

CJA eVoucher Attorney Manual

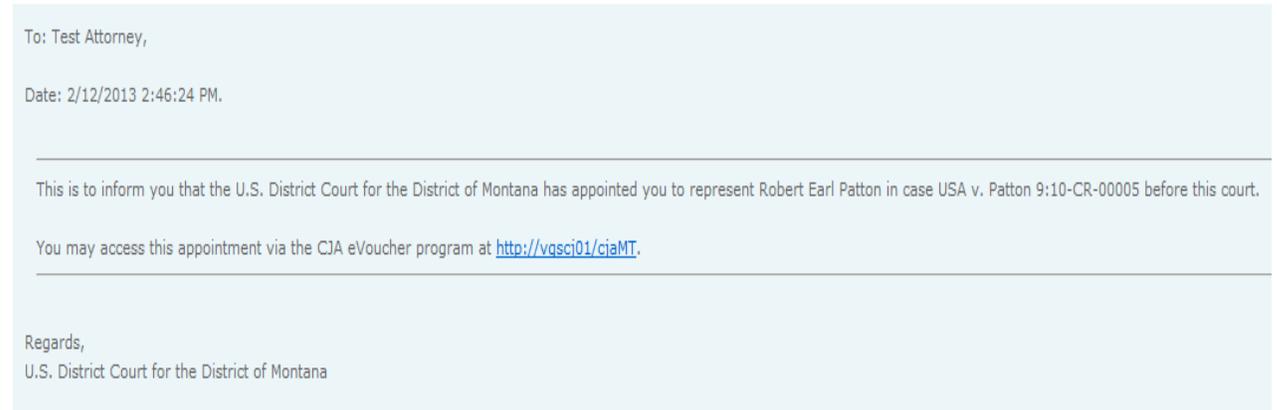


Contents

Court Appointment.....	2
Access to eVoucher (Do NOT use Mozilla Firefox or Chrome).....	2
Attorney Home Page.....	3
Folders on Attorney Home Page.....	3
Adjusting Views.....	4
Menu Bar.....	5
Profile Maintenance.....	5
Login Info:	6
Attorney Info:	7
Billing Info:	7
CLE Records:	8
Appointments.....	9
Create a Voucher / Document (CJA 20)	12
Request for Excess Fees / CJA 26	20
Edit Voucher:.....	20
Returned Voucher / Document:.....	21
CJA 21 Specifics.....	22
Approval and submission of CJA 21 vouchers on behalf of an expert not authorized to use eVoucher	25

Court Appointment

When an appointment is made, an email will be generated and sent to the appropriate attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.



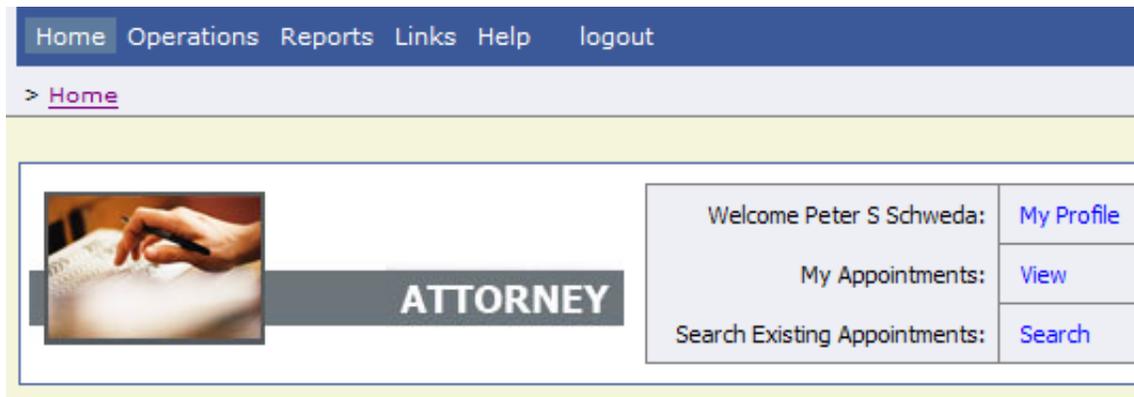
Access to eVoucher (Do NOT use Mozilla Firefox or Chrome)

To access the CJA eVoucher program in Internet Explorer or Safari, either click on the link provided in the email or use your browser to access the system at <https://ecf.nvd.uscourts.gov/CJAMT/LogOn.aspx>. You will be taken to the CJA login page. Enter the Username and Password you were provided and click  .



Attorney Home Page

Your home page provides access to all of your appointments and vouchers. Security features have been built into the system that prohibits users from viewing information for other users.



