

How to Create a New CJA-20/30 Voucher

Step 1

On the home page, expand the **Appointments' List** folder and locate the appropriate appointment. Click the case link.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	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-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders Representation ID: 10 Appointment ID: 8	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders Representation ID: 10 Appointment ID: 103	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Associate Order Date: 08/21/18 Pres. Judge: Albert Albertson Adm./Mag Judge:

There is more than one way to find your appointment. From the homepage, go to the top menu bar Operations -> Search Appointments.



Step 2

The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left, click the **Create** link for CJA-20/30, unless you see an existing CJA-20 voucher that you have already created in the Vouchers on File section.

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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
Authorization for Expert and other Services

AUTH [Create](#)
Authorization for payment of transcript

AUTH-24 [Create](#)
Authorization for payment of transcript

BUDGETAUTH [Create](#)
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-24 [Create](#)

Appointment Info

1. CLK. DIST. DIV. CODE 0101	1. PERSON REPRESENTED Thomas Watson	4. VOUCHER NUMBER
2. MAG. DIST. DIV. NUMBER	4. DISTRICT NUMBER 1:14-CR-08806-1-AA	4. OTHER DIST. DIV. NUMBER
3. IN CASE MATTER OFFICES Name USA v. Watson	5. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	7. TYPE PERSON REPRESENTED Adult Defendant
10. OFFENSE CHARGE# 12:1758.P.MORTGAGE DISCRIMINATION	11. COURT ORDER	16. REPRESENTATION TYPE Criminal Case
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-433-5623 Cell phone: 210-555-1234 Email: hus_amlas@acts.uscourts.gov	<input type="checkbox"/> A Associate <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> S Pro Se <input type="checkbox"/> Y Steadily Counsel <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> F Federal Defender <input type="checkbox"/> P Subs for Paid Attorney <input type="checkbox"/> C Subs for Pro Se <input type="checkbox"/> B Subs for Retained Attorney <input type="checkbox"/> X Administrative	13. ATTORNEY'S Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 New Pro Test Date Repealment <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.

Case	Defendant	Type	Status	Date Entered
1:14-CR-08806-AA Starts: 01/22/2020 End:	Thomas Watson (# 1) Claimed Amount: 5,000.00	AUTH Computer Forensics Expert	Submitted to Court 0101.0000034	01/23/2020
1:14-CR-08806-AA Start: 03/20/2014 End: 03/18/2014	Thomas Watson (# 1) Andrew Anders Claimed Amount: 21,260.00	CJA-20	Submitted to Court 0101.0000072 FINAL PAYMENT	01/26/2017

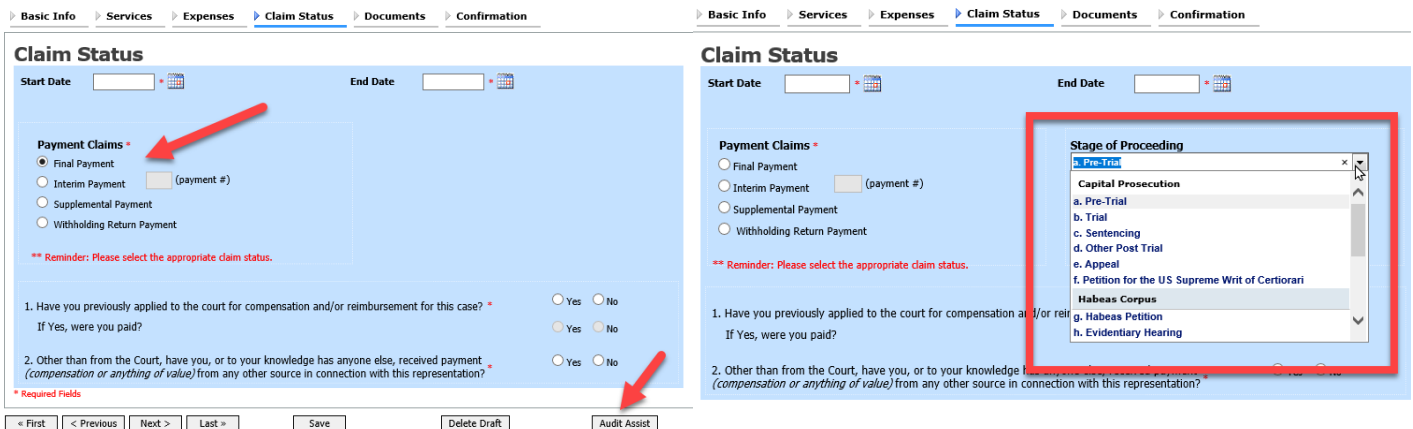
Step 3

On the **Services** and **Expenses** tabs, enter your expenses and save your work.

