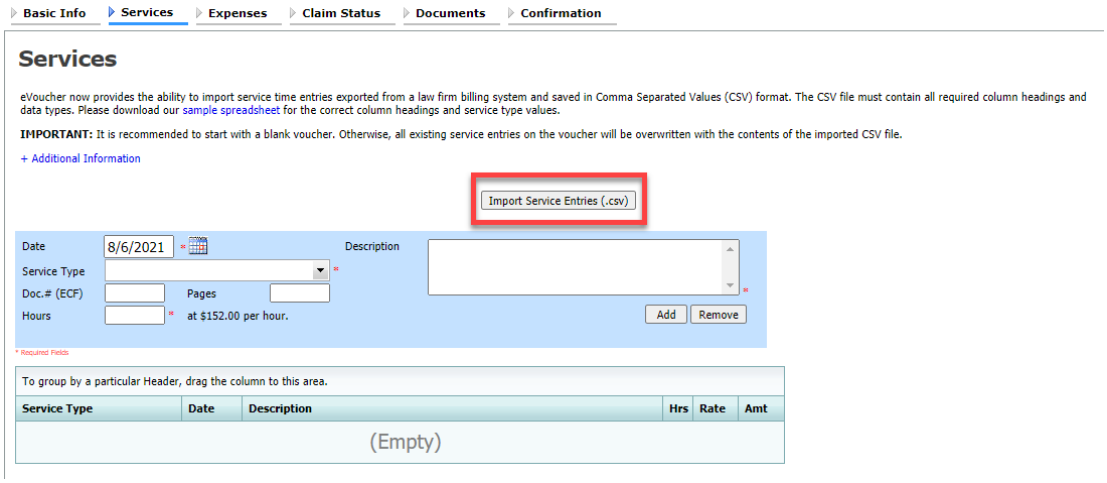
Step 2

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



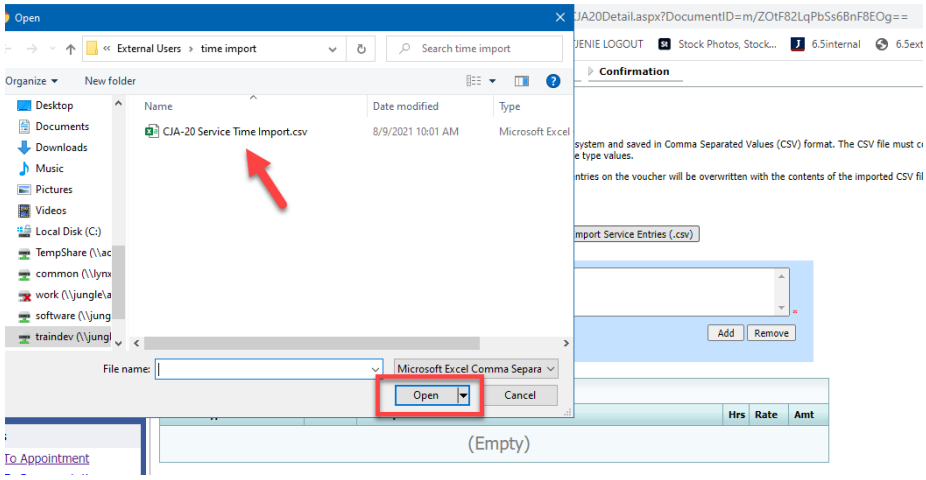
Step 3

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



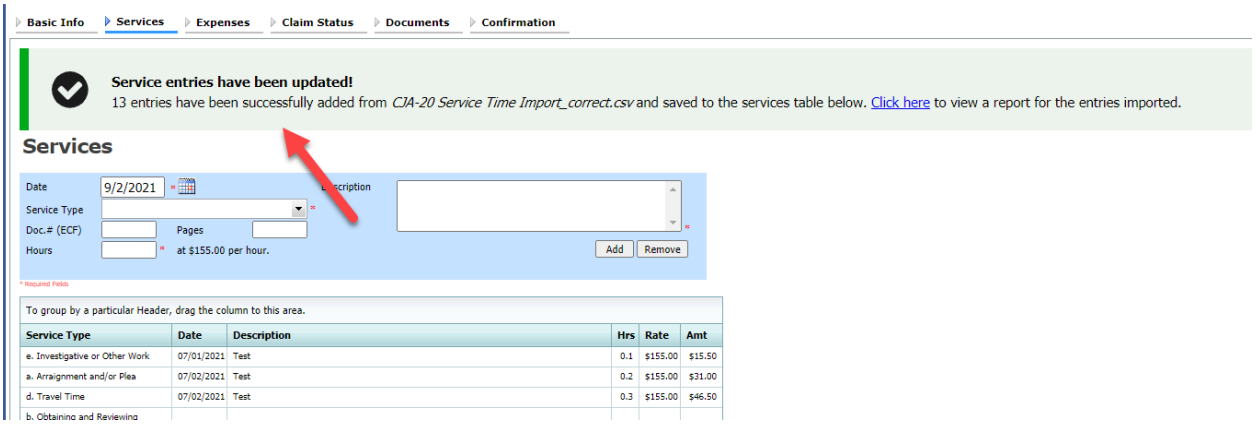
Step 4

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



Step 5

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

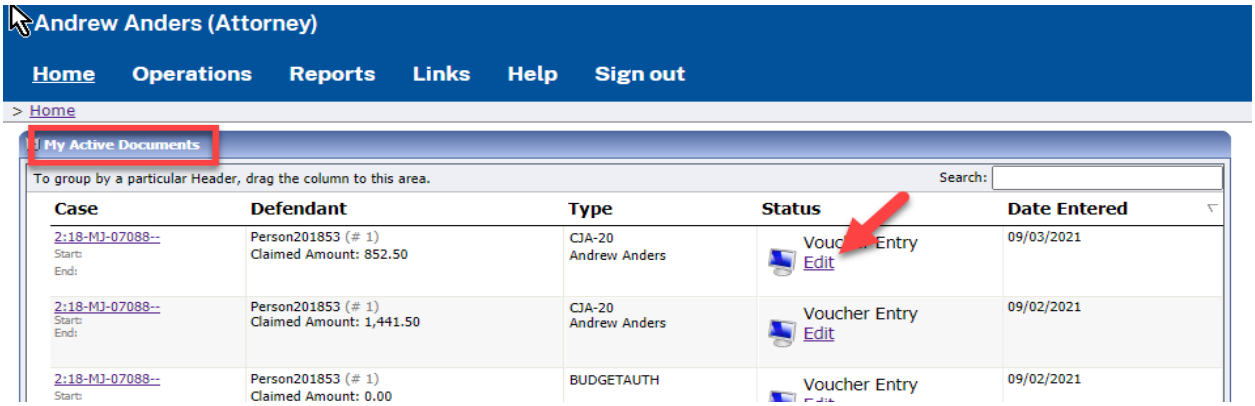


