



Administrative Office of the U.S. Courts  
Office of Information Technology

# CJA eVoucher

## Attorney User Manual

Release 4.3

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## FLND eVoucher Information Section

Welcome to the eVoucher system.

This manual is provided to assist you with the system. After the formal training is provided you may ask any additional questions related to the system or request additional training at anytime through the courts central email for the eVoucher system. This email will be monitored regularly and you will receive an email or a phone call regarding your inquiry.

- CJA eVoucher Court Email: [cja@flnd.uscourts.gov](mailto:cja@flnd.uscourts.gov)

The main points of contact for the CJA eVoucher system for FLND are Erica Smith (Administrative Support Specialist) and Elizabeth Lawrence (Operations Manager). The contact information is listed below; however, we strongly encourage you to use the CJA eVoucher Court Email to ensure the quickest response in case a point of contact is unavailable.

- Erica Smith – Administrative Support Specialist (850) 470-8127 or [erica\\_l\\_smith@flnd.uscourts.gov](mailto:erica_l_smith@flnd.uscourts.gov)
- Elizabeth Lawrence – Operations Manager (850) 521-3517 or [elizabeth\\_lawrence@flnd.uscourts.gov](mailto:elizabeth_lawrence@flnd.uscourts.gov)

All training materials and any information regarding eVoucher is on our website [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov). You will need to click on Attorney Resources and then the CJA eVoucher link.

## 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 will allow for:

- On-line authorization requests by attorneys for service providers.
- On-line voucher completion by the attorney acting for the service provider.
- On-line voucher review and submission by the attorney.
- On-line submission to the court.

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

### Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

### Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Upload supporting documents to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests

### Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers may not be used with CJA.

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## Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

## Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log in using your **Username** and **Password** you were provided, and click **Log In**.




The login page features the official seal of the United States Department of Justice on the left. To the right of the seal, the text "CJA eVoucher" is displayed in a large, light blue font, with "Electronic Voucher Management System" in a smaller, dark blue font below it. A dark blue horizontal bar contains the text "USER LOGIN Release 4.3" in white. Below this bar, the text "Existing user? Please log in." is followed by two input fields: "Username:" and "Password:". A "Log In" button is positioned to the right of the password field. A blue hyperlink "Forgot your login?" is located below the password field. A vertical dashed line is on the right side of the login area.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the **Forgot your Login?** hyperlink. Enter your **Username** or **Email** address, and click **Recover Logon** to retrieve your information.

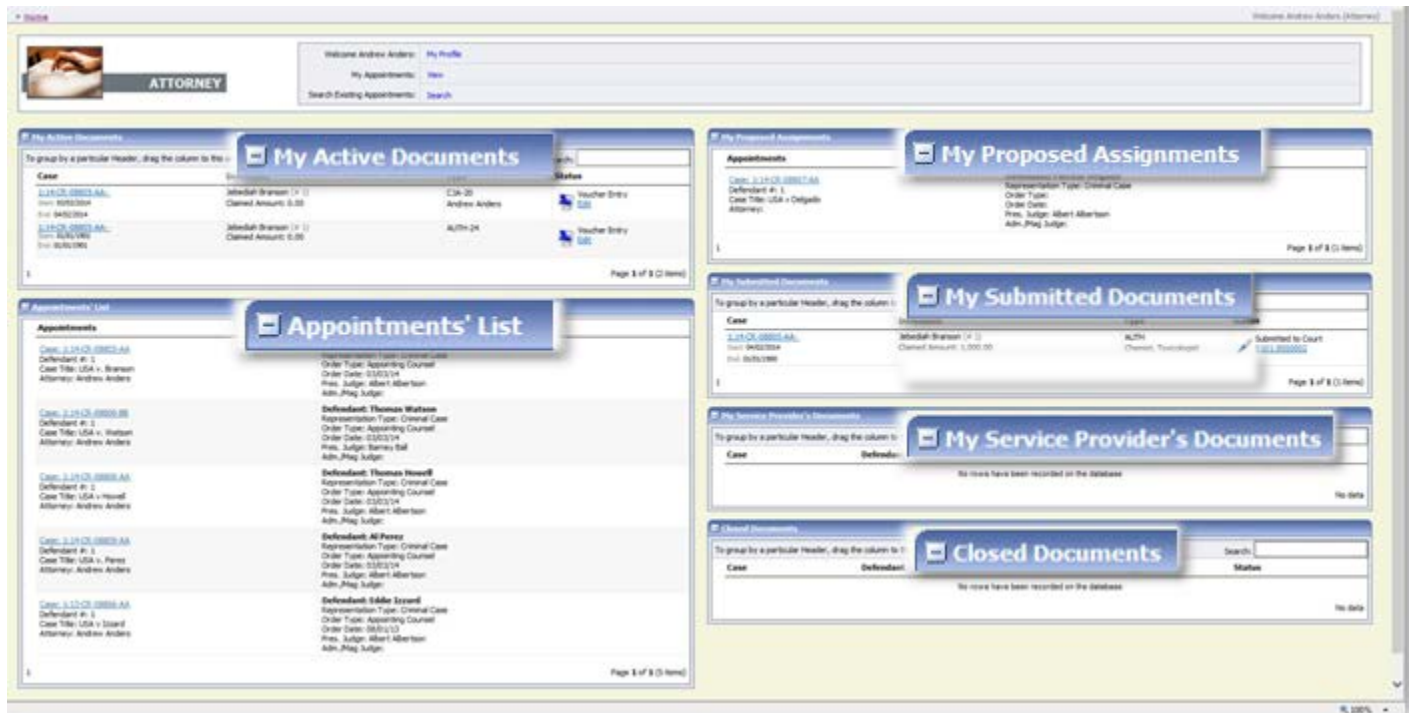


The "Forgot your Login?" form has a light blue background. At the top, it says "Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info." Below this, there are two input fields: "Username:" and "Email:". A red box highlights both input fields and the text "and/or" between them. Below the input fields is a "Recover Logon" button, also highlighted with a red box.