The screenshot shows the Attorney Home Page interface. At the top is a dark blue navigation bar with links for Home, Operations, Reports, Links, Help, and logout. Below this is a light blue breadcrumb trail showing '> Home'. The main content area features a large banner with a photograph of hands writing on a document, a dark grey bar with the word 'ATTORNEY' in white, and a white box containing user information and navigation options. The user information includes 'Welcome Peter S Schweda:' with a 'My Profile' link, 'My Appointments:' with a 'View' link, and 'Search Existing Appointments:' with a 'Search' link.

Folders on Attorney Home Page

My Active Vouchers Contains vouchers or documents that the user attorney is currently working on.

My Submitted Vouchers Contains vouchers for documents that the attorney has completed and submitted to the court.

My Service Provider's Vouchers Contains vouchers for service providers that the attorney is overseeing.

Closed Vouchers Contains vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for active appointments. When the appointment has been closed, the closed vouchers associated with the appointment will not display on the homepage. Removed vouchers may be viewed by searching for the appointment and then selecting the appropriate voucher.

All of the folders display basic information regarding the Case Number, the Defendant, Type of Document, and the Status of the Document. The status shows the user where the document/voucher is in the process, i.e., the user is still entering information, the voucher has been submitted by the attorney, it has been submitted to the court or it is closed.

To view a specific voucher, click on the [Case Number](#) or the voucher number (i.e., [0980.0000004](#))

Case	Defendant	Type	Status
2:10-CR-00155-RCJ-... Start: 08/18/2010 End: 01/01/1900	Eric Wishart (# 3) Claimed Amount: 15,00...	AUTH Investigator	Voucher Entry Edit
2:10-CR-00155-RCJ-... Start: 08/01/2010 End: 08/15/2010	Eric Wishart (# 3) Claimed Amount: 2,914...	CJA-20 John E. French	Voucher Entry 0978,0001057 INTERIM PAYMENT 1

Adjusting Views

You can change the way information is displayed in the folders.

- **Sorting** - click on the column header to sort by that column (clicking once will sort it low to high; clicking twice will sort it high to low).
- **Change size of Column** - move the cursor to the line between columns until you see an arrow. Hold the left click down and drag the line in the desired direction.
- **Group by Column Header** - click on the header for the column you would like to group by (i.e., if you want the documents grouped by case, click on the “Case” header. If you want all the documents grouped by the document type, click on the “Type” header.) Keeping the left click down, drag the column header into the identified area above the grid.

Case	Defendant	Type
2:10-CR-00092-EFS- Start: 02/01/2011 End: 02/01/2011	Ryan M Hoffman (# 1) Claimed Amount: 178.50	CJA-20 Timothy D Trageser

click header and drag here

- **Closing Folder** -click on the “-“ next to the name of the folder you would like to close. Click on the “+” to open the folder.

Group by: Case →
Case
+ Case: 2:10-CR-00092-EFS-
1
+ District Vouchers

- Moving Folders - click on the title of the folder you want to move, keeping the left click down, drag the folder to the desired location and let go.

Menu Bar

You may use the menu bar at the top of the screen to access other functions of the program.

- Home: Takes you to the homepage.
- Operations: Takes you to your appointments.
- Reports: Takes you to various reports you may select and run.
- CMECF: Allows you to query the CMECF database. However, this functionality has been disabled due to insufficient speed.
- Links: Takes you to other CJA related information
- Help: Takes you to: “My Profile” (another way to access your profile)
“Contact Us” a means to email the court.
“Privacy” the court’s privacy statement
- Logout: Logs you out and closes the program.

Profile Maintenance

The screenshot displays a web application interface. At the top, there is a dark blue menu bar with the following items: Home, Operations, Reports, Links, Help, and logout. Below the menu bar, there is a light gray breadcrumb trail showing '> Home'. The main content area is divided into two sections. On the left, there is a profile card featuring a photograph of a hand writing on a document, followed by a dark gray bar with the word 'ATTORNEY' in white capital letters. On the right, there is a white box containing a user profile summary for 'Adam Adamson'. This summary includes three rows: 'Welcome Adam Adamson:' with a yellow 'My Profile' button, 'My Appointments:' with a blue 'View' button, and 'Search Existing Appointments:' with a blue 'Search' button.

Home	Operations	Reports	Links	Help	logout
> Home					
			ATTORNEY		
Welcome Adam Adamson:		My Profile			
My Appointments:		View			
Search Existing Appointments:		Search			

To change your login information, password, personal information, and billing information; click on [My Profile](#) and then for the section you would like to change.

