



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

CJA eVoucher

Attorney User Manual

Release 4.3

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions. The eVoucher program will allow for:

- On-line authorization requests by attorneys for service providers.
- On-line voucher completion by the service provider or 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.

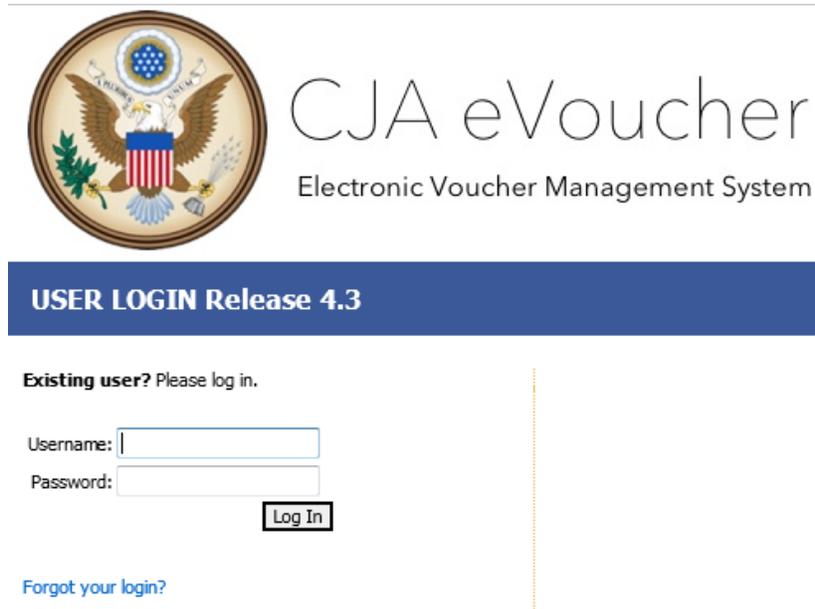
Court Appointment

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.

Some Courts may send a proposed email to the Attorney, awaiting acceptance of a specific case.

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**.



USER LOGIN Release 4.3

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

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.



Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username: and/or

Email:

Home Page

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

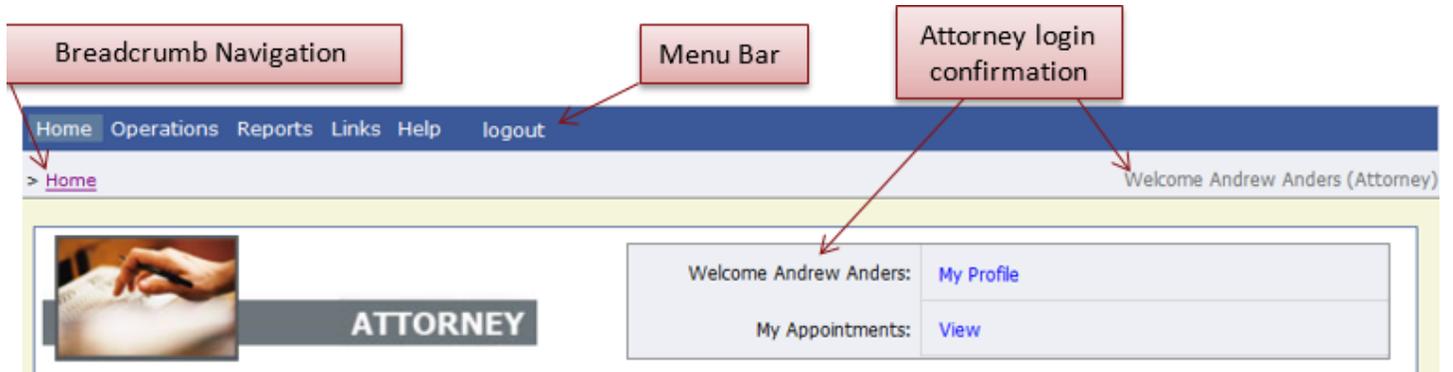
Security prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.

