



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Expert User Manual

Release 6.3

**May
2020**



Introduction

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

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorneys on approval or rejection of vouchers.
- Electronic transfer to the circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

Browser Compatibility

CJA eVoucher is compatible with the following browsers:

- Internet Explorer 10.1 (with Compatibility Mode)
- Internet Explorer 11
- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

Accessing the CJA eVoucher Program

Court staff will provide you with information on how to access eVoucher. Bookmark the page for easier access. Enter your user name and password and click **Sign in**.

An official website of the United States government

UNITED STATES COURTS CJA eVoucher - Train District
SDSO Training - Release 6.3.0.0

Sign in to CJA eVoucher

Please enter your username and password to continue.

Username

Password

[Forgot your password?](#)

Sign in

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

United States Courts

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your user name or password, click the **Forgot your password?** link.

Password

[Forgot your password?](#)

Sign in

Enter your user name and email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

Forgot your Login?

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

Username



Email



[Back to sign in](#)

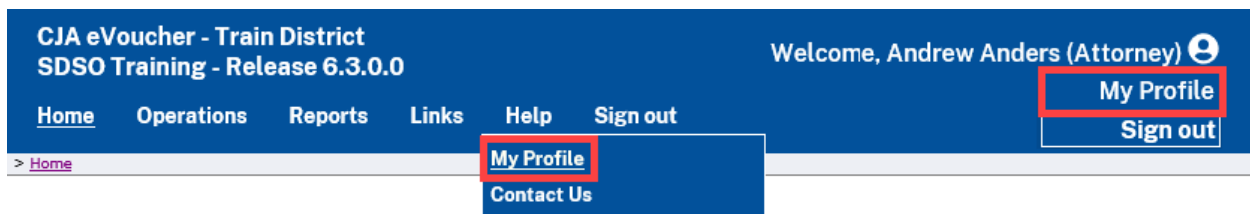
Recover Logon

Profile

In the My Profile section, the expert can:

- Change the password (Expert Info section).
- Edit contact information, phone, email, and/or physical address.
- Update the Social Security number (SSN) or employee identification number (EIN). Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Enter expert specialties.
- Document any CLE attendance.

To access the My Profile page, from the menu bar, click **Help** and then click **My Profile**, or click the **My Profile** link to the right of the menu bar.



The My Profile page appears.

Login Info Your Login information	UserName Astley	<input type="button" value="Edit"/>
Expert Info Your personal info	Your Name: Rick Astley <i>Your Contact Info:</i> Phone: 210-555-3434 Fax: lisa_ornelas@aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov <i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	Your default billing info is: Abraham Astley Billing Code:0101-000004 110 Main Street San Antonio, TX 78210 - US Phone: 210-555-3434 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Expert Specialties List your assigned specialties	Your current assigned specialties are: [General]: Chemist/Toxicologist	<input type="button" value="Edit"/>

Changing User Name and Password

Click **Edit** on the right side of the Login Info section.



The screenshot shows a light blue box on the left with the text "Login Info" and "Your Login information" below it. To the right of this box, the text "UserName **Astley**" is displayed. Further to the right is a button labeled "Edit", which is highlighted with a red rectangular box.

To change your user name, in the **Username** field, type the new user name and then click the **change** link.

To change your password, click **Reset**. In the **Password** field, type the new password, retype it in the **Confirm** field, then click **Reset** again. Click **Close** to exit the Login Info section.



This screenshot shows the "Login Info" section with a form for editing. The form has three input fields: "Username" (containing "Astley"), "Password", and "Confirm". To the right of the "Username" field is a blue "change" link with an information icon below it. Below the "Password" and "Confirm" fields is a "Reset" button and a "cancel" link. To the right of the form is a "Close" button. The "change" link, "Reset" button, and "Close" button are all highlighted with red rectangular boxes.

Expert Info

In the Expert Info section, click **Edit** to access your personal information.



The screenshot shows a light blue box on the left with the text "Expert Info" and "Your personal info" below it. To the right of this box, the following information is displayed: "Your Name: **Rick Astley**", "Your Contact Info:", "Phone: 210-555-3434", "Fax:", "lisa_ornelas@aotx.uscourts.gov", "deadmail@support.aotx.uscourts.gov", "deadmail@support.aotx.uscourts.gov", "Your Address:", "110 Main Street", "San Antonio, TX 78210", "US". To the right of this information is a button labeled "Edit", which is highlighted with a red rectangular box.