> Help > [My Profile](#) Welcome Test Attorney (Attorney)

Login Info Your Login information	UserName TestAttorney <input type="button" value="Edit"/> CM/ECF Access is linked
Attorney Info Your personal info	Bar Number: 12345 <input type="button" value="Edit"/> Your Name: Test Attorney Your Contact Info: Phone: 406-542-7263 Fax: coleen_hanley@rmtd.uscourts.gov Your Address: Russell Smith Bldg, 201 East Broadway Missoula, MT 59802 USA
Billing Info List all available billing info records	Your default billing info is: Test Attorney <input type="button" value="Select"/> SSN/EIN: ****-**-4109 <input type="button" value="Add"/> Russell Smith Bldg. 201 East Broadway Missoula, MT <input type="button" value="Edit"/> 59802 - USA Phone: 406-542-7263 Fax:
Continuing Legal Education	No info has been stored. Please click VIEW to type your info. <input type="button" value="View"/>

Login Info:

- To change your username, type new username in the “Username” field and press [change](#).
- To change your password, type the new password in both the “Password” and “Confirm” fields and press .
- The CM/ECF Username and Password fields are for future use to synchronize your rights between CJA eVoucher and CM/ECF. Leave as is until instructed further.

Login Info Your Login information	Username <input type="text" value="test"/> change Password <input type="password"/> * <input type="button" value="Reset"/> Confirm <input type="password"/> * cancel CM/ECF Username <input type="text"/> validate CM/ECF Password <input type="password"/>
---	---



CM/ECF Access is NOT validated

Attorney Info:

It is the attorney's responsibility to maintain accurate contact information. Enter the desired information in the fields and press 

Login Info Your Login information	UserName TestAttorney CM/ECF Access is linked	<input type="button" value="Edit"/>																																							
Attorney Info Your personal info	<table border="1"><tr><td>Bar Number</td><td colspan="2"><input type="text" value="12345"/></td></tr><tr><td>First Name</td><td>Middle</td><td>Last Name</td></tr><tr><td><input type="text" value="Test"/></td><td><input type="text"/></td><td><input type="text" value="Attorney"/></td></tr><tr><td>Main Email</td><td colspan="2"><input type="text" value="coleen_hanley@mtd.uscourts.gov"/></td></tr><tr><td>2nd Email</td><td colspan="2"><input type="text"/></td></tr><tr><td>3rd Email</td><td colspan="2"><input type="text"/></td></tr><tr><td>Phone</td><td>Cell Phone</td><td>Fax</td></tr><tr><td><input type="text" value="406-542-7263"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Address 1</td><td colspan="2">City</td></tr><tr><td><input type="text" value="Russell Smith Bldg."/></td><td colspan="2"><input type="text" value="Missoula"/></td></tr><tr><td>Address 2</td><td>State</td><td>Zip</td></tr><tr><td><input type="text" value="201 East Broadway"/></td><td><input type="text" value="MT"/></td><td><input type="text" value="59802"/></td></tr><tr><td>Address 3</td><td colspan="2">Country</td></tr></table>	Bar Number	<input type="text" value="12345"/>		First Name	Middle	Last Name	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Attorney"/>	Main Email	<input type="text" value="coleen_hanley@mtd.uscourts.gov"/>		2nd Email	<input type="text"/>		3rd Email	<input type="text"/>		Phone	Cell Phone	Fax	<input type="text" value="406-542-7263"/>	<input type="text"/>	<input type="text"/>	Address 1	City		<input type="text" value="Russell Smith Bldg."/>	<input type="text" value="Missoula"/>		Address 2	State	Zip	<input type="text" value="201 East Broadway"/>	<input type="text" value="MT"/>	<input type="text" value="59802"/>	Address 3	Country		<input type="button" value="Save"/> <input type="button" value="cancel"/>
Bar Number	<input type="text" value="12345"/>																																								
First Name	Middle	Last Name																																							
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Attorney"/>																																							
Main Email	<input type="text" value="coleen_hanley@mtd.uscourts.gov"/>																																								
2nd Email	<input type="text"/>																																								
3rd Email	<input type="text"/>																																								
Phone	Cell Phone	Fax																																							
<input type="text" value="406-542-7263"/>	<input type="text"/>	<input type="text"/>																																							
Address 1	City																																								
<input type="text" value="Russell Smith Bldg."/>	<input type="text" value="Missoula"/>																																								
Address 2	State	Zip																																							
<input type="text" value="201 East Broadway"/>	<input type="text" value="MT"/>	<input type="text" value="59802"/>																																							
Address 3	Country																																								

Billing Info:

It is the attorney's responsibility to maintain accurate billing information. You may have multiple billing records, i.e., tax number and/or addresses.

Note: You must have billing information before a voucher can be paid.

Billing Info List all available billing info records	Your default billing info is: Test Attorney SSN/EIN:***-**-4109 Russell Smith Bldg. 201 East Broadway Missoula, MT 59802 - USA Phone: 406-542-7263 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
--	--	--

To add a billing record click **Add**. Enter the desired information in the fields and click **Save**. To edit a billing record, click on the  for the record you would like to edit and click **Edit**. Make the desired changes and click **Save**. Identify the billing information you would like to serve as your default by clicking on the  for the desired record and then clicking on **Select**. The default billing record will be identified.

