

How to Create a *New* CJA-20 Voucher

Step 1 On your **Home** page, locate the appointment in the **Appointments' List** folder. Click the case link.

Appointments	Defendant
Case: 1:14-CR-00444-3 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-00099-1 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: 2:10-CR-00002-2 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: 2:10-CR-00002-3 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** page displays any vouchers that have been created for this appointment.

Step 2 Already created vouchers will appear in the **Vouchers on File** section. If you need to create a new one, click the **Create** link for CJA-20 under the **Create New Voucher** on the Blue Menu Bar located on the left side of the page.

Appointment Info

1. CIR. SECTRY CODE 2021	2. PERSON REPRESENTED Jehedih Branson	3. VOUCHER NUMBER
3. MAG. DIST. DEP. NUMBER	4. DIST. DIST. DEP. NUMBER 1:14-CR-00002-1-A	4 OTHER. INT. DEP. NUMBER
5. IN CASE MATTER OR CASE NAME USA v. Branson	6. PAYMENT CATEGORY Finesy (including pre-trial diversion of alleged money)	7. TYPE PERSON REPRESENTED Adult Defendant
8. APPEALS DIST. DEP. NUMBER	9. REPRESENTATION TYPE Criminal Case	

Create New Voucher

- AUTH - Create
- AUTH-24 - Create
- CJA-20 - Create**
- CJA-21 - Create
- CJA-26 - Create
- TRAVEL - Create

Vouchers on File

Case	Defendant	Type	Status	Date Entered
1:14-CR-00002-AA-	Jehedih Branson (F 1)	CJA-20	Voucher Closed	09/23/2015
1:14-CR-00002-AA-	Andrew Anders	AUTH	Submitted to Court	11/20/2015
1:14-CR-00002-AA-	Jehedih Branson (F 1)	AUTH		04/14/2014

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. Be sure to select the appropriate radio button under Payment Claims. You may 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.

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.

1. Have you previously applied to the court for compensation and/or reimbursement for this case? 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

* Required Fields

[< First] [< Previous] [Next >] [Last >] [Save] [Delete Draft] [Audit Assist]



My Active Documents				
To group by a particular Header, drag the column to this area.				Search: <input type="text"/>
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 at the top left of your **Home** page. To continue working with the voucher, click the **Edit** link in the **Status** column.

Notes:

- Sorting your services and expenses by date, will display the correct start date.

To sort by date, click 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.

* 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



These services are now sorted 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

Final Notes:

- Detailed form instructions can be found on the U.S. Courts Forms Page: <http://www.uscourts.gov/forms/vouchers>