Importing Service Entries on Previously Created CJA-20s

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

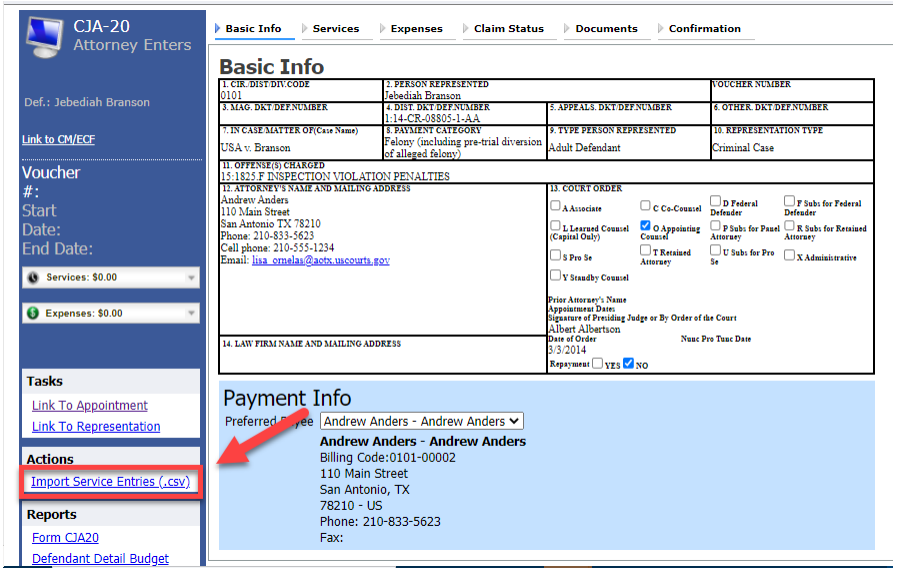
Step 1

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



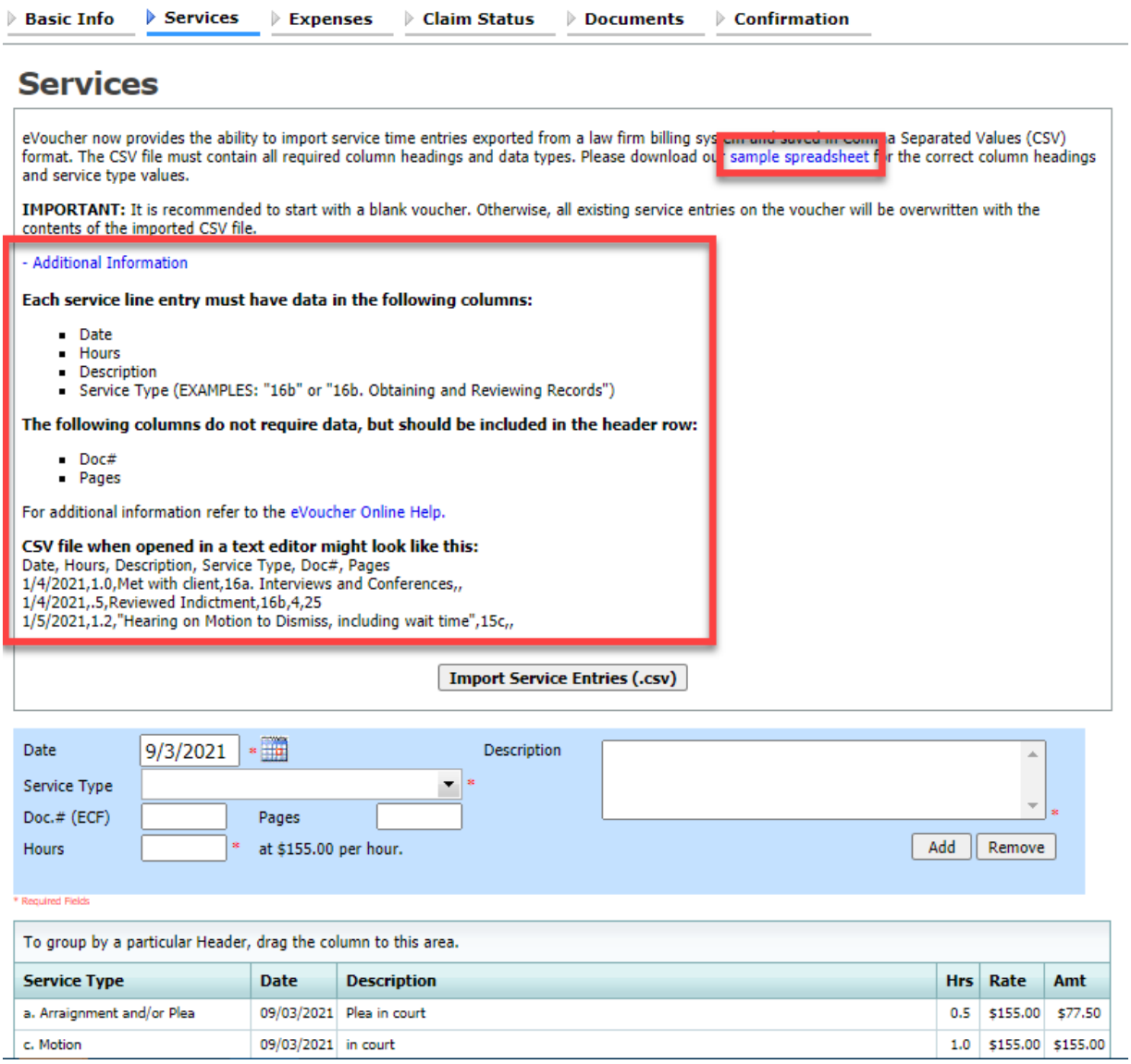
Step 2

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



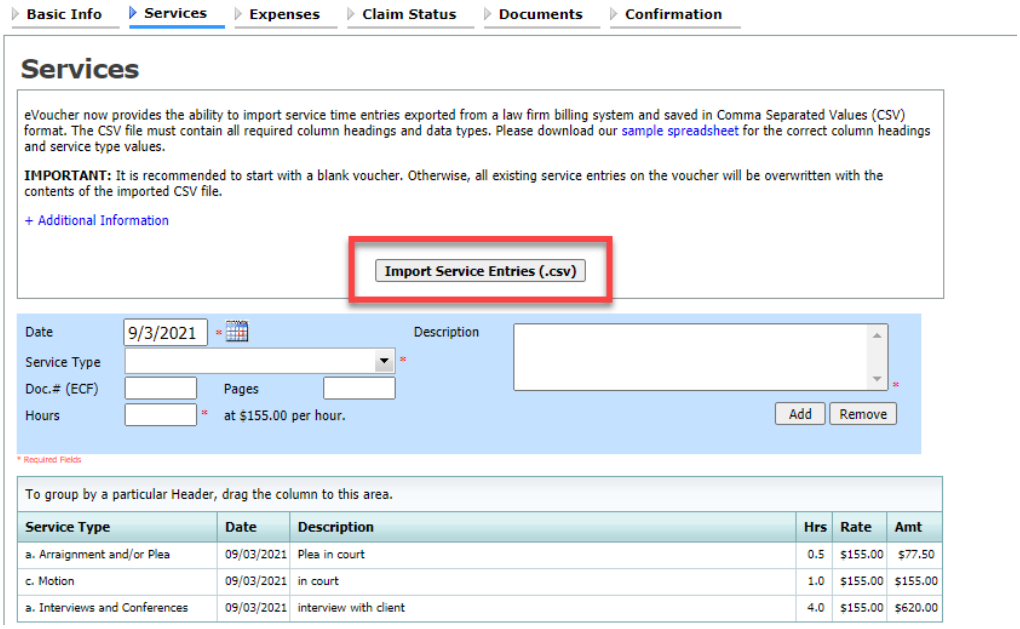
Step 3