Your default billing info is:
Test Attorney
 SSN/EIN: ***-**-4109
 Russell Smith Bldg.
 201 East Broadway
 Missoula, MT
 59802 - USA
 Phone: 406-542-7263
 Fax:

CLE Records:

Attorneys can keep track of their CJA related CLE credits via the “Continuing Legal Education” section.

Continuing Legal Education No info has been stored. Please click VIEW to type your info. **View**

To enter a CLE credit, click on **View**

Continuing Legal Education **Back** **Edit** **Add** **Delete**

Search:

Files	Credit	Date	Hours	Subject
No Continuing Legal Education				

No data

Click on **Add** Choose the type of credit by clicking on the arrow. Enter the date, the number of hours and a description of the program and click on **Save**

Continuing Legal Education **Back** **Save**

Credit 

Date 

Hours

Description

Document After you will save the information about this Continuing Education, you will be able to upload related documents.

Add a PDF document as an attachment by clicking on **Browse...** and locating and clicking on your document. The document will appear in the grid below. Click on **Save** to complete the entry.

Continuing Legal Education

Back Save

Credit: Sentencing

Date: 03/17/2011

Hours: 1

Description: Sentencing Guidelines 11 2010 CLE

Document: **Browse...**

Search:

File	Delete
No Documents	
No data	

All entries will be displayed in the grid and can be accessed, edited, or deleted by clicking on the entry and choosing the action you want to take.

Continuing Legal Education

Back Edit Add Delete

Search:

Files	Credit	Date	Hours	Subject
0	Sentencing	03/17/2011	1	Sentencing Guidelines 11 2010 CLE

1 Page 1 of 1 (1 items)

Appointments

You can view your active appointments by either clicking on [View](#) at **My Appointments:** **View** or looking in the **Appointments' List** folder.

Appointments' List	
Appointments	Defendant
Case: 9:11-CR-00002 Defendant #: 1 Case Title: USA v. Nimocks Attorney: Test Attorney	Defendant: Patrick Charles Nimocks Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 11/01/11 Pres. Judge: Judge Test Adm./Mag Judge:
Case: 9:11-CR-00002 Defendant #: 1 Case Title: USA v. Nimocks Attorney: Test Attorney	Defendant: Patrick Charles Nimocks Representation Type: Supervised Release Hearing Order Type: Appointing Counsel Order Date: 11/01/11 Pres. Judge: Judge Test Adm./Mag Judge:

You can review a specific appointment by clicking on the [Case Number](#). Information about the appointment, as well as any vouchers or documents associated with the appointment, will be displayed.

Home Operations Reports CMECF Links Help Logout

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

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

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

CJA-20 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

Appointment Info

1. CIR./DIST./DIV.CODE 0977	2. PERSON REPRESENTED Daniel Young	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:13-CR-00001-1	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Young	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 18:1344A.F 18:1344A.F BANK FRAUD			
12. ATTORNEY'S NAME AND MAILING ADDRESS Test Attorney - Bar Number: 12345 Russell Smith Bldg 201 East Broadway Missoula MT 59802 Phone: 406-542-7263		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Richard F Cebull Date of Order Nunc Pro Tunc Date 2/20/2013 Repayment <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. Search:

Case	Defendant	Type	Status
1:13-CR-00001-- Start: 02/21/2013 End: 02/21/2013	Daniel Young (# 1) Claimed Amount: 3,125.00	CJA-20 Test Attorney	Submitted to Court 0977.0000040 FINAL PAYMENT
1			Page 1 of 1 (1 items)

You can review representation information by clicking on View Representation

Home Operations Reports CMECF Links Help Logout

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

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

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

CJA-20 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: \$9,700.00

Appointment Info

1. CIR./DIST./DIV.CODE 0977	2. PERSON REPRESENTED Daniel Young	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:13-CR-00001-1	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Young	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 18:1344A.F 18:1344A.F BANK FRAUD			
12. ATTORNEY'S NAME AND MAILING ADDRESS Test Attorney - Bar Number: 12345 Russell Smith Bldg. 201 East Broadway Missoula MT 59802 Phone: 406-542-7263		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Richard F Cebull Date of Order Nunc Pro Tunc Date 2/20/2013 Repayment <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. Search:

Case	Defendant	Type	Status
1:13-CR-00001-1 State: 02/21/2013 End: 02/21/2013	Daniel Young (# 1) Claimed Amount: 3,125.00	CJA-20 Test Attorney	Submitted to Court 0977.0000040 FINAL PAYMENT
Page 1 of 1 (1 items)			

The representation information will also display the default excess fee limit presiding judge and magistrate judge as well as co-counsel and any previous counsel.

Home Operations Reports CMECF Links Help Logout

Representation

In this page you can access information of an existing representation.