Make any necessary changes, and then click **Save**.

Expert Info

Your personal info

SSN Instructions:
If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.

If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

*** Required Fields**

First Name *** (If self-employed)** Middle Last Name
 Abraham Astley ☐ Inactive

Tax Identification Number: *** (If self-employed)**
 SSN: 123-45-6788
 Confirm: 123-45-6788

Main Email *****
 deadmail@support.aotx.uscourts.gov

2nd Email
 deadmail@support.aotx.uscourts.gov

3rd Email
 deadmail@support.aotx.uscourts.gov

Phone ***** Cell Phone Fax
 210-555-3434

Address 1 ***** City *****
 110 Main Street San Antonio

Address 2 State *** (US only)** Zip *** (US only)**
 TEXAS 78210

Address 3 Country *****
 UNITED STATES

Note

Only self-employed service providers must enter an SSN in the user profile. Company-employed service providers will need to enter their EIN. Once the SSN is saved, it becomes read-only, and the record is transmitted to CJA6x. Once the record has been transmitted to CJA6x, any changes to the SSN can only be made by an eVoucher administrator. You must contact your court to make any changes to the SSN.

Billing Info

The billing information for your services is contained in the Billing Info section of the profile.

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

Billing Info
List all available billing info records

Your default billing info is:
Abraham Astley
Billing Code:0101-000004
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-555-3434
Fax:

Select
Add
Edit

In the Billing Info section, the Billing Type group contains two radio buttons:

- Click the **Self-Employed** radio button when payments are made to the expert's SSN.
- Click the **Company** radio button when payments are made to a firm's EIN.

* Required Fields

Billing Type:

☒ Self-Employed
☐ Company

Self-Employed Service Provider

Self-employed service providers must enter all required information in the Billing Info section. Click **Save**.

Billing Info
 List all available billing info records

*** Required Fields**

Billing Type:

☒ Self-Employed
☐ Company

☐ Copy Address from Profile

Name: *

Abraham Astley

Phone: * 210-555-3434 **Fax:**

Address 1: * 110 Main Street

Address 2:

Address 3:

City: * San Antonio **State: * (US only)** TEXAS **Zip Code: * (US only)** 78210
Country: * UNITED STATES

Save

cancel

Notes

- Users can select the **Copy Address from Profile** check box to populate their information.
- Users should enter their information if the payment address is different from the address in their profile.

Company Employed

Company-employed service providers are required to enter the company's EIN, name, and payment address information in the Billing Info section. Click **Save**.

*** Required Fields**

Billing Type:

☐ Self-Employed

☒ Company

Save

[cancel](#)

Tax Identification Number: * ☐ Foreign Vendor?

EIN/TIN:

Confirm:

☒ Copy Address from Profile

Name: *

Phone: * Fax:

Address 1: *

Address 2:

Address 3:

City: * State: * (US only) Zip Code: * (US only)

Country: *

Notes

- Payments cannot be made if the SSN or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher interfaces.
- Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system.
- The system alerts you if there are errors with your billing information. Errors must be fixed before payments can be made.
- The SSN or EIN cannot be changed once it has been synced with the interface. Only the CJA6XAdmin user has rights to change SSNs.
- Add new or additional billing records if the billing information changes. Do not edit the existing record.
- Billing information must be complete to submit a voucher in CJA eVoucher.
- The expert, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

Expert Specialties

The Expert Specialties section lists any specialties for which experts are approved for eVoucher billing.