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



Step 4

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

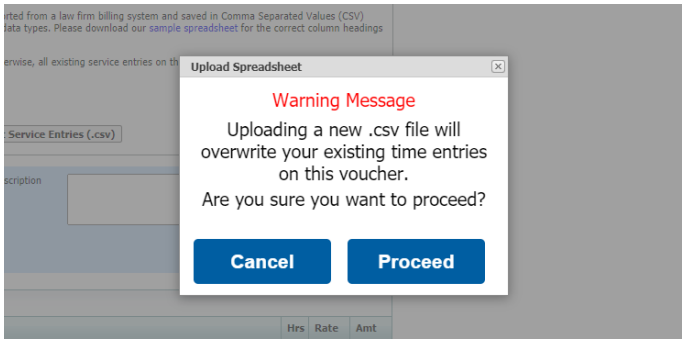


Step 5

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

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

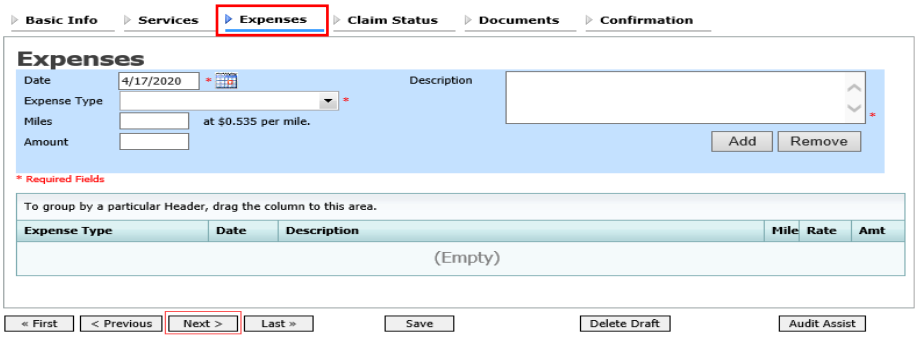
Click **Proceed** and continue by following steps 3-5 in the Importing Service Entries section above.