Representation Info

1. CIR./DIST./DIV.CODE 0977	2. PERSON REPRESENTED Jose Aguilar	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:11-CR-00005-1	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Aguilar	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 21:841B=CD.F 21:841B=CD.F DISTRIBUTION OF METHAMPHETAMINE AND 18:2 AIDING AND ABETTING			
EXCESS FEE LIMIT \$9,700.00	PRESIDING JUDGE Richard F Cebull	MAGISTRATE JUDGE Law Clerk	DESIGNEE
App. II	Attorney	Order Type	Order Email
27	Test Attorney	Appointing Counsel	02/01/13 coleen_hanley@mtd.uscourts.gov

You can create new vouchers and documents from this page. To leave this page and return to your "Home" page, click on Home on the menu bar at the top of the page.

Create a Voucher / Document (CJA 20)

Note: All voucher types and documents function primarily the same. The following instructions, while showing a CJA 20, pertain to all of the voucher/document types. The few differences for other types of vouchers/documents will be identified and discussed in a separate section for each voucher/document.

- Locate the appointment for which you want to create the voucher
- Click on the [Case Number](#)

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

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

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

CJA-20 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

Appointment Info

1. CIR./DIST./DIV.CODE 0977	2. PERSON REPRESENTED Xiao Meng Ma	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2:12-CR-00010-1-DLC	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Ma et al	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 21:846=MD F 21:846=MD F CONSPIRACY TO DISTRIBUTE MARIJUANA			
12. ATTORNEY'S NAME AND MAILING ADDRESS Test Attorney - Bar Number: 12345 Russell Smith Bldg. 201 East Broadway Missoula MT 59802 Phone: 406-542-7263		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Dana L. Christensen Date of Order <input type="checkbox"/> Nunc Pro Tunc Date 2/1/2013 Repayment <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. Search:

Case	Defendant	Type	Status
2:12-CR-00010-DLC- Start: 02/22/2013 End: 02/22/2013	Xiao Meng Ma (# 1) Claimed Amount: 2,566.60 Approved Amount: 2,566.60	CJA-20 Test Attorney	Voucher Closed 0977.0000041 FINAL PAYMENT
1			Page 1 of 1 (1 items)

- Click on “Create” for the type of voucher or document you want to create

Navigate between the pages of the voucher by clicking on the tab for pages as listed on the top:

▶ [Basic Info](#)
▶ [Services](#)
▶ [Expenses](#)
▶ [Claim Status](#)
▶ [Documents](#)
▶ [Confirmation](#)

Or move directionally on the bottom:

[<< First](#)
[< Previous](#)
[Next >](#)
[Last >>](#)
[Save](#)
[Delete Draft](#)

The following information will be displayed for all vouchers.

CJA-20 Submitted to Court
 [Read Only]
 Flow: CJA-20 Excess
[Redirect Workflow](#)
 Def.: Christopher Robert Lawrence
[Link to CM/ECF](#)

Voucher #: 0977.0000009
 Start Date: 2/7/2013
 End Date: 2/7/2013

Services: \$4312.50

In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$62.50
Bail and Detention Hearing	2.0	\$250.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	2.5	\$312.50

Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	12.0	\$1500.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	20.0	\$2500.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	32.0	\$4000.00

Shows the type of voucher or document and the State it is in.



Shows the voucher # (note: a voucher number is assigned when the voucher is submitted) and the period of time the voucher covers.



Click on the down arrow to display a running total of the items entered for services on the voucher.

Click on the down arrow to display a running total of the item entered for expenses on the voucher.

Expenses: \$12.50	
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	\$12.50
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$12.50



Basic Info:

The Basic Info page displays information regarding the appointment.

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20
Excess
[Redirect Workflow](#)
Def.: Christopher Robert Lawrence
[Link to CM/ECF](#)

Voucher #: 0977.0000009
Start Date: 2/7/2013
End Date: 2/7/2013

Services: \$4312.50

Expenses: \$12.50

Basic Info

1. CIR./DIST./DIV.CODE 0977	2. PERSON REPRESENTED Christopher Robert Lawrence		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2:13-CR-00001-1	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Lawrence	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 18:922G.F 18:922G.F FELON IN POSSESSION OF FIREARMS/ARMED CAREER CRIMINAL (ACC) 18:922G.F 18:922G.F FUGITIVE FROM JUSTICE IN POSSESSION OF FIREARMS/ACC 18:922G.F 18:922G.F POSSESSION OF FIREARMS BY A USER OF CONTROLLED SUBSTANCE/ACC			
12. ATTORNEY'S NAME AND MAILING ADDRESS Test Attorney - Bar Number: 12345 Russell Smith Bldg. 201 East Broadway Missoula MT 59802 Phone: 406-542-7263		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Judge Test Date of Order: 2/1/2013 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payee: Test Attorney

Test Attorney
SSN/EIN:***-**-4109
Russell Smith Bldg.
201 East Broadway
Missoula, MT
59802 - USA
Phone: 406-542-7263
Fax:

<< First
< Previous
Next >
Last >>
Save
Delete Draft

Select the Preferred Payee for the voucher by clicking on the arrow. A list of the Available billing records will be displayed. Click on the payy for this voucher.

