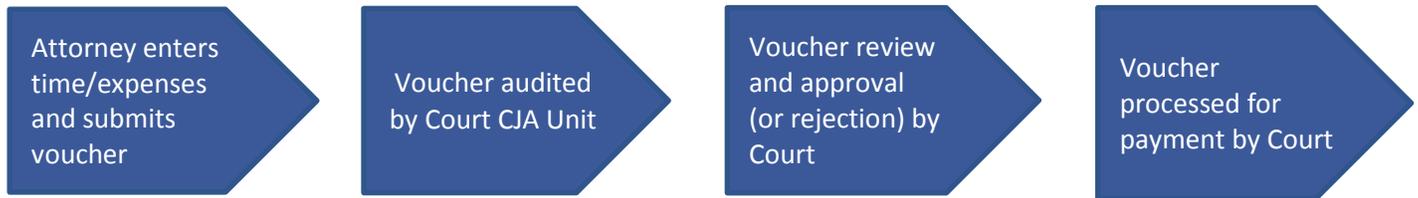


CJA 20 Voucher Process Overview



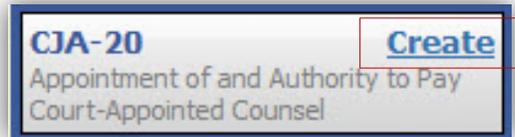
Creating the CJA 20 Voucher

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.

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 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

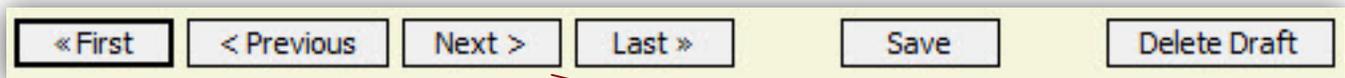
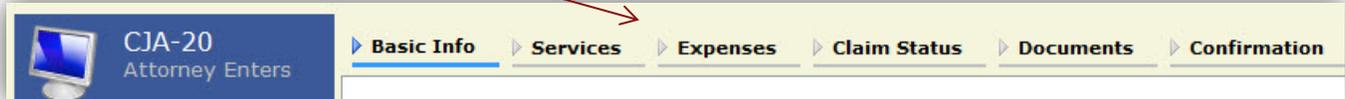
Preferred Payee: Andrew Anders

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 the **Delete Draft** button.
- 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 the **Next** option located on the Progress bar.

Note:

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

The screenshot shows the 'Services' tab in the CJA-20 Attorney Enters application. The interface includes a navigation bar with tabs for Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. The main area is titled 'Services' and contains several input fields: Date (6/11/2014), Service Type (dropdown), Doc. # (ECF), Pages, Hours, and Description. There are 'Add' and 'Remove' buttons next to the Description field. Below these fields is a table with columns for Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty, with a 'No data' message at the bottom right. At the bottom of the interface are navigation buttons: «First, < Previous, Next >, Last », Save, and 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.

This screenshot shows the 'Services' tab with a calendar pop-up displayed over the Date field. The calendar is for June 2014 and shows the date 6/11/2014 selected. The calendar grid is as follows:

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 Select **Service Type** from the drop-down menu.

Note:

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

The screenshot shows the 'Services' form with the 'Service Type' dropdown menu open. The date is set to 6/11/2014. The dropdown menu lists five options: a. Arraignment and/or Plea, b. Bail and Detention Hearing, c. Motion, d. Trial, and e. Sentencing Hearings. The 'Description' field is empty.

Step 5 Enter hours of service in tenths of an hour.

Step 6 Enter a description.

The screenshot shows the 'Services' form with 'a. Arraignment and/or Plea' selected in the 'Service Type' dropdown. The 'Hours' field contains '0.5' and the 'Description' field contains 'First appearance and arraignment of Defendant.'. There are 'Add' and 'Remove' buttons at the bottom right.

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.

The screenshot shows the 'Services' form with the entry added to a table. The table has columns: Service Type, Date, Description, Hrs, Rate, and Amt. The entry is: a. Arraignment and/or Plea, 06/11/2014, First appearance and arraignment of Defendant, 0.5, 126.0000, 63.00. There are 'Add' and 'Remove' buttons at the bottom right of the form.

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 the **Next** option located on the Progress bar.

The screenshot shows the 'Expenses' tab in a software interface. At the top, there are navigation tabs: Basic Info, Services, Expenses (selected), Claim Status, Documents, and Confirmation. Below the tabs, the 'Expenses' section contains several input fields: 'Date' with a calendar icon and a date of 6/12/2014, 'Expense Type' with a dropdown menu, 'Miles' with a text input field and a rate of \$0.5600 per mile, and 'Amount' with a text input field. There are 'Add' and 'Remove' buttons to the right of the input fields. A red asterisk indicates required fields. Below the input fields is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty, with a 'No data' message at the bottom right. At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », and action buttons: Save, Delete Draft.