The screenshot displays the attorney's home page with the following sections:

- My Active Documents:** A table listing active documents with columns for Case, Medial Branch, Claimed Amount, and Status. It shows two entries for 'USA v. [Redacted]'.
- My Proposed Assignments:** A section for appointments with details like Case Title, Order Type, Order Date, and Attorney.
- Appointments' List:** A list of appointments with details such as Case Title, Defendant, Attorney, and Appointment Type.
- My Submitted Documents:** A section for documents submitted to the court, showing Case, Medial Branch, Claimed Amount, and Status.
- My Service Provider's Documents:** A section for documents from service providers, currently showing 'No items have been recorded on the database'.
- Closed Documents:** A section for closed documents, also showing 'No items have been recorded on the database'.

Folder Descriptions	
My Active Documents	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.
Appointments' List	Quick reference to all your appointments
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
My Submitted Documents	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.
My Service Provider's Documents	Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none"> • Vouchers in progress by the experts • Vouchers submitted to the attorney for approval and submission to the court • Vouchers signed off by the attorney and submitted to the court for payment
Closed Documents	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"> • Another link to your Profile • "Contact Us" email 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.

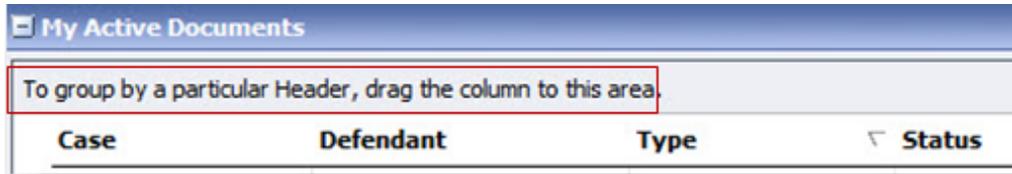
Note: The folder size does not increase; therefore, some columns may move off the screen.

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.

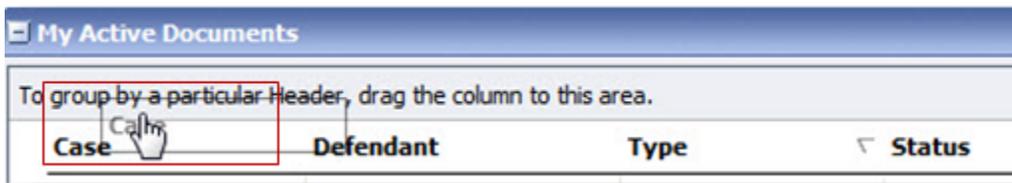
Step
1

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.

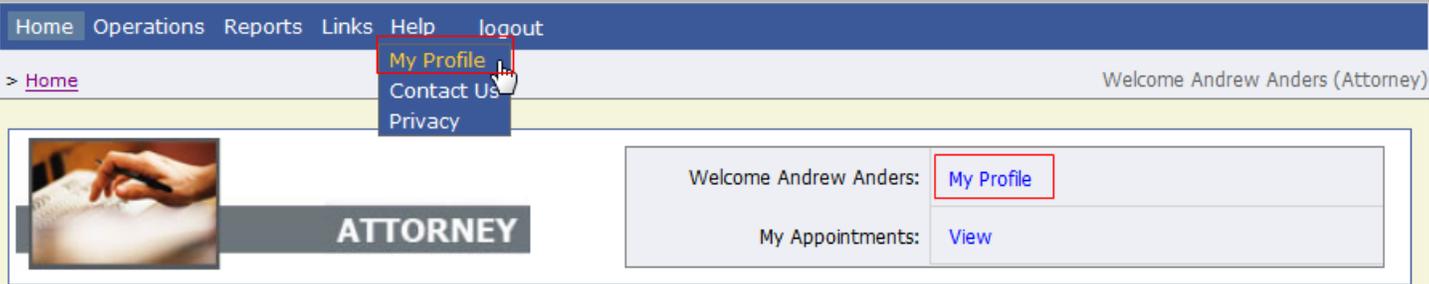


My Profile

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.