Payment Info

Preferred Payee

Test Attorney
SSN/EIN:***-**-4109
Russell Smith Bldg.
201 East Broadway
Missoula, MT
59802 - USA
Phone: 406-542-7263
Fax:

Entering Services:

Navigate to the “Services” tab.

Services

* Required Fields

Date	<input type="text" value="2/26/2013"/> *		Description	<input type="text"/>
Service Type	<input type="text"/>			
Doc.# (ECF)	<input type="text"/>	Pages	<input type="text"/>	
Hours	<input type="text"/>	* at rate 125.00		<input type="button" value="Add"/> <input type="button" value="Delete Item"/>

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

Service Type	Date	Description	Hrs	Rate	Amt
--------------	------	-------------	-----	------	-----

- Date: Enter the date the service was provided (you can either type in the date or click on the calendar and select a date).
- Service Type: Click on the down arrow and select (click on) the type of service from the drop down list.
- Description: Type a description of the service provided.
- Hours: Type the number of hours (note: hours must be in 10ths of an hour, e.g. “.1”)
- Press “Add” and the entry will appear in the grid below.
- Edit: Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press “Add”.

When you have finished making entries, press “Save” to save your entries.

Note: Press “Delete Item” to remove an item from the grid.

Entering Expenses:

Navigate to the “Expenses” tab.

Expenses
* Required Fields

Date: 2/26/2013 * Description:

Expense Type: *

Miles: rate per mile is 0.5550

Amount:

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

Expense Type	Date	Description	Mile	Rate	Amt
--------------	------	-------------	------	------	-----

Note: The rate per mile is tied to the date and will automatically be applied

- Date: Enter the date the expense was incurred (you can either type in the date or click on the calendar and select a date).
- Expense Type: Click on the down arrow and select (click on) the type of expense from the drop down list.
- Description: Type a description of the expense.
- Miles: Type the number of miles claimed (only if the entry is for “Travel Miles”).
- Amount: Enter the amount of the expense (do not use the “\$” sign or commas.)

- Press “Add” and the entry will appear in the grid below.
- Edit: Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press “Add”.

When you have finished making entries, press “Save” to save your entries.

Note: Press “Delete Item” to remove an item from the grid.

Claim Status:

Navigate to the “Claim Status” tab.

Claim Status

Start Date *  **End Date** * 

Payment Claims

Final Payment

Interim Payment (pmt.number)

Supplemental Payment

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

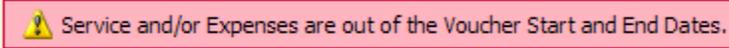
If Yes, were you paid? Yes No

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

- Start Date: Enter the beginning date for the time period covered by this Voucher.
- End Date: Enter the ending date for the time period covered by this voucher.
- Payment Claims: Click on the appropriate type of claim. If it is an interim payment, make sure you enter the interim payment number in the “(pmt.number)” box.

- Compensation Questions: Click on the radio buttons that correspond to the Questions asked.

If Start and End dates are not entered correctly you will get an error



To fix error so voucher can be submitted. Click "Claim Status" and correct dates.

Documents:

Navigate to the "Documents" tab.

Supporting Documents

File Upload

File

Description

Mark as Private

Priv.	Description	Delete	View	Visibility
	Meal Receipts	Delete	View	Make Private
	Justification for Services	Delete	View	Make Private

All documents uploaded to the system must be in PDF format.

- File: Use the "Browse" button to access you directory of files. Identify the PDF file that you wish to upload and click on it. The file path will be displayed in the "File" filed.
- Description: Type in a description/name for the document being uploaded.
- Upload: Press "Upload" and the file will appear in the grid below.
- Delete: You may delete a document by pressing "Delete".
- View: You may view a document by pressing "View".

Confirmation:

Navigate to the “Confirmation” tab.

The “Confirmation” page will display the data that has been entered in the format of the voucher. As the voucher is “signed” the signature/approval information will be included on the voucher.

Submit Voucher.

At the bottom of the confirmation page, you will be asked to check the box to swear to the correctness of the voucher. Click on the check box to sign the voucher. The “Submit” button will be highlighted. Click on the button to submit the voucher to the court.

Note: Once the voucher has been submitted , you will be able to view it but you will not be able to edit it unless it is returned to you by the court.

Delete Voucher.

You may delete a draft voucher by clicking on the “Delete Draft” button. You may not delete a voucher that has been submitted to the court unless it is returned to you.

