

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-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: 2:10-CR-00002-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-00002-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:

Page 1 of 1 (4 items)

STEP 2

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

Home Operations Reports Links Help Sign out

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

AUTH [Create](#)
 Authorization for Expert and other Services

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	2. PERSON REPRESENTED Mister Badman	3. VOUCHER NUMBER
4. FISCAL DIST DEF NUMBER 8:19-MJ-04562-4562-JL	5. DIST. DIST DEF NUMBER	6. OTHER DIST DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Badman	8. PAYMENT CATEGORY Felon (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. OFFENSE CHARGED 10-2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS	11. APPEALS DIST DEF NUMBER	12. REPRESENTATION TYPE DR. 1 - Drugs Minus 2
13. ATTORNEY'S NAME AND MAILING ADDRESS New Longoria 123 Lane San Antonio, TX 78229 Phone: 2102322223 Email: Jaime_Longoria@a0.uscourts.gov	14. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> L Licensed Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj for Pretrial Attorney <input type="checkbox"/> S Pre Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj for Pre Se <input type="checkbox"/> Y Standby Counsel	15. ATTORNEY'S Name Appointment Date Signature of Presiding Judge or by Order of the Court Judge Longoria Date of Order 6/6/2019 Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
16. LAW FIRM NAME AND MAILING ADDRESS	17. New Pre Trial Date	

Vouchers on File

To group by a particular Header, drag the column to this area. Search: []

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562-JL	Mister Badman (# 4562)	CJA-20	Voucher Created	06/07/2019
San: 06/06/2019	Claimed Amount: 4,234.25	Atty Longoria	00110000278 FISCAL PAYMENT	
End: 06/07/2019	Approved Amount: 4,234.25			

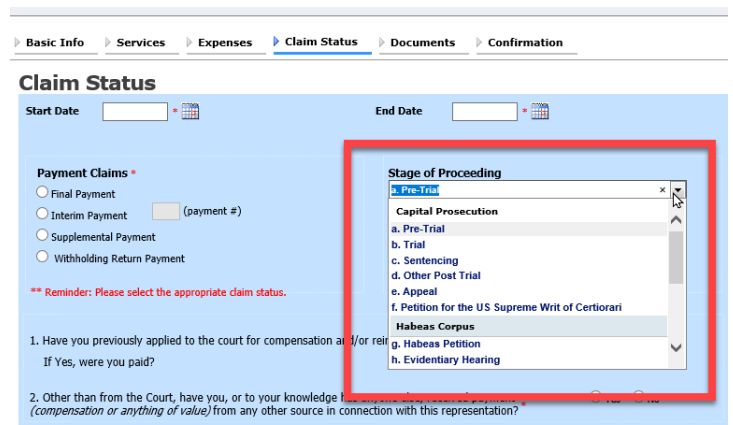
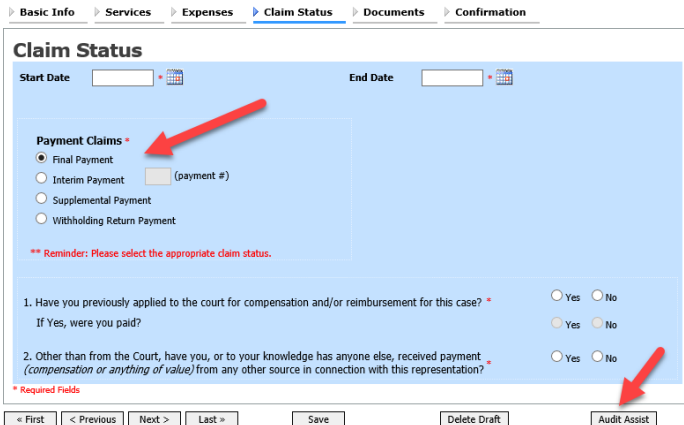
STEP 3

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.



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.

Case	Defendant	Type	Status	Date Entered
1:19-CV-96325-...	Nick Sing (# 9874) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	03/04/2020
1:19-CR-45611-...	Theo Thief (# 9877) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	07/25/2019
1:19-CR-22558-...	Mister Walter (# 1234) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	07/25/2019

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

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Date: 03/19/2020 Description:

Service Type:

Doc.# (ECF): Pages:

Hours: * at \$148.00 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
b. Bail and Detention Hearing	03/19/2020	detention hearing with Judge.	2.0	\$148.00	\$296.00
a. Arraignment and/or Plea	03/19/2020	arraignment.	2.0	\$148.00	\$296.00

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 CJA 20” in the left-hand column under “Reports.”

Reports

[Attorney Time](#)

[Defendant Summary Budget Report](#)
Totals only, no detail of budget info for defendant

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Form CJA20](#)
Creates a PDF version of the voucher that you may use to review entries, save, or print.

STEP TWO: Review the entries for potential duplicates. (The voucher will automatically sort by date.)

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.” 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.