## Home Page

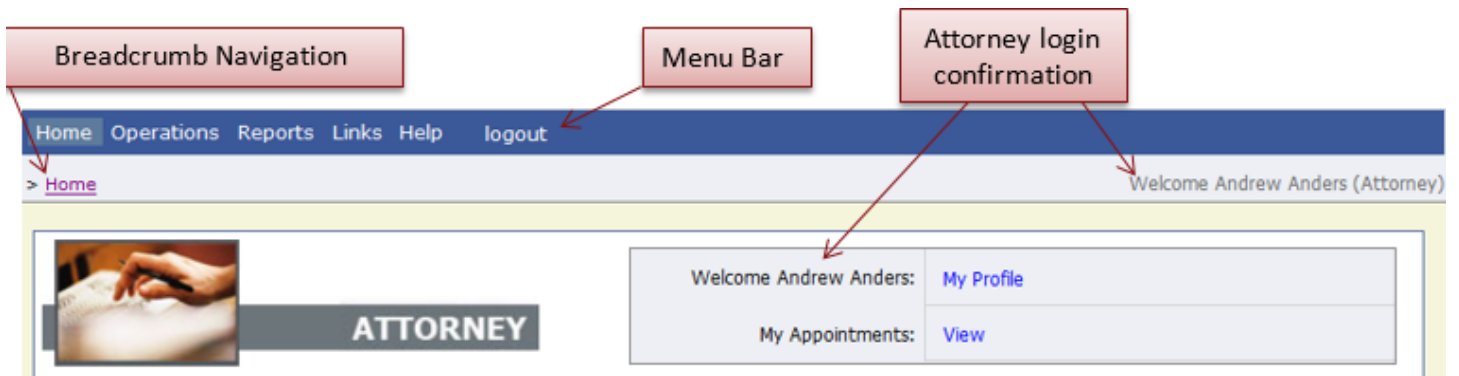
Your home page provides access to all of your appointments and vouchers.

Security prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.



Folder Descriptions	
<b>My Active Documents</b>	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for you to take action.
<b>Appointments' List</b>	Quick reference to all your appointments
<b>My Proposed Assignments</b>	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
<b>My Submitted Documents</b>	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
<b>My Service Provider's Documents</b>	Contains all the vouchers for your service providers. This will include: <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>	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.



## Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page
Operations	Allows you to search for specific appointments
Reports	Selected reports you may run on your appointments
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> <li>• Another link to your Profile</li> <li>• "Contact Us" email</li> </ul> Privacy Notice
Logout	Logs user off the eVoucher program

## 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 mouse pointer on the top edge of the folder you wish to relocate.

A **crosshair** icon  will appear.


Step  
2

Drag the folder to the new location and release the mouse.

**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.

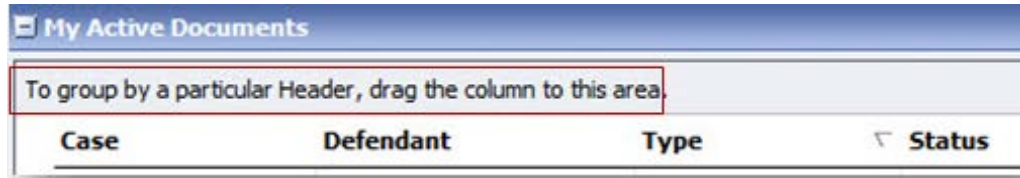
**Note:** The folder size does not increase; therefore, some columns may move off the screen.

## 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.

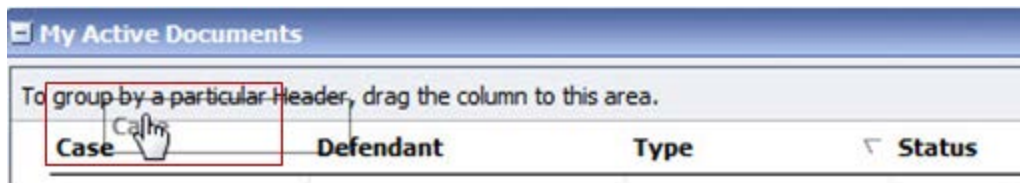
Step  
1

Click the header for the column you wish to group.



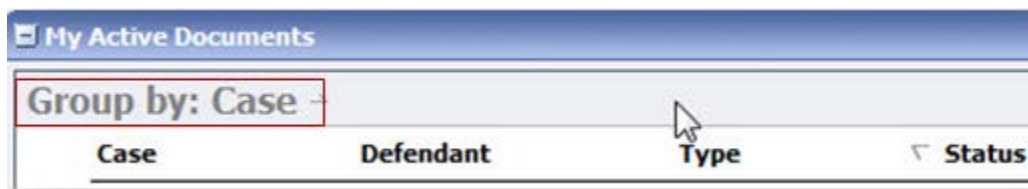
Step  
2

Hold the cursor and drag the header to the **Group by: Header** bar.



Step  
3

Release the cursor and all the information in that folder will be grouped and sorted by that selection.