The screenshot shows the 'My Profile' page for Andrew Anders. The navigation bar includes Home, Operations, Reports, Links, Help, and logout. The breadcrumb trail is '> Help > My Profile'. The page is titled 'Welcome Andrew Anders (Attorney)'. It contains five main sections: 1. Login Info: Shows 'Your Login information' with 'UserName Anders' and an 'Edit' button. 2. Attorney Info: Shows 'Your personal info' with fields for Bar Number, Name (Andrew Anders), Contact Info (Phone: 210-833-5623, Fax: deadmail@support.aotx.uscourts.gov), and Address (110 Main Street, San Antonio, TX 78210, US). 3. Billing Info: Shows 'Your default billing info is: Andrew Anders' with Billing Code: 0101-000001, Address, and Phone/Fax. 4. Holding Period: States 'There is 1 period of time during which case cannot be taken.' 5. Continuing Legal Education: States 'No info has been stored. Please click VIEW to type your info.'

Changing My Profile Username and Password

Step 1

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

This screenshot shows the 'My Profile' page with the 'Edit' button in the 'Login Info' section highlighted with a red box. The 'Edit' button is located to the right of the 'UserName Anders' field.

Step 2

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

Step 3

To reset your password, click **reset**.

This screenshot shows the 'My Profile' page with the 'Login Info' section expanded. The 'Username Anders' field has a 'change' button next to it, and the 'Password ****' field has a 'reset' button next to it. Both buttons are highlighted with red boxes. A 'Close' button is also visible in the top right corner.

Step 4

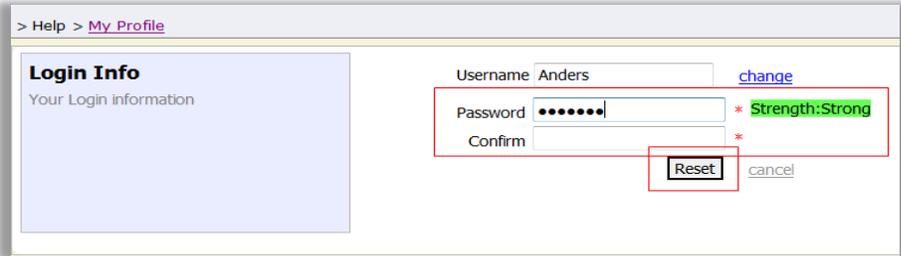
Type the new password and retype it in the **Confirm** field.

Step 5

Click **Reset** to save.

Step 6

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



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:
Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

[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:

Save

cancel

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:

Save

cancel

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 light blue box on the left labeled "Holding Period". To its right, the text reads: "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 Click **Add**.

The screenshot shows the "Holding Period" section with a table. Above the table are buttons for "Back", "Edit", "Add", and "Delete". The "Add" button is highlighted with a red box. The table has columns for "Starting", "Ending", and "Notes". A search bar is on the right. The table content shows "No Holding Period" and "No data" at the bottom right.

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

The screenshot shows the "Holding Period" section with the "Add" button replaced by "Back" and "Save". The "Save" button is highlighted with a red box. Below the buttons are two date pickers: "Starting Date" (07/11/2014) and "Ending Date" (08/01/2014). Below the date pickers is a "Notes" text area containing "Vacation Cruise." A red box highlights the "Save" button, the date pickers, and the notes text area.

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 for 'Continuing Legal Education'. On the left is a blue sidebar with the title 'Continuing Legal Education'. The main content area contains the text: 'No info has been stored. Please click VIEW to type your info.' A 'View' button is located in the top right corner and is highlighted with a red rectangular box.

Step
2

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

The screenshot shows the 'Continuing Legal Education' interface. At the top, there are four buttons: 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red rectangular box. Below the buttons is a table with columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. The table is currently empty, with the text 'No Continuing Legal Education' and 'No data' displayed at the bottom right.

Step
3

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

The screenshot shows the 'Continuing Legal Education' form. At the top, there are 'Back' and 'Save' buttons. Below them is a 'Credit' drop-down menu with 'Sentencing-rel' selected, highlighted with a red rectangular box. Below the drop-down menu are fields for 'Date' (05/01/2014), 'Hours' (0), and a 'Description' text area. A red rectangular box also encompasses the 'Date', 'Hours', and 'Description' fields. At the bottom of the form, 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.

The screenshot shows a form for entering CLE information. At the top, there are 'Back' and 'Save' buttons. Below them are fields for 'Credit' (a dropdown menu showing 'Sentencing-re'), 'Date' (a text box with '05/15/2014' and a calendar icon), and 'Hours' (a text box with '0'). There is a large 'Description' text area. At the bottom, there is a 'Document' field with a 'Browse...' button to its right. Red boxes highlight the 'Save' button and the 'Browse...' button.