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

Public/Attorney Notes

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

Date:



Request for Excess Fees / CJA 26

When fees in excess of the case maximum are required, the attorney must prepare and submit a CJA 26 through the system. Follow the instructions to “Create a Voucher / Document” and select the option:

CJA-26 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	Create
--	--

Basic Info

Fill out all applicable fields. Amount Requested is required.

Amount Requested	<input style="width: 60px;" type="text" value="0"/>	Amount Approved	<input style="width: 60px;" type="text" value="0"/>
Pre Trial Hours	<input style="width: 40px;" type="text" value="0"/>	Trial Hours	<input style="width: 40px;" type="text" value="0"/>
		Sentencing Hours	<input style="width: 40px;" type="text" value="0"/>
		Other In-Court Hours	<input style="width: 40px;" type="text" value="0"/>
		Out-Of-Court Hours	<input style="width: 40px;" type="text" value="0"/>
Number of Counts	<input style="width: 60px;" type="text" value="0"/>	Number of Co-Defendants	<input style="width: 60px;" type="text" value="0"/>
Other Pending Cases	<input style="width: 280px; height: 20px;" type="text"/>		
Sentencing Guideline Range	<input style="width: 140px; height: 20px;" type="text"/>		
Mandatory Minimum Found	<input type="checkbox"/>		

Justification

Fill out all applicable fields.

Supporting Documents

Attach any supporting documents.

Edit Voucher:

You can work on your voucher over time adding services, expenses and documents as needed.

To edit a voucher:

- Click on “Edit” for the voucher you want to access.
- Make your addition per the foregoing instructions.

Remember to “Save” the voucher each time you work on it.

Case	Defendant	Type	Status
6:13-CR-00004-- Start: 02/07/2013 End: 02/07/2013	Liang Wang (# 1) Claimed Amount: 10,225.00	CJA-20 Test Attorney	 Voucher Entry Edit FINAL PAYMENT

Returned Voucher / Document:

If the Court needs to return a document, an email will be generated and sent by the system notifying you of the reason the document is being returned and any instructions from the Court.



The document will appear in gold in the “My Active Vouchers” folder on your home page.

The voucher will retain the voucher number it received when it was submitted and the status will return to:

 **Voucher Entry**
0977.000047

You may access the voucher by clicking on the voucher number.

The Court's notes can be found on the Confirmation page.

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

Public/Attorney Notes: Please attach the necessary meal receipts and receipts for copy charges.

Attorney Homepage:

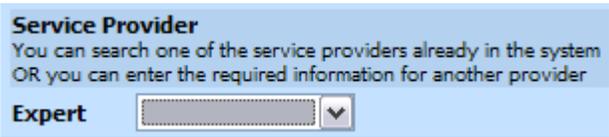
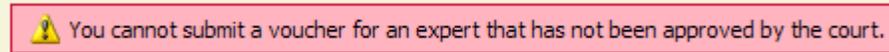
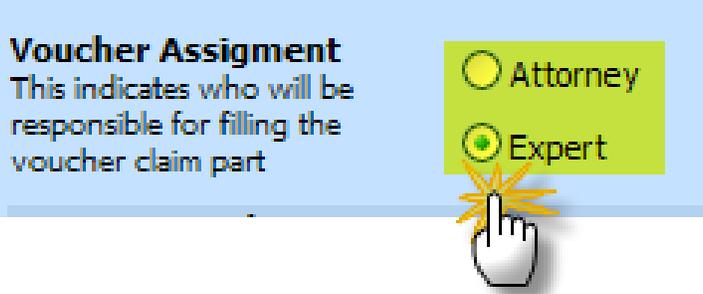
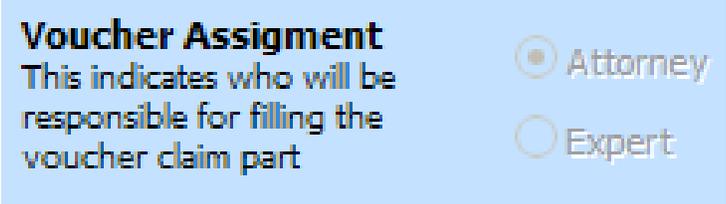
My Active Vouchers			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
6:13-CR-00004-- Start: 02/07/2013 End: 02/07/2013	Liang Wang (# 1) Claimed Amount: 10,225.00	CJA-20 Test Attorney	 Voucher Entry Edit FINAL PAYMENT
1:13-CR-00005-- Start: 02/08/2013 End: 02/08/2013	Kyle Lee Fulmer (# 1) Claimed Amount: 10,000.00	CJA-20 Test Attorney	 Voucher Entry Edit FINAL PAYMENT
1:13-CR-00006-- Start: 02/20/2013 End: 02/20/2013	Jerard David Jo Threefingers (# 1) Claimed Amount: 504.10	CJA-20 Test Attorney	 Voucher Entry 0977.0000031