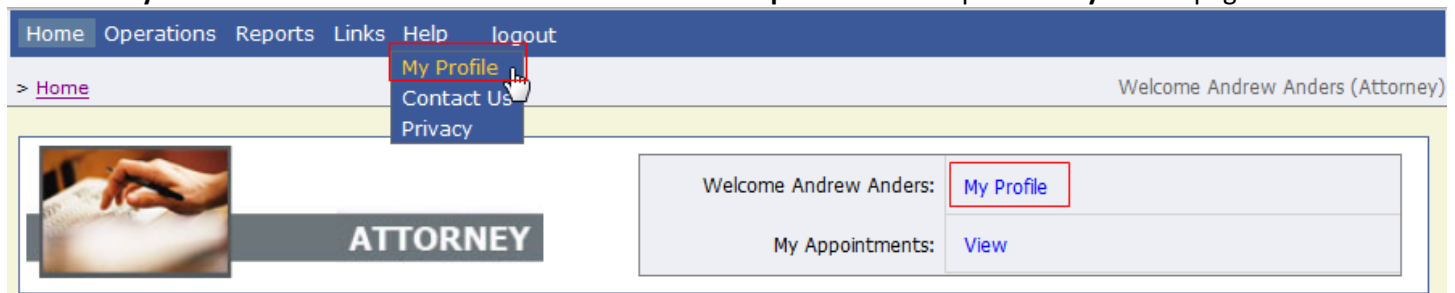


## My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section).
- Edit contact information, phone, e-mail, physical address (Attorney Info section).
- Update social security number (SSN) or employee identification numbers (EIN) and any firm affiliation (**Billing Info** section).
- Add a time period in which you will be out of office (Holding Period).
- Document any CLE attendance (Continuing Legal Education section).

Click the **My Profile** link from either the **Home** screen or the **Help** menu bar to open the **My Profile** page.



Home Operations Reports Links Help logout

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

<b>Login Info</b> Your Login information	UserName <b>Anders</b>	<a href="#">Edit</a>
<b>Attorney Info</b> Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>  <i>Your Contact Info:</i> Phone: 210-833-5623 Fax: deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov  <i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	<a href="#">Edit</a>
<b>Billing Info</b> List all available billing info records	Your default billing info is: <b>Andrew Anders</b> Billing Code:0101-000001 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax:	<a href="#">Select</a> <a href="#">Add</a> <a href="#">Edit</a>
<b>Holding Period</b>	There is 1 period of time during which case cannot be taken.	<a href="#">View</a>
<b>Continuing Legal Education</b>	No info has been stored. Please click VIEW to type your info.	<a href="#">View</a>

## Changing My Profile Username and Password

Step  
1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

<b>Login Info</b> Your Login information	UserName <b>Anders</b>	<a href="#">Edit</a>
---	------------------------	----------------------

Step  
2

To change your Username, type the new Username and click [change](#). It will show "The Username has been changed."

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

<b>Login Info</b> Your Login information	Username Anders <a href="#">change</a>	<a href="#">Close</a>
	Password **** <a href="#">reset</a>	

Step  
3

To reset your password, click [reset](#).

Step  
4

Type the new password and retype it in the **Confirm** field.

Step  
5

Click **Reset** to save.

Step  
6

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

> Help > [My Profile](#)

**Login Info**  
Your Login information

Username: Anders [change](#)

Password: \*\*\*\*\* \* **Strength: Strong**

Confirm: \* **Reset** [cancel](#)

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

**Login Info**  
Your Login information

Username: Anders [change](#)

Password: \*\*\*\* [reset](#)

**Close**

## Attorney Info

### Step 1

Under 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.

Bar Number

Tax Identification Number:  
SSN:  888-44-6666  
Confirm:  888-44-6666

First Name Middle Last Name  
 Andrew   Anders

Main Email  
 deadmail@support.aotx.uscourts.gov

2nd Email

3rd Email

Phone Cell Phone Fax  
 210-833-5623

Address 1 City  
 110 Main Street  San Antonio

Address 2 State Zip  
 TEXAS  78210

Address 3 Country  
 UNITED STATES

**Save**  
cancel

### Step 3

Click **Save**.

### Note:

- Each attorney (except Associates) must enter his or her social security number into the user profile or they will not be paid.
- The **Country** field will automatically populate **UNITED STATES** unless otherwise indicated.
- 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 use the Copy Address from Profile checkbox 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

# Step 4

If applicable, add **Billing Info** 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:**

## 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 a pre-existing agreements must enter the firm's EIN and name (required).
- Associates do not need to enter a social security number, but they will need to enter the billing code of the attorney to be paid.

## Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time you will not be given a new assignment.

**Step 1** In the **Holding Period** section, click **View**.

The screenshot shows a web interface with a light blue sidebar on the left containing the text 'Holding Period'. The main content area has a light gray header with the text 'No info has been stored. Please click VIEW to type your info.' On the right side of this header, there is a button labeled 'View' which is highlighted with a red rectangular box.

**Step 2** Click **Add**.

The screenshot shows the same web interface as Step 1. In the main content area, there is a table with three columns: 'Starting', 'Ending', and 'Notes'. Above the table, there are four buttons: 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red rectangular box. Below the table, there is a search bar and the text 'No Holding Period' and 'No data'.

**Step 3** Enter the **Starting Date** and **Ending Date**, along with any applicable **Notes**.

The screenshot shows the same web interface as Step 2. In the main content area, there is a form with two date fields: 'Starting Date' and 'Ending Date'. The 'Starting Date' field contains the text '07/11/2014' and the 'Ending Date' field contains the text '08/01/2014'. Below these fields is a text area labeled 'Notes' containing the text 'Vacation Cruise.'. Above the date fields, there are two buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red rectangular box. The 'Notes' text area is also highlighted with a red rectangular box.