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.

The screenshot shows a grid of CLE entries. At the top, there are 'Back', 'Edit', 'Add', and 'Delete' buttons. Below them is a search bar. The grid has columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. A single entry is shown with '0' in the 'Files' column, 'Sentencin...' in the 'Credit' column, '05/15/2014' in the 'Date' column, and '0' in the 'Hours' column. The 'Subject' column is empty. The page number '1' is shown at the bottom left, and 'Page 1 of 1 (1 items)' is shown at the bottom right. Red boxes highlight the 'Edit' and 'Delete' buttons and the entire table row.

Files	Credit	Date	Hours	Subject
0	Sentencin...	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' List

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson 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	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. REPRESENTATION TYPE Criminal Case	11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Regayment <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
1:14-CR-08805-AA Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.0000026
1:14-CR-08805-AA Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

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	
App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aotx.uscourts.gov

Step
3

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

CJA 20 Voucher Process Overview

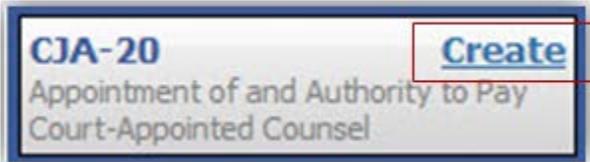


Creating the CJA 20 Voucher

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 #: [blank]
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](#) | [Services](#) | [Expenses](#) | [Claim Status](#) | [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			

Payment Info

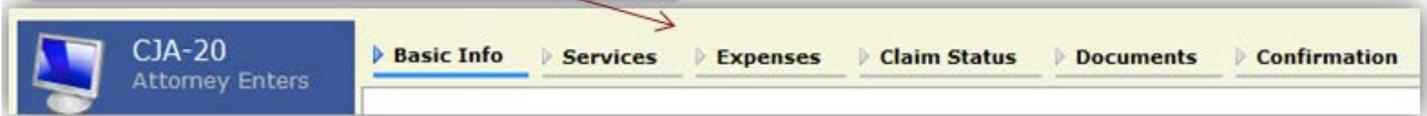
Preferred Payee: Andrew Anders

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:

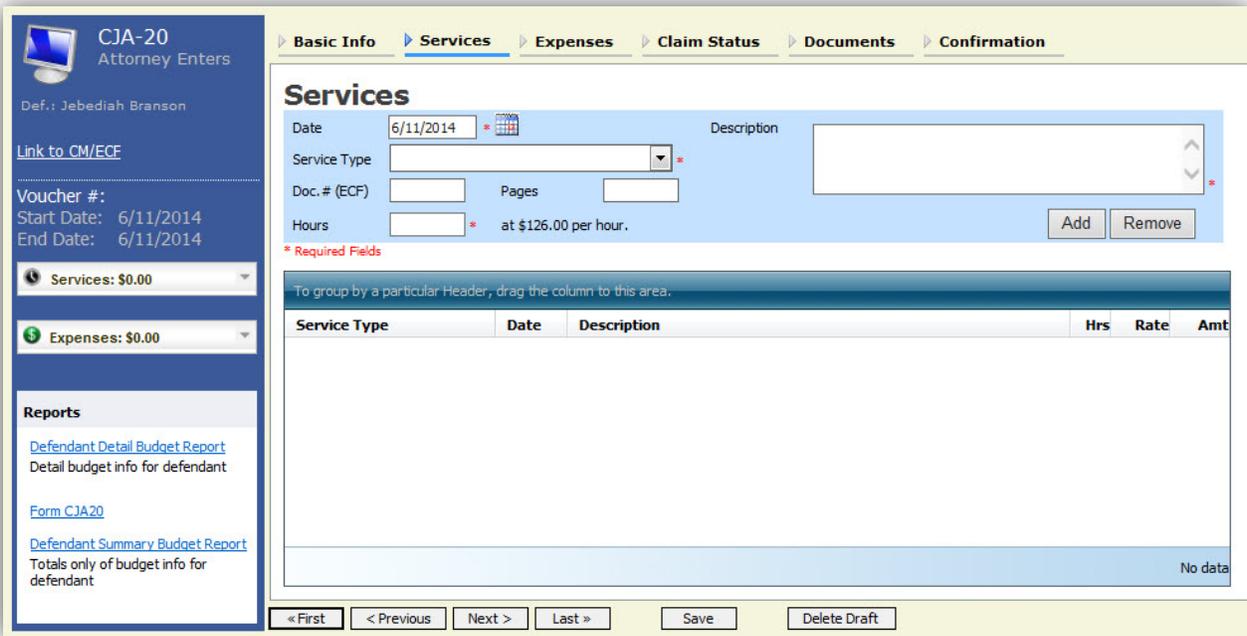
- The user should save any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking **Delete Draft**.
- The user may navigate using the tab headings or progress bar.