Next, click the **Claim Status** tab and set the claim start and end dates of services or expenses billed. The Payment Claims section must be completed; be sure to click the appropriate radio button. If you click the **Interim Payment** radio button, you must also specify the payment number. You are also required to answer the two questions at the bottom of the screen.

Note: For CJA-30s, you must make a selection from the **Stage of Proceeding** drop-down list.

You can continue to add items and edit the voucher until you are ready to submit the claim to the court. **Note:** At any time, click **Audit Assist** to view any errors or warnings.



If you save your voucher and do not submit it to the court, it appears in the My Active Documents section at the top left of your home page. To continue working with the voucher, in the Status column, click the **Edit** link.

Case	Defendant	Type	Status	Date Entered
1:13-CR-08842-II-	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24 David D Attorney	Voucher Entry Edit	12/02/2015
1:13-CR-08842-II-	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26 David D Attorney	Voucher Entry Edit	01/21/2016
1:13-CR-08842-II-	Paul William Clark (# 1) Claimed Amount: 1,200.00	AUTH David D Attorney Investigator	Voucher Entry 0101.0000019	03/01/2016
1:13-CR-08842-II-	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-20 David D Attorney	Voucher Entry Edit	10/19/2021
1:13-CR-08842-II-	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-20 David D Attorney	Voucher Entry Edit	10/19/2021

The services and expenses entries, by default, are grouped and sorted chronologically by date, oldest to newest. However, to group and sort by a particular category, drag the desired column header up to the blue “group by” area to group by any other column you choose. Next, click the **Expenses** tab, and repeat the steps for grouping.

Services


Date: 01/25/2022 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$158.00 per hour. Add Remove

* Required Fields

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

Description	Service Type	Date ▲	Hrs	Rate	Amt
Plea	a. Arraignment and/or Plea	01/05/2022	3.0	\$158.00	\$474.00
Travel	d. Travel Time	01/07/2022	0.5	\$158.00	\$79.00
Motion	c. Motion Hearings	01/10/2022	1.0	\$158.00	\$158.00
Interview	a. Interviews and Conferences	01/12/2022	1.1	\$158.00	\$173.80
Interview	a. Interviews and Conferences	01/24/2022	1.5	\$158.00	\$237.00
Research	c. Legal Research and Brief Writing	01/25/2022	2.0	\$158.00	\$316.00

Page 1 of 1 (6 items) < [1] > Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

These services are sorted by service type. Click the plus sign icon (+) to expand each type.

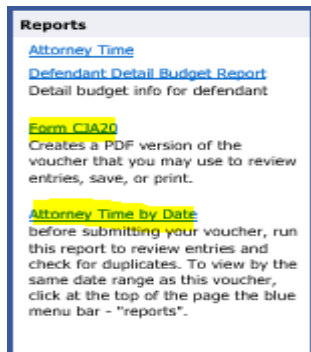
Service Type ▲					
Description	Date ▲	Hrs	Rate	Amt	
[-] Service Type: a. Arraignment and/or Plea					
Plea	01/05/2022	3.0	\$148.00	\$444.00	
[-] Service Type: a. Interviews and Conferences					
Interview	01/12/2022	1.0	\$148.00	\$148.00	
Interview	01/24/2022	1.5	\$148.00	\$222.00	
[+] Service Type: c. Legal Research and Brief Writing					
[+] Service Type: c. Motion					
[+] Service Type: d. Travel Time					

Note: At any time, click on **Audit Assist** if something is incorrect, you receive either an **error** or **warning** message. When an error message displays, you are not allowed to continue with the voucher until the condition has been changed. When a warning message displays, you are allowed to continue with the voucher, but your court may require more information or additional changes before the document is approved.

Audit Assist

Note: At any time, **to check your voucher for duplicates and avoid delay**, please follow these three simple steps before you submit your voucher for approval”

STEP ONE: Open your voucher and click on **Form CJA20** – left hand column under “Reports”. To view **Attorney Time by Date** at the same date range as voucher – the blue menu bar, top of page, click on Reports.



STEP TWO: Review the entries for potential duplicates.

10/05/20	ServicesInvestigativeOtherHours	Communicate with transfer attorney.	\$152.00	0.30	\$45.60
10/05/20	ServicesInvestigativeOtherHours	Spoke with transfer counsel	\$152.00	0.30	\$45.60

STEP THREE: If the entry is correct, **add information about the potential duplicate to the description** such as “not a duplicate” or combine into one entry. **If the entry is a duplicate, please delete the entry.**

What may not be a duplicate entry may appear to be a duplicate entry to someone reviewing the voucher for accuracy. By following these three important steps *before you submit your voucher*, you will avoid delay in the voucher’s approval process for possible duplicate entries.

- When submitting your voucher make sure the pop-up blocker is deactivated, eVoucher will not function properly as it needs to process for errors and warnings.