Entering Expenses

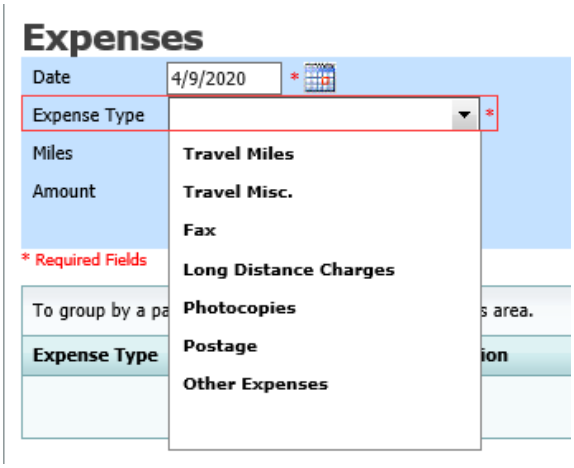
Step 1

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



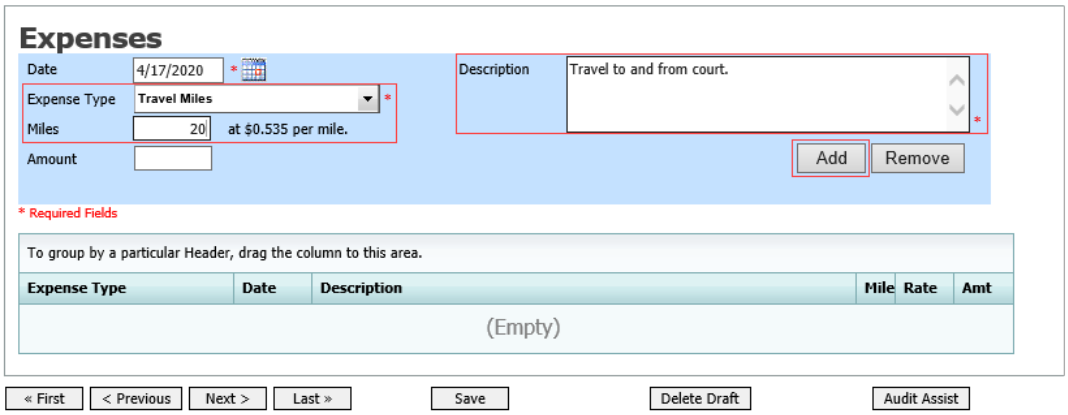
Step 2

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

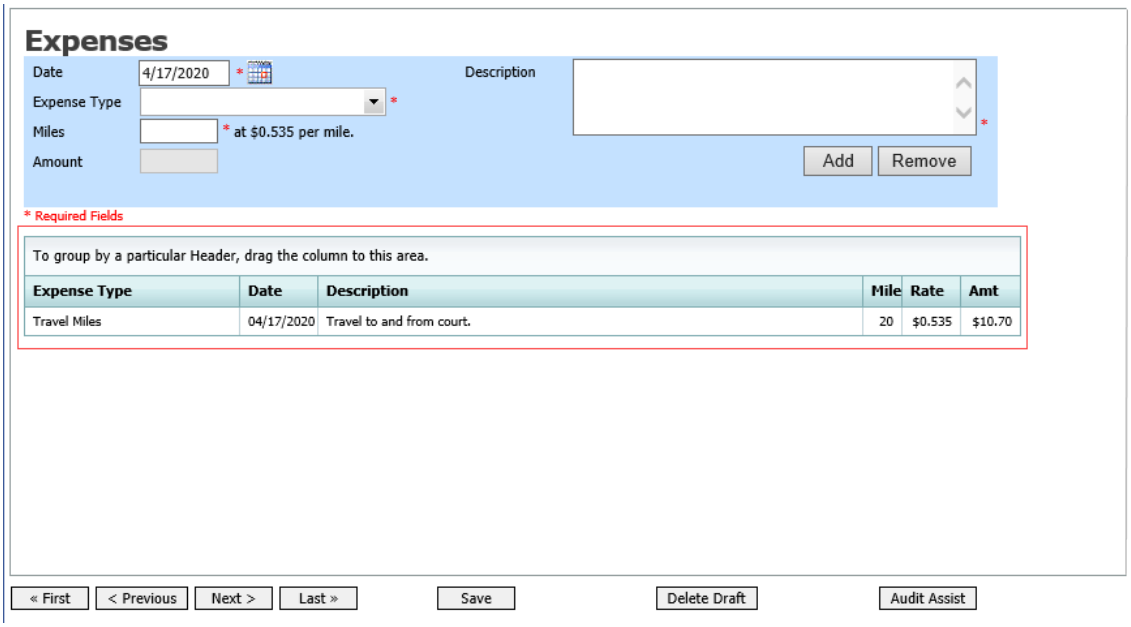


Step 3

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

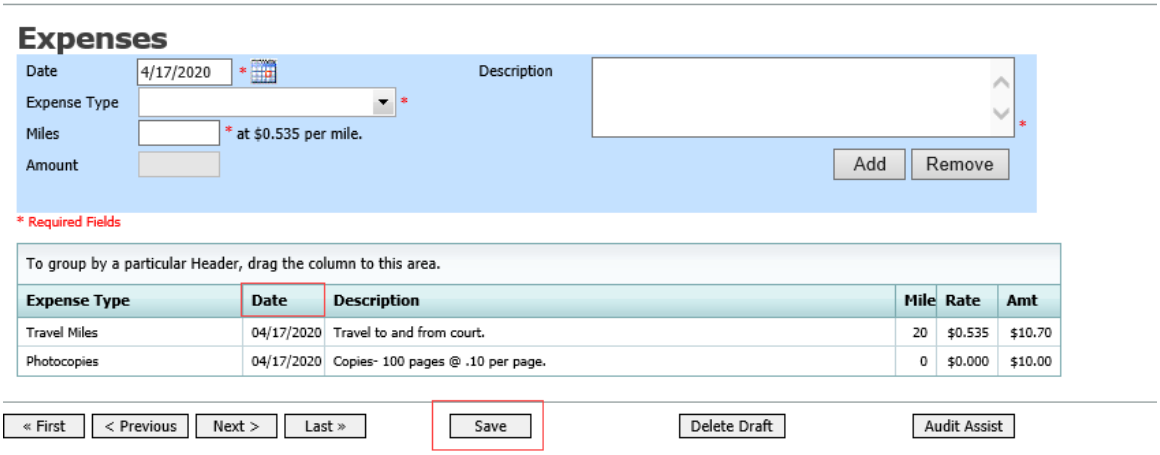


The entry is added to the voucher and appears at the bottom of the Expense Type column.



Step 4

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



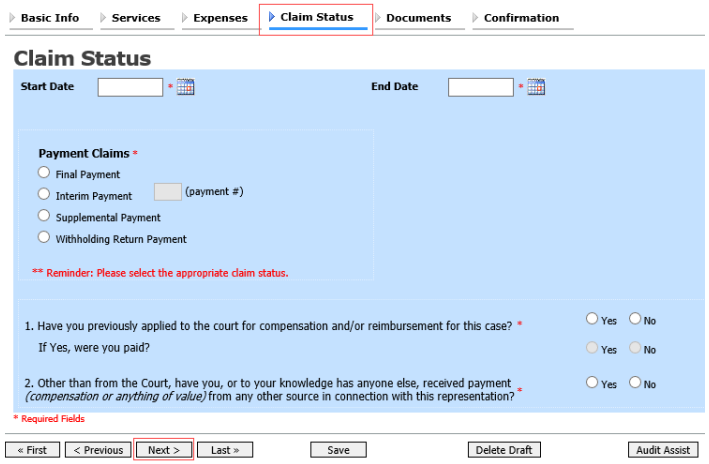
Notes:

- Expense entries for photocopies or fax expenses, please indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.
- Any single expense (not including mileage) over $50 **must** have a receipt attached.
- **All** hotel receipts must be attached.