Entering Services

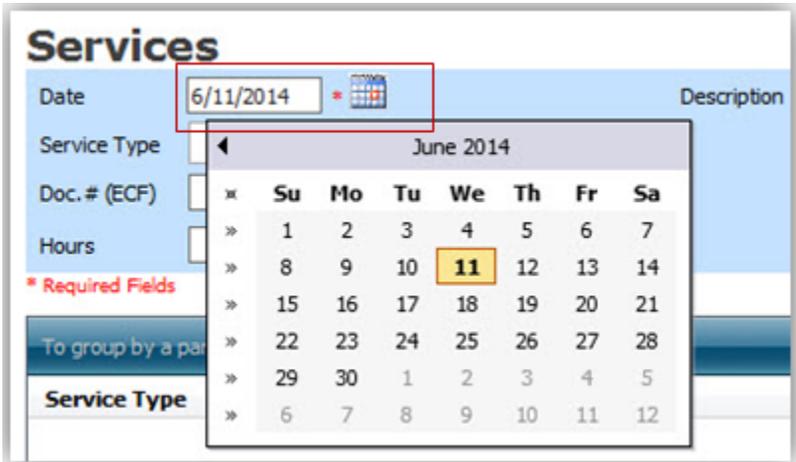
Line-item time entries should be entered on the **Services** tab.
Both In-Court and Out-of-Court time should be recorded on this screen.

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.



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 (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:

Description:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last »

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 »

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.

Amount:

Description: Travel to and from Court

* 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 »

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.

Amount:

Description:

* Required Fields

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

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

1 Page 1 of 1 (1 items)

« First < Previous Next > Last »

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: * 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

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.

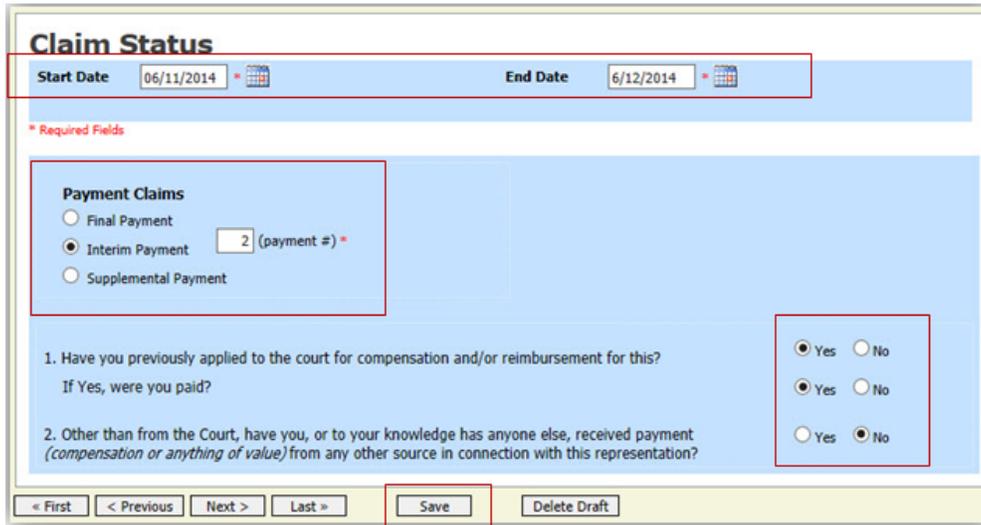
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

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**.

