

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.

Figure 1: Appointments List

Appointments	Defendant
Case: 1:14-CR-00444-J 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-J 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-J 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-00002-J 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:

Page 1 of 1 (4 items)

The Appointment Info page displays any vouchers that were created for this appointment.

Step 2

In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20, unless you see an existing CJA-20 voucher that you have already created in the Vouchers on File section.

If you have an associate on your voucher, they appear on the Basic Info page of your voucher. For more information on adding services/expenses on a CJA-20/30, review the Attorney Associates Functionality job aid.

Figure 2: Appointment Info Screen

The screenshot shows the 'Appointment Info' screen with several tabs: Appointment, Edit Appointment, Delete, Add Associate, and Appointment Adjustments. The main content area is divided into sections for 'Appointment Info', 'Create New Voucher', and 'Vouchers on File'. In the 'Create New Voucher' section, the 'CJA-20' option is highlighted with a red box and a red arrow. The 'Vouchers on File' section contains a table with columns for Case, Defendant, Type, Status, and Date Entered.

Case	Defendant	Type	Status	Date Entered
1:14-CR-00002-AAC Invt: #931018	Jubedah Branson (F)	CJA-20	Approved	09/23/2013
1:14-CR-00002-AAC Invt: #932018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #933018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #934018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #935018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #936018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #937018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #938018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #939018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #940018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #941018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #942018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #943018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #944018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #945018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #946018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #947018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #948018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #949018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #950018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #951018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #952018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #953018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #954018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #955018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #956018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #957018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #958018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #959018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #960018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #961018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #962018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #963018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #964018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #965018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #966018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #967018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #968018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #969018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #970018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #971018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #972018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #973018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #974018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #975018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #976018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #977018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #978018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #979018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #980018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #981018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #982018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #983018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #984018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #985018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #986018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #987018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #988018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #989018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #990018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #991018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #992018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #993018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #994018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #995018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #996018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #997018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #998018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #999018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-AAC Invt: #100018	Jubedah Branson (F)	AUTH	Submitted to Court	11/20/2013



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. In the Payment Claims section, be sure to click the appropriate radio button. 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.

Figure 3a: Claim Status Tab

If you save your voucher and do not submit it to the court, you will find your voucher 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.

If you are an associate for the case and wish to edit your own services/expenses, you must contact the primary attorney who can add “can edit” rights for you.

Figure 3b: My Active Documents

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



To sort by date, click the **Services** tab. Drag the Date column header up to the blue “group by” area. The services entries are grouped and sorted by date. Repeat the grouping with the **Expenses** tab.

Figure 4a: Services 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.

Figure 4b: Services Tab

Group by:

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