- Meal receipts (alcohol is not reimbursable) **must** be attached (actual receipt, not credit card slip).
- Any legal research expenses (Westlaw, Lexis) **must** have the printout attached.

Claim Status

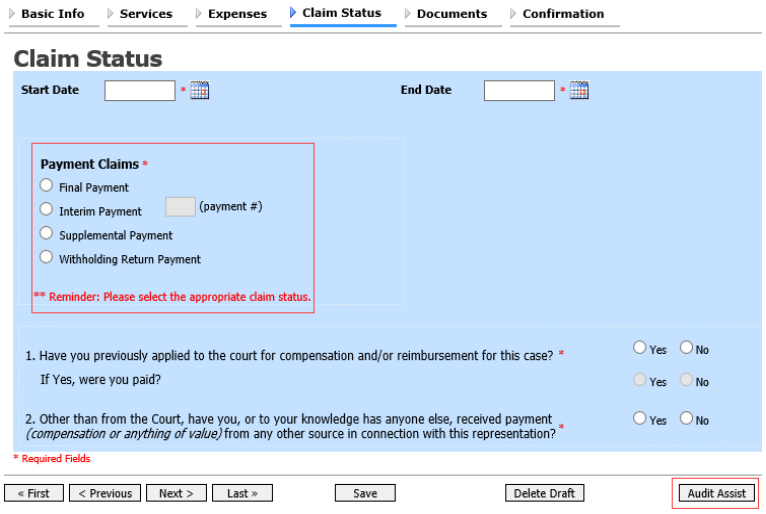
Step 1

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



Step 2

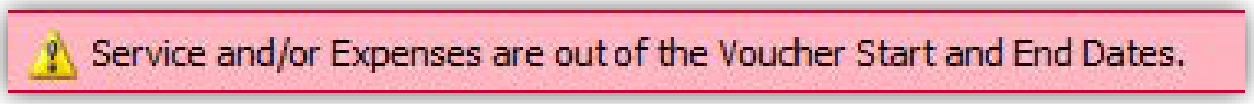
In the **Start Date** field, enter the start date from the services or expenses entries, whichever date is earliest. If necessary, go back to the Expense and Service sections and click the **Date** header to sort by the earliest date or services. Answer all the questions regarding previous payments in this case and then click **Save.** Click **Audit Assist** at any time to view any errors or warnings regarding your document.