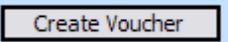
CJA 21 Specifics

Follow the instructions to “Create a Voucher / Document” and select the option:



<p>Click Create CJA-21</p>							
<p>If the request does not require advance authorization (\$800 or under), click on</p> <p>If you have a previous authorization received through an order from the Court click on</p>	<p style="text-align: center;">Authorization Selection You can select a previous authorization request</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>No Authorization Required</p> <p>If your voucher compensation is under the statutory limit and does not require prior authorization.</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Use Previous Authorization</p> <p>Select this option to display a list of previous authorizations and requests in this appointment.</p> </div> </div>						
<p>If you click "Use Previous Authorization" a list of Existing Requests for Authorization appears</p>	<p style="text-align: center;">Authorization Selection You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>No Authorization Required</p> <p>If your voucher compensation is under the statutory limit and does not require prior authorization.</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p style="background-color: yellow;">Existing Requests for Authorization</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">ID Number: 22</td> <td style="padding: 2px;">Service Type: I</td> </tr> <tr> <td style="padding: 2px;">Order Date: 03/08/2011</td> <td style="padding: 2px;">Estimated Amount: 1500</td> </tr> <tr> <td style="padding: 2px;">Authorized Amount: 1500</td> <td style="padding: 2px;">Requested Provider: [redacted]</td> </tr> </table> </div> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%; margin-top: 10px;"> <p>Use Previous Authorization</p> <p>Select this option to display a list of previous authorizations and requests in this appointment.</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%; margin-top: 10px;"> <p>New Voucher Information</p> <p>Service Type: [redacted]</p> <p>Description: [redacted]</p> </div>	ID Number: 22	Service Type: I	Order Date: 03/08/2011	Estimated Amount: 1500	Authorized Amount: 1500	Requested Provider: [redacted]
ID Number: 22	Service Type: I						
Order Date: 03/08/2011	Estimated Amount: 1500						
Authorized Amount: 1500	Requested Provider: [redacted]						
<p>Click to highlight the authorization to which you will be associating the CJA 21</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="background-color: yellow;">Existing Requests for Authorization</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">ID Number: 22</td> <td style="padding: 2px;">Service Type: Paralegal Services</td> </tr> <tr> <td style="padding: 2px;">Order Date: 03/08/2011</td> <td style="padding: 2px;">Estimated Amount: 1500</td> </tr> <tr> <td style="padding: 2px;">Authorized Amount: 1500</td> <td style="padding: 2px;">Requested Provider: [redacted]</td> </tr> </table> </div>	ID Number: 22	Service Type: Paralegal Services	Order Date: 03/08/2011	Estimated Amount: 1500	Authorized Amount: 1500	Requested Provider: [redacted]
ID Number: 22	Service Type: Paralegal Services						
Order Date: 03/08/2011	Estimated Amount: 1500						
Authorized Amount: 1500	Requested Provider: [redacted]						
<p>The service type will rollover from the authorization selected. If no authorization is being used, you will use</p>	<p style="text-align: center;">New Voucher Information</p> <p>Service Type: Paralegal Services</p>						

<p>the dropdown box to select the service type.</p>	
<p>Enter a “Description” of the service to be provided</p> <p>This step correlates to box 13 on the CJA 21 and must be filled out.</p>	
<p>Service Provider Note: Only experts registered with the service type selected will appear in the drop-down box.</p>	
<p>If the expert you would like to use is not listed, please contact Chris Rost or Coleen Hanley to enter the expert in the system before you enter your voucher.</p>	<p>You will get the following error message if you try to submit a voucher without first having the court enter the new expert:</p> 
<p>If the Expert you selected <u>is</u> authorized to use eVoucher the Voucher Assignment field will unlock for you to indicate the Expert will be responsible for filling in the voucher claim part.</p>	
<p>If the Expert you selected <u>is not</u> authorized to use eVoucher the Voucher Assignment field will remain locked indicating</p>	

the Attorney will be responsible for filling in the voucher claim part.	
<p>Click </p> <p>Note: if all information is not entered you cannot advance to the next screen</p> <p>If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.</p> <p>If the Expert you selected is not authorized to use eVoucher you will continue filling in the voucher claim part on behalf of the expert. See page 25.</p>	

Approval and submission of CJA 21 vouchers on behalf of an expert not authorized to use eVoucher

*****This is a 2 Step Process*****

Attorney Enters CJA 21 Voucher Information: the attorney will enter the services and expenses on behalf of the expert (based upon the documentation the expert provides to the attorney.) The attorney will perform the first level of submission on behalf of the expert.

The voucher will appear in the attorney’s “My Active Vouchers” folder as “Submitted to Attorney.

The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the “Confirmation” page and approving the voucher. The voucher will then move to the attorney’s “My Submitted Vouchers” folder.