Step 2

Enter the Expense Type from the Expense Type drop-down menu.

This screenshot shows the 'Expenses' form with the 'Expense Type' dropdown menu open. The menu lists several options: Travel Miles, Travel Misc., Fax, Long Distance Charges, Photocopies, Postage, and Other Expenses. The 'Date' field is set to 6/12/2014. The 'Miles' and 'Amount' fields are empty. The table below the form is also empty. The navigation buttons at the bottom are: « First, < Previous, Next >, Last ».

Entering Expenses (cont'd)

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

Step 6 Enter a description.

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					

Step 4 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)

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)

1

Step
5

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

Step
6

Click **SAVE**.

Claim Status

Once you begin entering data on the Services 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.

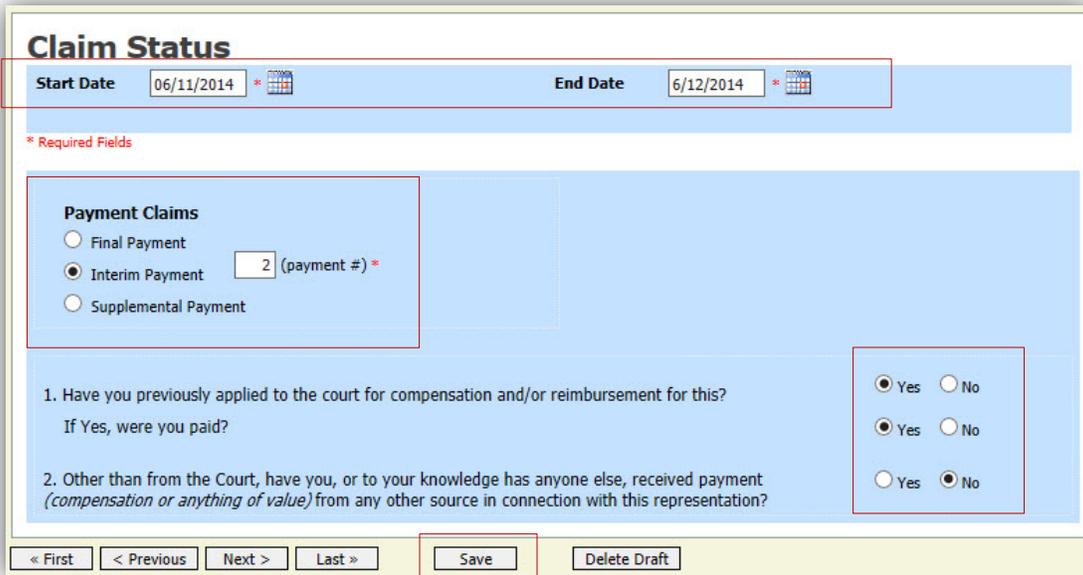
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step
1

Click the **Claim Status** tab or click the **Next** option 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 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 which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

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

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Note:

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

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

Description	Delete	View
Copies of receipts	Delete	View

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 Confirmation tab or the **Last** option located 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 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					
Totals 0.5 \$63.00					
16. a. Interviews and Conferences 0 \$0.00					
b. Obtaining and Reviewing Records 0 \$0.00					
c. Legal Research and Brief Writing 0 \$0.00					
d. Travel Time 0 \$0.00					
e. Investigative or Other Work 0 \$0.00					
Totals 0 \$0.00					
17. Travel Expenses (lodging, parking, meals, mileage, etc.)				\$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		
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 Check the 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.

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

Public/Attorney Notes: Notes

I swear and affirm the truth or correctness of the above statements
Date: 6/12/2014 16:32:35

Submit

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

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.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000150

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

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create 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
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.

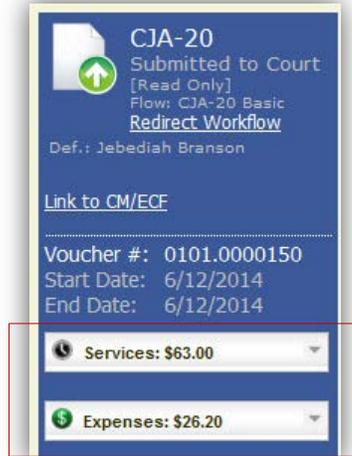
My Documents
To group by a particular Header, drag the column to this area.
Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

- 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 on the down arrow (▼) to reveal specifics.