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

## Continuing Legal Education

Step  
1

Under the **Continuing Legal Education** section, click **View** to access your CLE information.

The screenshot shows a web interface with a header 'Continuing Legal Education'. To the right of the header, it says 'No info has been stored. Please click VIEW to type your info.' A red box highlights a 'View' button in the top right corner.

Step  
2

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

The screenshot shows a web interface with a header 'Continuing Legal Education'. Below the header, there are buttons: 'Back', 'Edit', 'Add', and 'Delete'. A red box highlights the 'Add' button. Below the buttons is a table with columns: 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. The table is empty, and a search bar is visible on the right.

Step  
3

Click the **Credit** drop-down menu to select CLE categories.

The screenshot shows a web interface with a header 'Continuing Legal Education'. Below the header, there are buttons: 'Back' and 'Save'. A red box highlights the 'Credit' drop-down menu, which is currently set to 'Sentencing-rel'. Below the drop-down menu, there are fields for 'Date' (05/01/2014), 'Hours' (0), and 'Description'. A red box also highlights the 'Description' field. At the bottom, there is a note: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

Step  
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step  
5

Click **Save**.

**Note:** After information is saved, you'll be able to upload related PDF documents.

## Continuing Legal Education (cont'd)

Step  
6

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

Step  
7

Click **Save**.

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

Files	Credit	Date	Hours	Subject
0	Sentencing-rel	05/15/2014	0	

# Appointments' List

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

Step  
1

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

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

**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

**TRAVEL** [Create](#)  
Authorization for payment of Travel

**Reports**

[Appointment Report](#)

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

[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant

[Attorney Time Report](#)

**Appointment Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	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 Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 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="#">0101.00000001</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="#">0101.00000002</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.00000026</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/15/2014 End: 06/15/2014	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 will display:


- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step  
2

From the **Appointment** page, click **View Representation**.

### 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](#)

[Home](#)
[Operations](#)
[Reports](#)
[Links](#)
[Help](#)
[logout](#)

### Representation

In this page you can access information of an existing 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 \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE
<b>App.ID</b>	<b>Attorney</b>	<b>Order Type</b>	<b>Order</b>
2	Andrew Anders	Appointing Counsel	03/03/14
			Email deadmail@support.aotx.uscourts.gov

Step  
3

Click **Home** on the menu bar at the top of the page.

## CJA 20 Voucher Process Overview



## Creating the CJA 20 Voucher

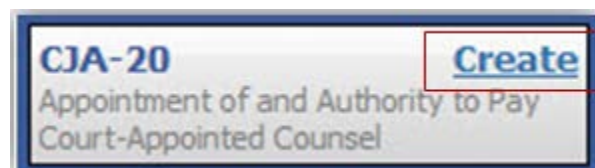
The court creates the appointment. The attorney will initiate the CJA 20 voucher.

### Note:

All voucher types and documents function primarily the same.

Step  
1

From the **Appointment** page, click **Create** from the CJA-20 Voucher template.



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

**CJA-20 Attorney Enters**  
Def.: Jebediah Branson  
[Link to CM/ECF](#)  
Voucher #:   
Start Date: 6/11/2014  
End Date: 6/11/2014  
Services: \$0.00  
Expenses: \$0.00  
**Reports**  
[Defendant Detail Budget Report](#)  
Detail budget info for defendant  
[Form CJA20](#)  
[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant

**Basic Info**

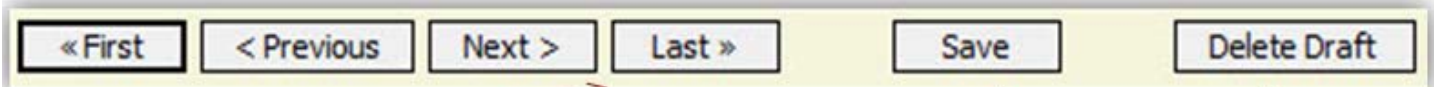
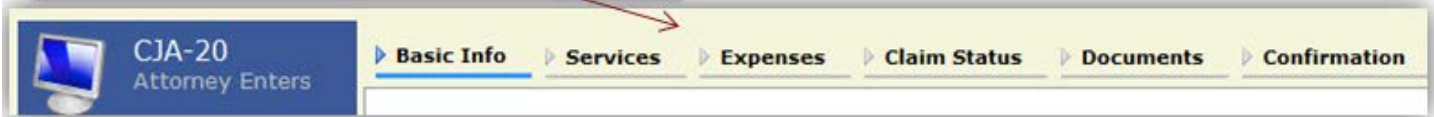
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion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

«First < Previous Next > Last » Save Delete Draft

## Creating the CJA 20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

### Notes:

- The user should save any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking **Delete Draft**.
- The user may navigate using 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 screen.

Step  
2

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

### Note:

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

**CJA-20 Attorney Enters**  
Def.: Jebediah Branson  
[Link to CM/ECF](#)  
Voucher #:  
Start Date: 6/11/2014  
End Date: 6/11/2014  
Services: \$0.00  
Expenses: \$0.00  
**Reports**  
[Defendant Detail Budget Report](#)  
Detail budget info for defendant  
[Form CJA20](#)  
[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant

**Services**  
Date: 6/11/2014 \*  
Service Type: \*  
Doc. # (ECF): Pages:  
Hours: \* at \$126.00 per hour.  
Add Remove  
\* Required Fields  
To group by a particular Header, drag the column to this area.  
Service Type Date Description Hrs Rate Amt  
No data  
«First < Previous Next > Last » Save Delete Draft

Step  
3

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

**Services**  
Date: 6/11/2014 \*  
Service Type: \*  
Doc. # (ECF): \*  
Hours: \*  
\* Required Fields  
To group by a particular Header, drag the column to this area.  
Service Type

June 2014  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 1 2 3 4 5  
6 7 8 9 10 11 12

## Services (cont'd)

Step  
4

From the **Service Type** drop-down menu, select the service type.