Expert Specialties	Please, select what specialties apply to you:
List your assigned specialties	General
	<input type="checkbox"/> Accountant
	<input type="checkbox"/> Ballistics Expert
	<input type="checkbox"/> CALR(Westlaw, Lexis, etc)
	<input checked="" type="checkbox"/> Chemist, Toxicologist
	<input type="checkbox"/> Computer (Hardware, Software, Systems)
	<input type="checkbox"/> Computer Forensics Expert
	<input type="checkbox"/> Documents Examiner
	<input type="checkbox"/> Duplication Services
	<input type="checkbox"/> Fingerprint Analyst
	<input type="checkbox"/> Hair, Fiber Expert
	<input type="checkbox"/> Interpreter Translator
	<input type="checkbox"/> Investigator
	<input type="checkbox"/> Jury Consultant
	<input type="checkbox"/> Legal Analyst/Consultant
	<input type="checkbox"/> LitigationSupport Services
	<input type="checkbox"/> Mitigation Specialis
	<input type="checkbox"/> Other
	<input type="checkbox"/> Other Medical Expert
	<input type="checkbox"/> Paralegal Services
	<input type="checkbox"/> Pathologist, Medical Examiner
	<input type="checkbox"/> Polygraph Examiner
	<input type="checkbox"/> Psychiatrist
	<input type="checkbox"/> Psychologist
	<input type="checkbox"/> Voice, Audio Analyst
	<input type="checkbox"/> Weapons Firearms Explosive Expert
	Transcript
	<input type="checkbox"/> Court Reporter

CJA eVoucher Menu

CJA eVoucher - Train District
SDSO Training - Release 6.3.0.0

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

Menu Bar Items	Description
Home	This takes you to the eVoucher home page.
Operations	This displays appointments you have been assigned.
Reports	This shows selected reports you can run on your appointments.
My Submitted Documents	This folder contains vouchers for you or your service provider that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
Links	This provides links to CJA resources, such as forms, guides, publications, etc.
Help	This menu provides: <ul style="list-style-type: none"> • Another link to your profile. • Contact Us email. • Privacy Notice. • Link to external help feature.
Sign out	This logs the user off the eVoucher program.

Home Page and Navigation Menu

The home page provides access to information about your cases and billing information that the expert submits, or the billing information the attorney submits on their behalf.

[Home](#)
[Operations](#)
[Reports](#)
[Links](#)
[Help](#)
[Sign out](#)

[Home](#)

My Documents

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

Case	Defendant	Type	Status	Date Entered
1:13-CR-08810... Start: 08/03/2015 End: 11/03/2015	Jeffrey Gardner (# 1) Claimed Amount: 100.0	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit FINAL PAYMENT	10/30/2015
1:14-CR-08805... Start: 03/03/2014 End: 11/25/2015	Jebediah Branson (# 1) Claimed Amount: 250.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist	Voucher Entry 0101.0000051 FINAL PAYMENT	11/25/2015
1:15-CR-07654... Start: End:	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2016
1:17-CR-01234... Start: End:	Kelsey Conaway (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2017
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/02/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020

1 2 3 Page 1 of 3 (29 items)

My Submitted Documents

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

Case	Defendant	Type
1:14-CR-08... Start: 08/23/2017 End: 08/23/2017	Jebediah Branson (# 1) Claimed Amount: 1,100.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist
1:17-CR-09... Start: 10/17/2017 End: 10/17/2017	Diana Evans (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
1:17-CR-01... Start: 10/31/2017 End: 11/02/2017	Roy Knight (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
1:15-CR-07... Start: 08/15/2018 End: 08/15/2018	Serena Williams (# 2) Claimed Amount: 500.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08... Start: 08/21/2018 End: 08/21/2018	Thomas Howell (# 1) Claimed Amount: 1,517.5	CJA-21 Rick Astley Chemist/Toxicologist
1:15-CR-07... Start: 08/27/2018 End: 08/27/2018	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08... Start: 04/28/2020 End: 04/28/2020	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08... Start: 05/06/2020 End: 05/06/2020	Jebediah Branson (# 1) Claimed Amount: 394.50	CJA-21 Rick Astley Chemist/Toxicologist

1

Closed Documents

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

Case	Defendant	Type
1:15-CR-07654... Start: 08/01/2018 End: 08/27/2018	Venus Williams (# 1) Claimed Amount: 493.50	CJA-21 Rick Astley Chemist/Toxicologist

Folder Name	Contents
My Documents	This folder contains documents that you are currently working on, or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
My Submitted Documents	This folder contains vouchers for you that have been submitted to the court for payment.
Closed Documents	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.