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

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

The screenshot shows the 'Supporting Documents' form after the document has been uploaded. The 'File' field is empty and the 'Description' field is also empty. Below the form, there is a 'Description' section with a table containing one row: 'Copies of receipts'. To the right of this row are 'Delete' and 'View' buttons. At the bottom of the page, there is a navigation bar with buttons for '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Step 4 Click **Save**.

Signing and Submitting to Court

When you have added all voucher entries, 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-A.A.		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 Albert Albertson Appointment Dates Signature of Presiding Judge or By Order of the Court Date of Order Nunc Pro Tunc Date 3/3/2014 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					
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		0.5	\$63.00		
16. a. Interviews and Conferences					
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.)			\$11.20		
18. Other Expenses (other than expert, transcripts, etc.)			\$15.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)			\$89.20		
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 (P) <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	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	

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: _____

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

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

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.

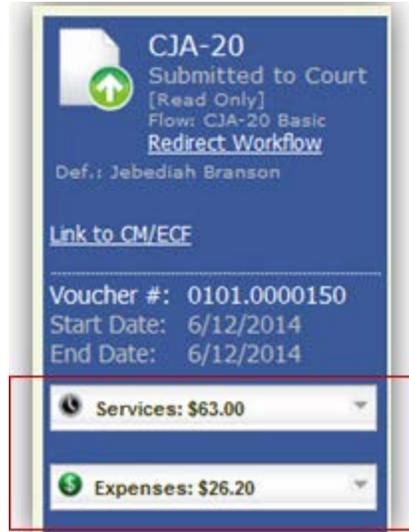
My Documents
To group by a particular Header, drag the column to this area.
Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

- 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.



Reports and Case Management

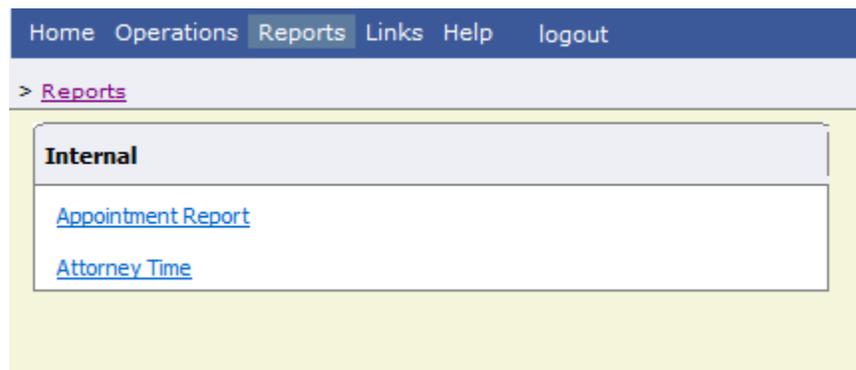
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum (\$800) allowed for representation.

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		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		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		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: \$3,500.00

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		
Attorney: Andrew Anders (Appointing Counsel)		Active								
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00
									\$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		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

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. DST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DST. 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.

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.

Existing Requests for Authorization

ID Number: 155 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

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

Expert Info
Details

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

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, steps on how to add an expert are on page 36.

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, follow steps 3 through 5 on page 34.

Step
6

From the **Expert** drop-down list, select the empty (null) value. **Voucher Assignment** should be on the **Attorney** option.

Step
7

Fill in all required information on the person you wish to submit for approval.

Step
8

Click **Create Voucher**.

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.

Existing Requests for Authorization

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

New Voucher Information

Service Type Weapons Firearms Explosive Expert ▼

Description [Empty Field] ▲▼

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 [Empty Field] ▼

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN/EIN: *	Email *	
<input type="text"/>	<input type="text"/>	
Phone *	Fax	
<input type="text"/>	<input type="text"/>	
Address 1 *	City *	
<input type="text"/>	<input type="text"/>	
Address 2	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 3	Country	
<input type="text"/>	<input type="text"/>	