### Note:

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

Step  
5

Enter hours of service in tenths of an hour.

Step  
6

Enter a description.

Step  
7

Click **ADD**.

### Note:

- You may add time in any order.
- Double-click an entry to edit.

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

Step  
8

Click the **Date** header. This will sort services according to date.

Step  
9

Click **Save**.

## Entering Expenses

Step  
1

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

**Expenses**

Date: 6/12/2014 \*

Expense Type: \*

Miles:  at \$0.5600 per mile.

Amount:

Add Remove

\* 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

From the **Expense Type** drop-down menu, select the applicable expense.

**Expenses**

Date: 6/12/2014 \*

Expense Type: \*

Miles:

Amount:

\* 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 »

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

## Entering Expenses (cont'd)

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

**Step 4** Enter a 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:

\* 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 will be added to the voucher and will appear at the bottom of the **Expense Type** section.

**Expenses**

Date: 6/12/2014

Expense Type:

Miles: at \$0.5600 per mile.

Description:

Amount:

\* 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)

### Notes:

- If photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Double-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)

Step  
6


Click the **Date** column header. This will sort expenses according to date.

Step  
7

Click **Save**.

## Claim Status

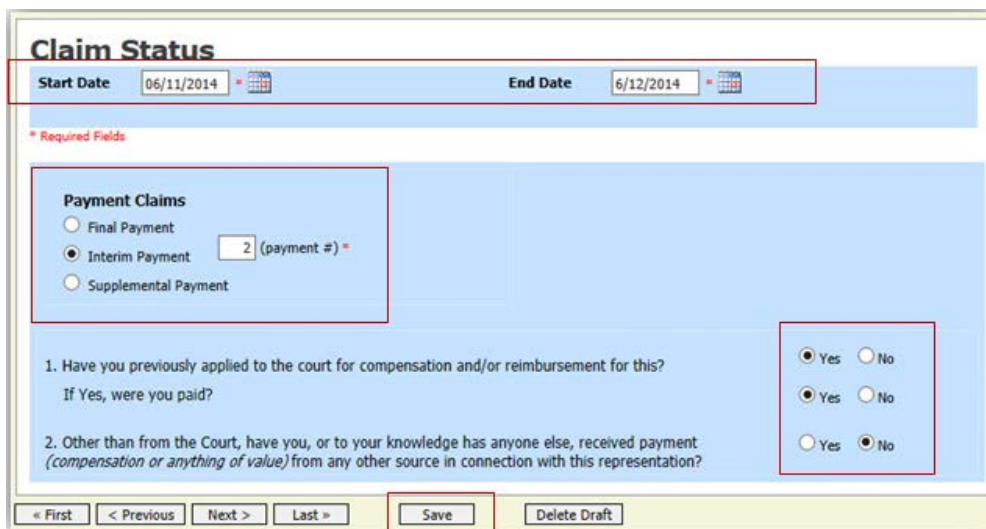
Once you begin entering data on the Service and/or Expenses tab, you may receive what looks like an error message:

 Service and/or Expenses are out of the Voucher Start and End Dates.

The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

**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** sections, and click the **Date** header to sort showing the earliest date of services.



**Step 3** Indicate payment type.

### Note:

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment in segments, but each court's practice may differ. If using this type of payment, indicate the number of this request payment.
- After the **Final Payment** number has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.

**Step 4** Answer all the questions regarding previous payments in this case.

**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.

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

### Note:

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

**Step 2** Add a description of the attachment.

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

**Supporting Documents**

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

File

Description

The attachment and description is added to the voucher and appears in the bottom of the **Description** section.

**Supporting Documents**

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

File

Description

Description	Delete	View
Copies of receipts	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous Next > Last »

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


## Signing and Submitting to Court

When you have added all voucher entries, 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** screen appears which reflects all entries from the previous screens.

Confirmation					
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		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			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		
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 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> 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. \$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		
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					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
<div> <span>« First</span> <span>&lt; Previous</span> <span>Next &gt;</span> <span>Last »</span> <span>Save</span> <span>Delete Draft</span> </div>					

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

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

**Step 3** Scroll to the bottom of the screen.

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

### Note:

You may include any information to the Court in the Public/Attorney Notes section.

**Step 5** Click **Submit** to send to the court.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

**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.

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

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

My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
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>
1			Page 1 of 1 (3 items)

### Notes:

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

My Documents	
To group by a particular Header, drag the column to this area.	
Case	
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014	

- An email message generated by the system will be sent explaining what corrections need to be made.

## 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.

- The **Services** and **Expenses** will tally as entries are entered into the voucher.

