

How to Create a New CJA 20 or 30 Voucher

On your **Home** page, locate the appointment in the **Appointments' List**. Click the case hyperlink.

Appointments	Defendant
Case: 1:14-CR-00444-JJ Defendant #: 1 Case Title: USA v. James Attorney: Green Jeans	Defendant: John James Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:11-CR-00099-JJ Defendant #: 1 Case Title: USA v. Klein et al Attorney: Green Jeans	Defendant: Karan Klein Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:10-CR-00072-JJ Defendant #: 2 Case Title: USA v. WARNER et al Attorney: Green Jeans	Defendant: JAMES WARNER Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:10-CR-00072-JJ Defendant #: 3 Case Title: USA v. Lola et al Attorney: Green Jeans	Defendant: Levon Helm Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:

The **Appointment Info** displays and you will see any vouchers that have been created for this appointment.

Appointment Info

1. CJA DISTRICT CODE 2011	2. REGION REPRESENTED Federal District	3. OTHER NUMBER
1. MAO DISTRICT NUMBER	4. DISTRICT NUMBER 1:14-CR-00444-JJ-A	5. OTHER DISTRICT NUMBER
1. IN CASE MATTER OFFICE NAME USA v. Branson	2. PAYMENT CATEGORY Fees (including pre-trial division of alleged money)	3. TYPE REASON REPRESENTED Adult Defendant
1. OFFENSE CHARGED 11.123.F INSPECTION VIOLATION PENALTY	1. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623	1. COURT ORDER <input type="checkbox"/> A. Inclusion <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> F. Fees for Federal Behavior <input checked="" type="checkbox"/> B. Appointing Counsel <input type="checkbox"/> D. Fees for Pre-trial Attorney <input type="checkbox"/> E. Fees for Retained Attorney <input type="checkbox"/> G. Pre-trial <input type="checkbox"/> H. Retained Attorney <input type="checkbox"/> I. Health Counsel
1. LAW FIRM NAME AND MAILING ADDRESS	1. PRIOR ATTORNEY'S NAME Appointed/Retained Registration of Preceding Judge or By Order of the Court A. Date: 3/3/2014 Date of Order: 3/3/2014 New Pre-Trial Date: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1. REASON <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Vouchers on File

Case	Defendant	Type	Status	Date Entered
1:14-CR-00444-AA- Sum: 4932.00 Inv: 4932.00	Jebediah Branson (F 1) Claimed Amount: 6,200.00 Approved Amount: 6,200.00	CJA-20 Andrew Anders	Voucher Closed (101.000000)	09/23/2015
1:14-CR-00444-AA- Sum: 4482.00 Inv: 4482.00	Jebediah Branson (F 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court (101.000000)	11/20/2015
1:14-CR-00444-AA- Sum: 4482.00 Inv: 4482.00	Jebediah Branson (F 1)	AUTH-24	Voucher Status	04/14/2014

Click the **CJA-20 Create** or **CJA-30 Create** button on the left-side menu unless you see an existing CJA-20 or CJA-30 voucher in the **Vouchers on File** that you have already created. (If you find an existing voucher, click the **Edit** hyperlink to view the document.)

Advance to the **Claim Status** tab and set the **Claim Start Date** to the first day of services or expenses billed (It will default to the current date.) Enter your expenses in the **Services** and **Expenses** tabs and save your work. You may continue to add items and edit the voucher until you are ready to submit the claim to the court.

Claim Status

Start Date: 1/3/2014 End Date: 3/6/2014

* Required Fields

Payment Claims

Final Payment
 Interim Payment (payment #)
 Supplemental Payment

1. Have you previously applied to the court for compensation and/or reimbursement for this? Yes No

If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? Yes No

« First < Previous Next > Last » Save Delete Draft

My Active Documents				
To group by a particular Header, drag the column to this area.				Search:
Case	Defendant	Type	Status	Date Entered
1:14-CR-08806-BB- Start: 01/01/1901 End: 01/01/1901	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/25/2015
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	04/14/2014
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015

If you save your voucher and do not submit it to the court, you will find your voucher in the **My Active Documents** folder on the top left of your **Home** page. To continue working with the voucher, click the **Edit** hyperlink in the **Status** column.

Helpful Hint: Sort your Expenses and Services by date to get the correct Start Date.

You can quickly sort your services and expenses by date to find the start date for your voucher. Navigate to the **Services** tab. Drag the **Date** column header up to the blue group by area. The services entry will be grouped and sorted by date. Repeat the grouping with the **Expenses** tab.

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

Services

Date: * Description:

Service Type: *

Doc. # (ECF): Pages:

Hours: * at \$126.00 per hour. Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.					
Service Type	Date	Description	Hrs	Rate	Amt
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00

After grouping by **Date**:

Group by: **Date**

Service Type	Date	Description	Hrs	Rate	Amt
☐ Date: 03/03/2014					
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00
☐ Date: 03/04/2014					
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00