Create Voucher

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 interface. At the top, there are navigation tabs: Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The 'Services' section has a form with the following fields: Date (6/19/2014), Hours, Rate, and Description. An 'Add' button is highlighted with a red box. Below the form is a table with the following columns: Date, Description, Hrs, Rate, and Amt. The table is currently empty. At the bottom of the form, there are navigation buttons: < First, < Previous, Next >, Last >, Save, and Delete Draft. The 'Save' 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 interface. At the top, there are navigation tabs: Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The 'Expenses' section has a form with the following fields: Date (6/19/2014), Expense Type, Miles, and Description. An 'Add' button is highlighted with a red box. Below the form is a table with the following columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table contains one row: Travel Miles, 06/19/2014, Travel to/from meeting with defendant, 30, 0.5600, 16.80. At the bottom of the form, there are navigation buttons: < First, < Previous, Next >, Last >, Save, and Delete Draft. The 'Save' 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.

Case	Defendant	Type	Status
1:14-CR-08802-AA- 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 0101.0000154 FINAL PAYMENT

Navigate to the **Confirmation** tab.

Step 6 Verify all information is correct.

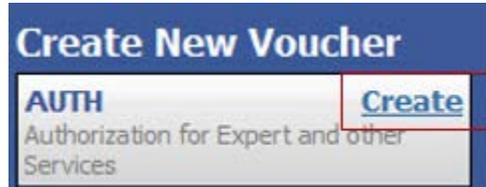
Step 7 Certify the information by selecting the certification check box. This will automatically time stamp the voucher.

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			
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	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text"/> *
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	<input type="text"/> *
Requested Provider	<input type="text"/>

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

Reque

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ 8000.00 *

Authorized Amount \$

Basis of Estimate 100 hours at \$80/hour

Description

Service Type Investigator *

Requested Provider John Doe

< 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	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

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**.

AUTH-24
Authorization for payment of transcript **Create**

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 Documents Confirmation

Basic Info

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

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling: None

Transcripts
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date

Nunc Pro Tunc Date

< 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

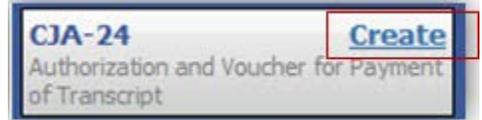
Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

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.

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. CTR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Ibediah Branson	3. VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIV. DEF. NUMBER 1:14-CR-08805-1-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			
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:

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.**

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

Step
3

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

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 [Blank]

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 Teresa Transcripts
Details
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 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 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**.

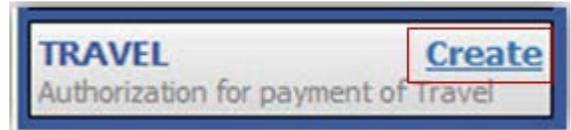
A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

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.

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="text"/>
<input type="checkbox"/> Ground Transportation	<input type="text"/>
<input type="checkbox"/> Per Diem (Hotel & Meals)**	<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>	<input type="text"/>

Total Estimated Cost: *

Justification for Request: *

* 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	Aquire documents	Los Angeles, CA	July14,15	490.00

1 Page 1 of 1 (1 items)

<< First | < Previous | Next > | Last >> | |

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.

Creating a CJA-26 Voucher

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

Step
1

From the **Appointment** page, click **Create** from the AUTH-26 Voucher template.



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.

CJA-26 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECE](#)
Voucher #: Request Date:1/1/1901 Decision Date:1/1/1901
Reports
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA26](#)

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 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 Next Pro Term Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested * Amount Approved

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

Number of Counts Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

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

Step
2

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

Step
3

Click **Save**.

Creating a CJA-26 Voucher (cont'd)

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

Step 2 Fill out justification text fields.

Step 3 Click **Save**.

The screenshot shows the 'Justification' tab of a CJA-26 Voucher form. The form is divided into several sections, each with a numbered instruction and a corresponding text input field. The instructions are:

- 3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.
- 4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).
- 5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.
- 6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)
- 7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other
- 8. Explain any expense (Items 17 and 18 of the CJA 20 voucher) greater than \$500
- 9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request. *Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.*

At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red rectangular box.

Creating a CJA-26 Voucher (cont'd)

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

Step 2 **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 at the bottom of the **Supporting Documents** 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 CJA-26 will now appear in the **My Submitted Documents** section.