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

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
<b>Totals</b>	<b>0.0</b>	<b>\$0.00</b>

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
<b>Totals</b>	<b>\$11.20</b>

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$15.00</b>

## Reports and Case Management

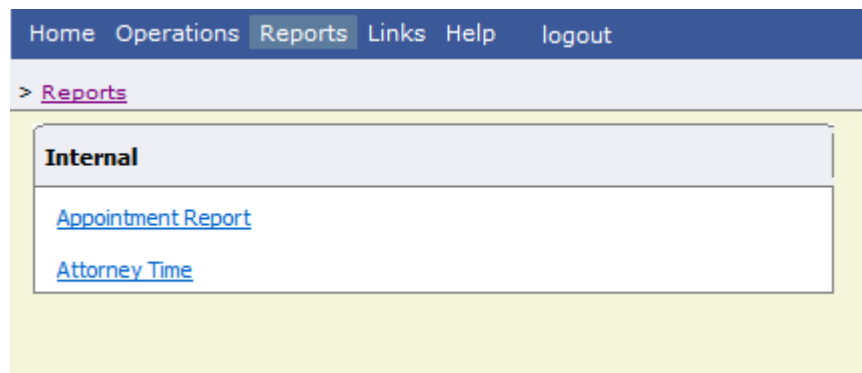
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum (\$800) allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



Other accessible reports can be found on the menu bar.



## Defendant Detailed Budget Report

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

The report will provide the information in two sections: Attorney appointment and authorized expert service.

### Defendant Detail Budget Report - Attorney 1:14-CR-08805-1-AA

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case

Budget Amount Requested: \$0.00

Budget Amount Approved: \$9,900.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders	(Appointing Counsel)	Active									
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

#### Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders			
Specialty: Chemist, Toxicologist											

#### Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not Include Travel Auth	Pending				Approved			Combined Total	
	Fees	Expenses		Total	Fees	Expenses		Approved and Pending	
		Travel	Other			Travel	Other	Fees	Fees and Expenses
	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00

## Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.

### Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson											
Type of Representation:		Criminal Case									
Budget Amount Requested:		\$0.00									
Budget Amount Approved:		\$3,900.00									
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)		Active									
		Total Pending:		\$0.00		Total Approved:		\$6,350.00	\$3,550.00	\$3,550.00	

Expert and Other Services Budget - Requiring Authorization									Defendant: Jebediah Branson	
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00		Amount Authorized: \$0.00		Attorney: Andrew Anders				

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

## Creating a CJA-21 Voucher

Step  
1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.

**CJA-21**

Authorization and Voucher for Expert and other Services

**Create**

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

### Note:

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

**Basic Info**

1. CTR. DKT.DIV.CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT.DEF.NUMBER	4. DKT. DKT.DEF.NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT.DEF.NUMBER	6. OTHER. DKT.DEF.NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Wilson et al	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 18:13-4530 F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

**Authorization Selection**

You can select a **Previous Authorization Request**, request a **New Authorization** 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 Previous Authorization**  
Select this option to display a list of previous authorizations and requests in this appointment.

Navigation: « First < Previous Next > Last » Delete Draft

**Reports**

- [Defendant Summary Budget Report](#)  
Totals only of budget info for defendant
- [Defendant Detail Budget Report](#)  
Detail budget info for defendant
- [Form CJA21](#)

When submitting a CJA-21 voucher, you'll have two options from which to choose under **Authorization Selection**.

Step  
2

If the request does not require advance authorization (\$800 or less), click **No Authorization Required**.

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

**No Authorization Required**

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

**Use Previous Authorization**

Select this option to display a list of previous authorizations and requests in this appointment.

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

If you click **Use Previous Authorization** a list of **Existing Requests for Authorization** will appear.

Step  
3

Select the authorization you wish to use. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step  
4

The service type will roll over from the authorization selected. If no authorization is being used, use the **Service Type** drop-down list to select the service type.

Step  
5

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

**Existing Requests for Authorization**

<b>ID Number: 155</b> Order Date: 05/27/2014 Authorized Amount: 0	Service Type: Weapons Firearms Explosive Expert Estimated Amount: 1000 Requested Provider: Robert Arms
---	---

**New Voucher Information**

**Service Type** Weapons Firearms Explosive Expert

**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** Gabriel, Gina

**Expert Info**  
Details

**Gina Gabriel**  
110 Main Street  
San Antonio TX 78210 USA  
Phone: 210-593-3340

**Create Voucher**

From the **Expert** drop-down list, select the expert.  
If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** field will remain locked indicating the attorney will be responsible for filling the voucher claim part.

Step  
6

If the expert you selected is authorized to use eVoucher, the **Voucher Assignment** field will unlock for you indicating the expert will be responsible for filling in the voucher claim part.

**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 will appear in the drop-down list. If you wish to submit a person for approval, email [cja@flnd.uscourts.gov](mailto:cja@flnd.uscourts.gov).

## 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 you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the "My Active Documents" section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will then move to the "My Submitted Documents" section. Outlined steps are on pages 36-39.

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

If you wish to submit a person as an expert, please email [cja@flnd.uscourts.gov](mailto:cja@flnd.uscourts.gov).

### Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

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

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

### Note:

If you have submitted the voucher for the expert, you'll need to approve the voucher twice, once while sending it for the expert, and a second time after it appears in the **My Active Documents** section.

Step  
1

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

Step  
2

Enter the **Date**, **Hours**, **Rate**, and **Description**.

Step  
3

Click **Add**.

The screenshot shows the 'Services' tab in the CJA-21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Hours' and 'Rate' fields are empty. The 'Description' field is also empty. Below the input fields is a table with columns: Date, Description, Hrs, Rate, and Amt. The 'Add' button is highlighted with a red box.

The item will appear at the bottom of the **Services** section.

Step  
4

Click **Save**.

Step  
1

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

Step  
2

Enter the **Date**, **Expense Type**, **Description** and **Miles**.

Step  
3

Click **Add**.

The screenshot shows the 'Expenses' tab in the CJA-21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Expense Type' field is empty. The 'Miles' field is empty. The 'Description' field is also empty. Below the input fields is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The 'Add' button is highlighted with a red box.

The item will appear at the bottom of the **Expense Type** section.