The Payment Claims section features the following payment claims type radio buttons:

Claim Type	Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Allow for payment throughout the appointment, but each court's practice may differ. If using this type of payment, in the **(payment #)** field, indicate the number of interim payment.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses entered) CJA 20/21 at the end of the case.

If you try to submit with errors, you may receive the following pink error message:



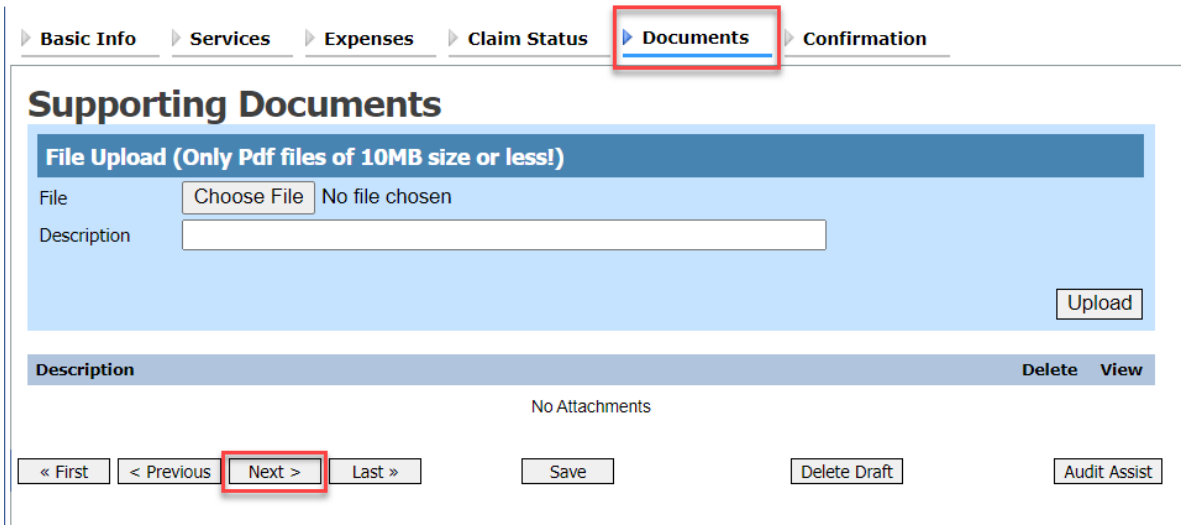
The message will be removed when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.

Documents

Attorneys (as well as courts) can attach documents. Attach any documentation that supports the voucher; e.g., travel or other expense receipts, justification statements (Addendum J), or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

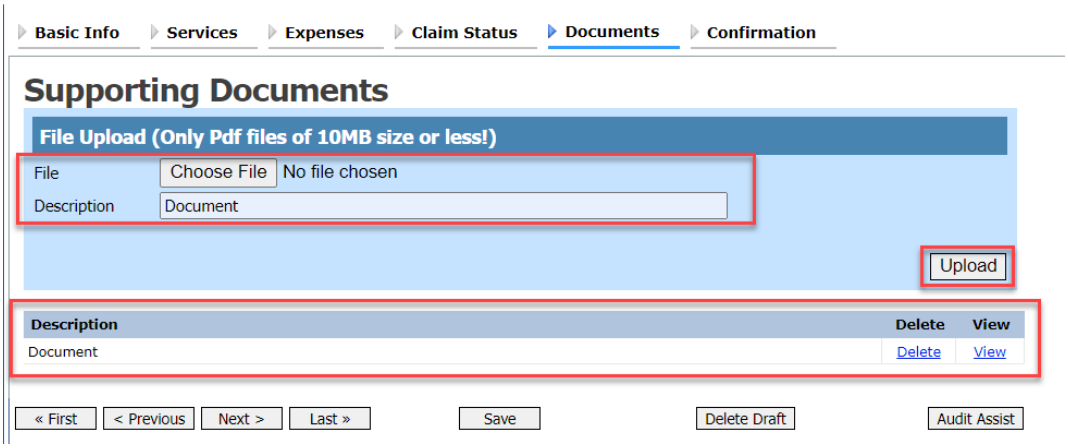
Step 1

Click the **Document** tab or click **Next** on the progress bar.