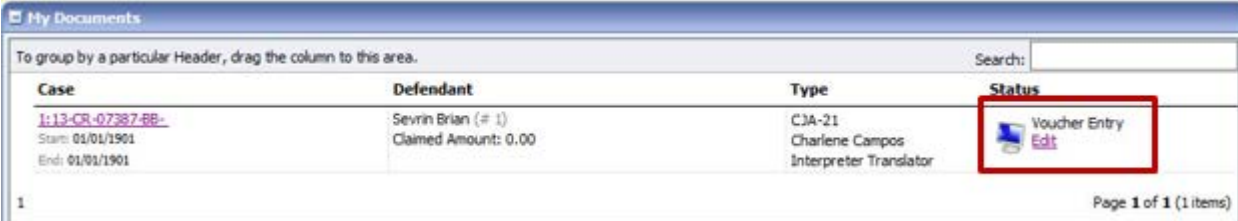
Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: Expert and Expert Enter. When the service provider logs on, they see a list of all their documents on the home page. Clicking the **Expert** radio button allows the service provider to log on to eVoucher, view any documents the attorney is creating on their behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31. The Expert Enter right allows the expert to complete their voucher after the attorney has created it. If the attorney selects an expert who has these privileges, they can choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.

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

CJA-21/31 Entry


The attorney creates the CJA-21 or CJA-31 voucher. If the expert selected has Expert Enter rights, the attorney can choose to let the expert enter the services and expenses. The expert receives an email informing them that a voucher has been created on their behalf, and to enter their information on the voucher. Log on to the eVoucher application. The voucher should appear in the experts My Documents section on your home page. To enter your fees and expenses, in the Status column, click the **Edit** link.



Case	Defendant	Type	Status
1:13-CR-07387-BB- Start: 01/01/1901 End: 01/01/1901	Sevrin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	 Voucher Entry Edit

Page 1 of 1 (1 items)

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


CJA-21
 Voucher Entry
 Def.: Jebediah Branson
[Link to CM/ECF](#)
 Voucher #:
 Start Date:
 End Date:
 Summary: \$0.00
Services
 Totals: \$0.00
Travel

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

Expenses

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)
[Link To Authorization](#)
Reports
[Form CJA21](#)

[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 STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Num: Pro Tunc Date Reimbursement: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input checked="" type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensics Expert	
NOTES Abraham Astley			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount
			1500.00

Payment Info
 Preferred Payee: **Abraham Astley**
 Billing Code: 0101-000004
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-555-3434
 Fax:

< First
 < Previous
 Next >
 Last >

Save

Delete Draft

Audit Assist

Notes


- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here. To enter your service fees and expenses, on the Basic Info page, click the **Services** tab or click **Next** on the progress bar. Required fields are marked with a red asterisk. Enter the date of the service, number of hours billed, and the rate. A description of the service provided is also required. Click **Add**. There is no auto-save feature in eVoucher, so click **Save** after every few additions. A dialog box prompts you to save if you try to navigate to another section.

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

Services

Date: 5/5/2020 *  Description: *

Units: *

Rate: *

Add Remove

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				


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

Entering Expenses

Click the **Expenses** tab or click **Next** on the progress bar. Enter the expenses, click **Add**, and then click **Save**.

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

Expenses

Date: 5/5/2020 *  Description: *

Expense Type: *

Miles: at \$0.535 per mile.

Amount: *

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					



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

Claim Status

Click the **Claim Status** tab or click **Next** on the progress bar. In the **Start Date** field, enter the start date from the services or expenses entries, whichever is earliest. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**.

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

Claim Status

Start Date *  End Date * 

Payment Claims *

☐ Final Payment
☐ Interim Payment (payment #)
☐ Supplemental Payment
☐ Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**

* Required Fields

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

Radio Button	Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Request payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

Documents

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, to the right of the **File** field, click **Browse** to locate your file. In the **Description** field, add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column. Click **Save**.

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

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
-------------	--------	------

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

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct, and then scroll to the bottom of the screen. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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

Confirmation

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			


Signature of Attorney
Andrew Anders
110 Main Street
San Antonio TX 78210
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Public/Attorney Notes

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

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

Date:

 **Submit**

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

Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear with a yellow background.

My Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
1:14-CR-08808-AA- Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry Edit

1

Page 1 of 1 (2 items)

Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



Reports

Any reports to which the expert may have access display in the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.