Step  
4

Click **Save**.

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

Step 1

Click the **Claim Status** tab or click **Next..**

Step 2

Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step 3

Select an option under the **Payment Claims** section.

Step 4

Click **Save**.

### Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 1

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

Step 2

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

Step 3

Click **Upload**.

### Note:

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

The document will appear in the bottom of the **Description** section.

Step 4

Click **Save**.

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

A confirmation page will appear.

**Step 1** Verify all information is correct.

**Step 2** Select the affirmation check box. This will automatically time stamp the voucher.

**Step 3** Click **Submit**.

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

**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.

The case file will appear in the **My Active Documents** section.

**Step 5** Select the file.

My Active Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
<a href="#">1:14-CR-08802-AA-</a> Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (= 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney <b>0101.0000154</b> FINAL PAYMENT

Navigate to the **Confirmation** tab.

**Step 6** Verify all information is correct.

**Step 7** Certify the information by selecting the certification check box. This will automatically time stamp the voucher.

**Step 8** Click **Approve**.

## Submitting an Authorization Request for Expert Services

Step  
1

Open the **Appointment** record.

Step  
2

Click **Create** from the Authorization template.



The **Basic Info** screen will open.

### Note:

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

Basic Info Documents Confirmation

### 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      Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$  \*

Authorized Amount \$

Basis of Estimate

Description

Service Type  \*

Requested Provider

« First < Previous Next > Last » Save Delete Draft

## Submitting an Authorization Request for Expert Services (cont'd)

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

- **Estimated Amount**
- **Basis of Estimate**
- **Service Type** drop-down list
- **Requested Provider**

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$  \*

Authorized Amount \$

Basis of Estimate

Description

Service Type  \*

Requested Provider

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

Step 4 Click **Save**.

Step 5 Click the **Supporting Documents** tab or click **Next**.

## Submitting an Authorization Request for Expert Services (cont'd)

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

### Note:

Documents are limited to PDF files, and must be 10 MB or less.

**Step 2** In the **Description** field, add a description of the attachment.

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

**Supporting Documents**

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

File

Description

The attachment and description will be uploaded and appear at the bottom of the **Description** section.

**Supporting Documents**

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

File

Description

Description	Delete	View
Proposed order	<a href="#">Delete</a>	<a href="#">View</a>
Affidavit in Support of Expert Service Request	<a href="#">Delete</a>	<a href="#">View</a>
Expert's Curriculum Vitae	<a href="#">Delete</a>	<a href="#">View</a>

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

## Submitting an Authorization Request for Expert Services (cont'd)

**Step 5** Click **Next**.

The **Confirmation** screen will open.

**Step 6** Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

### Note:

You may include any notes to the court in the Public/Attorney Notes section.

**Step 7** Click **Submit** to send to the court.

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

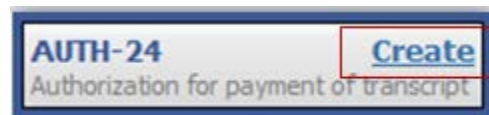
**Step 8** Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

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

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

Step  
1

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



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

### Note:

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

**AUTH-24 Attorney Enters**  
Def.: Jebediah Branson  
[Link to CM/ECF](#)  
Voucher #:  
Request Date: 1/1/1901  
Decision Date: 1/1/1901

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	3. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
2. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-06805-1-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. 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 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			

Proceeding Transcript To Be Used: [Dropdown]  
 Proceeding To Be Transcribed: [Dropdown]  
 Apportioned Cost (%): [Text]  
 Apportioned Case and Defendant: [Text]  
 Special Transcript Handling: [Dropdown]  
 Transcripts:  
☐ Prosecution Opening Statement ☐ Prosecution Argument ☐ Prosecution Rebuttal  
☐ Defense Opening Statement ☐ Defense Argument ☐ Jury Instructions ☐ Voir Dire  
 Order Date: [Text]  
 Nunc Pro Tunc Date: [Text]

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

Step  
2

Enter the details for the transcript required on the **Basic Info** screen.

Step  
3

Click **Save**.

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

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

Step 2 Click **Browse** to select a PDF file to attach.

Step 3 Click **Save**.

Step 3 Click **Upload**.

### Note:

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

The Document will appear at the bottom of the **Description** section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

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

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

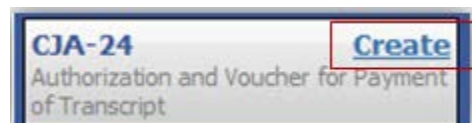
The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page.

## Creating a CJA-24 Voucher

After submission and approval of AUTH-24, you can create the CJA-24 voucher for payment. The Court Reporters will create their own CJA24 currently.

Step  
1

From the **Appointment** page, click **Create** from the CJA-24 voucher template.



The **Basic Info** page will open, showing approved authorizations.

### Note:

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

**Basic Info**

1. CDR DKT DEF CODE 0001	3. PERSON REPRESENTED Deborah Branson	VOUCHER NUMBER	
2. MAG. DKT DEF NUMBER	4. DKT DEF NUMBER 1:14-CR-00805-1-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 \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

**Authorization Selection**

Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
ID Number: 26 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 148 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

**New Voucher Information**

Description:

Voucher Assignment: ☒ Attorney ☐ Expert  
*This indicates who will be responsible for filing the voucher claim part.*

Court Report/Transcriber Status:  
☒ Official ☐ Contract ☐ Transcriber ☐ Other

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:

SSN/EIN:  Email:

Phone:  Fax:

Address 1:  City:

Address 2:  State:  Zip:

Address 3:  Country:

Navigation:

## Creating a CJA-24 Voucher (cont'd)

Step  
2

Select the authorization you wish to use. You must click it. This will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

Step  
3

Click the **Voucher Assignment** radio button indicating whether you or the transcriptionist will be entering information.

### Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
<b>ID Number: 26</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
<b>ID Number: 148</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

### Note:

You must select whether you, the attorney, or the court reporter will be filling the voucher claim portion.

Step  
4

Click the **Expert** drop-down menu and select the transcriptionist.

**New Voucher Information**

Description

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

**Court Report/Transcriber Status**  
☒ Official ☐ Contract ☐ Transcriber ☐ Other

**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

SSN/EIN:  Email

Phone  Fax

Address 1  City

Address 2  State  Zip

Address 3  Country

**Create Voucher**

« First < Previous Next > Last » Delete Draft

**New Voucher Information**

Description

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

**Court Report/Transcriber Status**  
☒ Official ☐ Contract ☐ Transcriber ☐ Other

**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** Transcripts, Teresa

**Expert Info**

Details

**Teresa Transcripts**

110 Main Street  
San Antonio TX 78210 USA  
Phone: 210-553-5692

**Create Voucher**

« First < Previous Next > Last » Delete Draft

### Note:

- If entering a new transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a transcriptionist already in the system will automatically populate that expert's information.

Step  
5

Click **Create Voucher**.

## Creating a CJA-24 Voucher (cont'd)

### Note:

If **Expert** has been selected under the **Voucher Assignment**, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the court.

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

**Step 2** Enter the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description**.

### Note:

You'll have two options to choose from under **Service Type**: **Original** or **Copy**. The rate should vary between the two choices.

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

The screenshot shows the 'Services' tab in the CJA-24 Voucher system. The form includes fields for Date (7/1/2014), Service Type (Original), Include Page Numbers, No. of Pages, Rate Per Page, Less Amount Apportioned, and Less Amount Adjusted. A table below the form displays one item: Original, 07/01/2014, Sentencing, 100, 4.85, 485.00. The 'Add' button is highlighted with a red box.

The item will appear in the bottom of the **Service Type** section.

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

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

**Step 2** Enter the **Date**, **Expense Type**, and **Description**.

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

The screenshot shows the 'Expenses' tab in the CJA-24 Voucher system. The form includes fields for Date (7/1/2014), Expense Type, Miles, Amount, and Description. A table below the form displays one item: Expense Type, Date, Description, Mile, Rate, Amt. The 'Add' button is highlighted with a red box.

The item will appear below in the **Expense** section.

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

## Creating a CJA-24 Voucher (cont'd)

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

**Step 2** Click **Browse** to select a PDF file to attach.

### Note:

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

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

The document will appear at the bottom of the **Description** section.

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

A confirmation page will appear.

**Step 1** Verify all information is correct.

**Step 2** Select the affirmation check box. This will automatically time stamp the voucher.

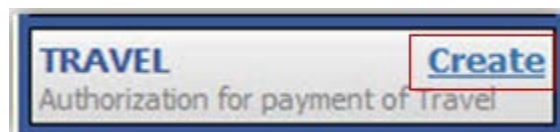
**Step 3** Click **Submit**.

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

**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.

## Creating a Travel Voucher

**Step 1** From the **Appointment** page, click **Create** from the Travel Voucher template.



### Note:

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

The **Basic Info** screen will open.

**TRAVEL Attorney Enters**  
Def.: Wendy Wilson  
[Link to CM/ECF](#)  
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901  
Amount Claimed: \$0.00

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson		VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	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 18-13-4530.F INCOME TAX FAILURE TO FILE			
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 Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/27/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Travel Agency to be Used:**

Global Travel ▼

**Global Travel**  
1234 Travel Lane  
Suite 200  
Second Floor  
Los Angeles, CA 93765  
Phone: 1-800-444-7890  
Fax: 1-800-555-7777  
Email: mail@support.aobx.uscourts.gov

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

The **Travel Agency to be Used** section will automatically populate.

**Step 2** Click the **Authorization Request** tab or click **Next**.

## Creating a Travel Voucher (cont'd)

**Step 3** Fill out all required fields marked with a red asterisk.

**Step 4** Click **Add**.

The information will appear in the bottom section.

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

Basic Info > **Authorization Request** > Documents > Confirmation

### Request For Travel\*

\* Required Fields

Name and Title of Person Traveling: \*

Address of Person Traveling: \*

Purpose of Travel: \*

Travel From location: \*

Travel To Location: \*

Estimated Dates of Travel: \*

Travel Requested	Estimated Cost
<input type="checkbox"/> Airline Tickets via CJA Government	
Travel Agency	
<input type="checkbox"/> Ground Transportation	
<input type="checkbox"/> Per Diem (Hotel & Meals)**	
<input type="checkbox"/> Other	

Total Estimated Cost: \*

Justification for Request: \*

Add Remove

\* All travel and expenses must be in compliance with government travel regulations.  
 \*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

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

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Acquire documents	Los Angeles, CA	July 14, 15	490.00

1 Page 1 of 1 (1 items)

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

## Creating a Travel Voucher (cont'd)

Step  
1

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

Step  
2

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

### Note:

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

Step  
3

Click **Upload**.

The document will appear at the bottom of the **Description** section.

Step  
4

Click **Save**.

The **Confirmation** tab will appear.

Step  
1

Verify all information is correct.

Step  
2

Select the affirmation check box. This will automatically time stamp the voucher.

Step  
3

Click **Submit**.

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

Step  
4

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

The Travel Voucher will now appear in the **My Submitted Documents** section.