Step 2

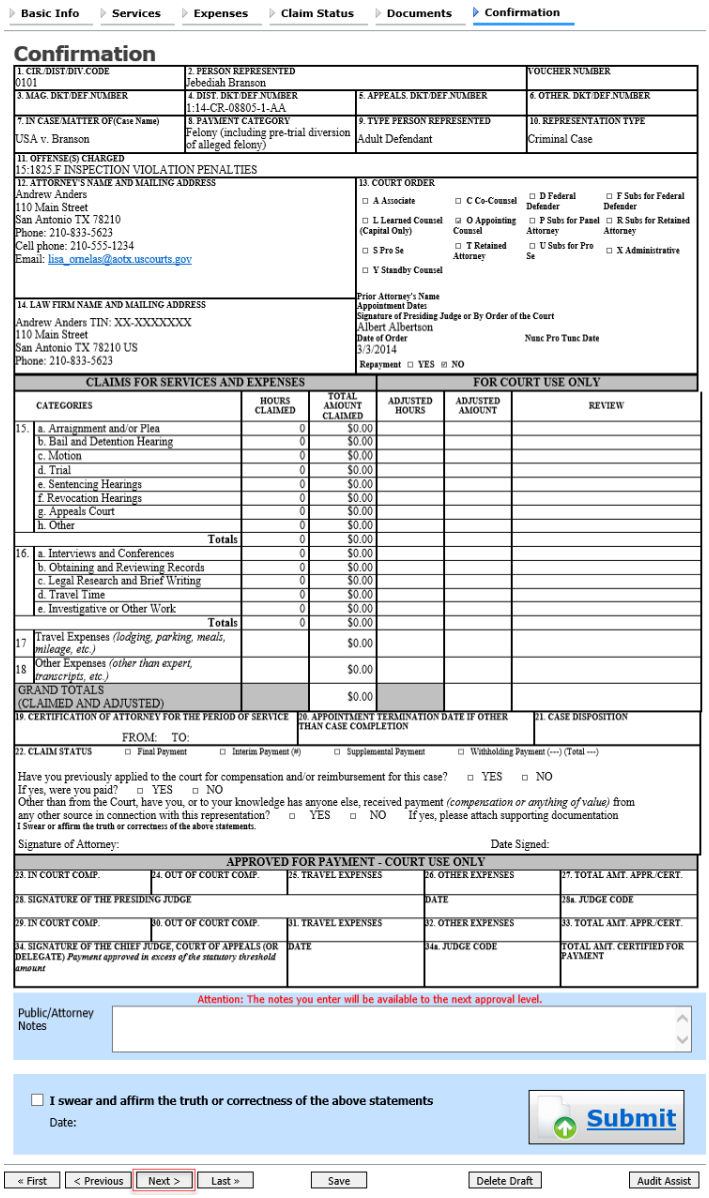
To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description is added to the voucher and appears at the bottom of the Description column.



Signing and Submitting to Court

Step 1

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.



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

Confirmation

1. CIR./DIST/DIV CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
0101	Jebediah Branson		
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
	1:14-CR-08805-1-AA		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case

11. OFFENSE(S) CHARGED
15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623
Cell phone: 210-555-1234
Email: lisa_ornelas@aotx.uscourts.gov

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender
☐ L Learned Counsel (Capital Only) ☑ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative
☐ Y Standby Counsel

Prior Attorney's Name
Appointment Date:
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order
3/3/2014
Nunc Pro Tunc Date
Repayment ☐ YES ☑ NO

14. LAW FIRM NAME AND MAILING ADDRESS
Andrew Anders TIN: XX-XXXXXXX
110 Main Street
San Antonio TX 78210 US
Phone: 210-833-5623

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	$0.00			
	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			
	Totals	0	$0.00			
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			
	Totals	0	$0.00			
17	Travel Expenses *(lodging, parking, meals, mileage, etc.)*		$0.00			
18	Other Expenses *(other than expert, transcripts, etc.)*		$0.00			
	GRAND TOTALS (CLAIMED AND ADJUSTED)		$0.00			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
FROM: TO:		

22. CLAIM STATUS ☐ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment ☐ Withholding Payment (---) (Total ---)

Have you previously applied to the court for compensation and/or reimbursement for this case? ☐ 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 or 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.

Signature of Attorney: Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY

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

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

Public/Attorney Notes

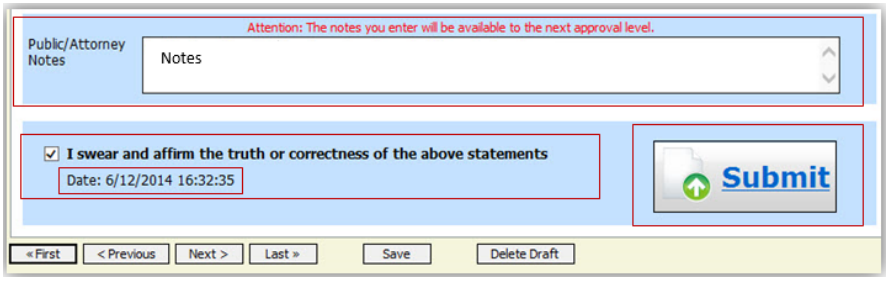
☐ I swear and affirm the truth or correctness of the above statements
Date:

Submit

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

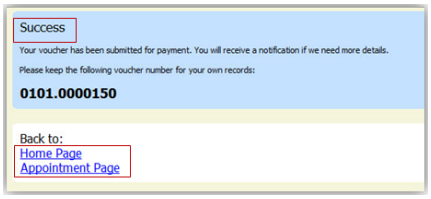
Step 2

In the **Public/Attorney Notes** field you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.

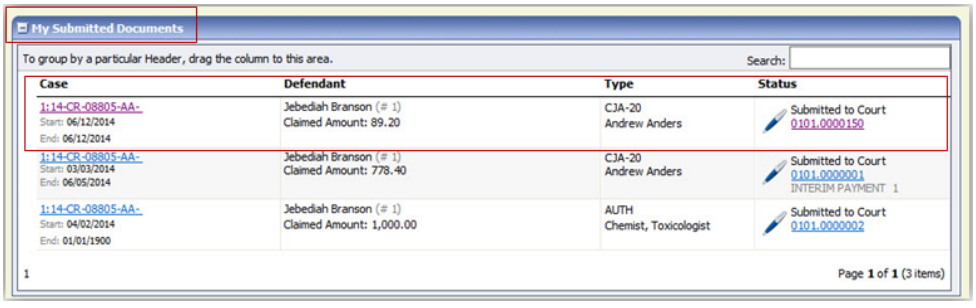


Step 3

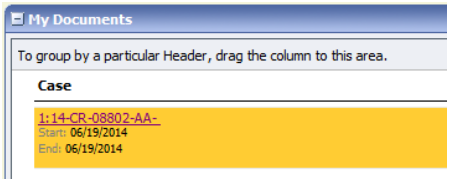
A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



The active voucher will be removed from the My Active Documents section and will now appear in the My Submitted Documents section.

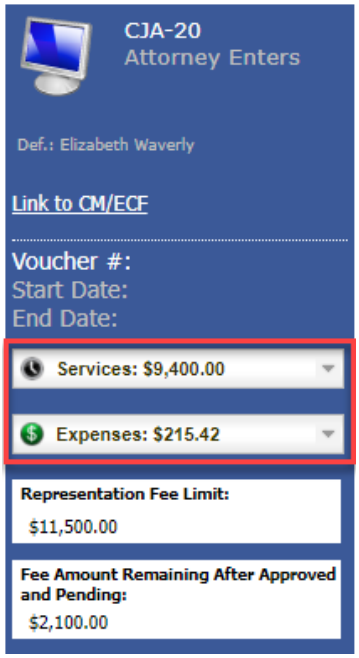


Note: If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.

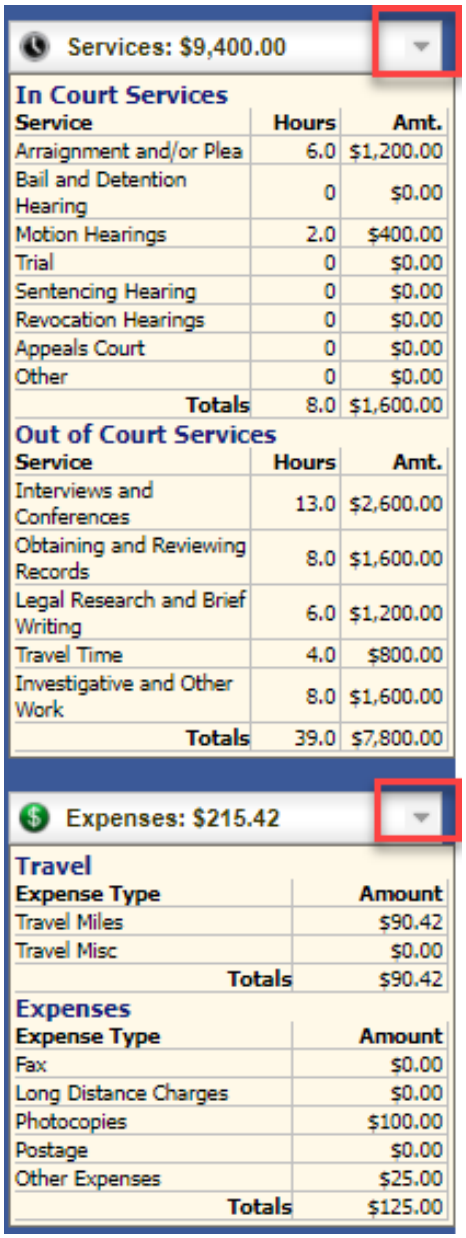


CJA-20 Quick Review Panel

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



The **Services** and **Expenses** fields tally services as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or expenses.



Services: $9,400.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	6.0	$1,200.00
Bail and Detention Hearing	0	$0.00
Motion Hearings	2.0	$400.00
Trial	0	$0.00
Sentencing Hearing	0	$0.00
Revocation Hearings	0	$0.00
Appeals Court	0	$0.00
Other	0	$0.00
Totals	8.0	$1,600.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	13.0	$2,600.00
Obtaining and Reviewing Records	8.0	$1,600.00
Legal Research and Brief Writing	6.0	$1,200.00
Travel Time	4.0	$800.00
Investigative and Other Work	8.0	$1,600.00
Totals	39.0	$7,800.00

Expenses: $215.42

Travel

Expense Type	Amount
Travel Miles	$90.42
Travel Misc	$0.00
Totals	$90.42

Expenses

Expense Type	Amount
Fax	$0.00
Long Distance Charges	$0.00
Photocopies	$100.00
Postage	$0.00
Other Expenses	$25.00
Totals	$125.00

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.

