

## Import Your Service Entries

Starting with eVoucher release version 6.6, attorneys can import service entries to a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format. This allows attorneys using commercially available timekeeping and billing systems to create an output file from that system that can then be imported into the **Services** tab of a CJA-20/30 voucher—so attorneys don't have to manually enter each service line.

Exporting a .csv file from a timekeeping or billing system may not export to a correct format and may need to be customized to match the required format as illustrated in the sample spreadsheets provided. You can enter data directly into the sample templates manually or using copy/paste.

### IMPORTANT NOTES:

- Court staff are not responsible for helping attorneys create or download .csv files.
- As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

### Step 1

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

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

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## 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.

**Note:** If you have a previously created CJA-20, review the Import Service Entries on Previously Created CJA-20s section below.

The screenshot shows the 'Appointment Info' page. On the left sidebar, under 'Create New Voucher', the 'CJA-20' option is highlighted with a red box and a red arrow pointing to its 'Create' link. The main content area shows 'Appointment Info' with various fields for case details, attorney information, and court order options. Below this is a 'Vouchers on File' table with the following data:

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08806-AA</a> Start: 01/23/2020 End:	Thomas Watson (# 1) Claimed Amount: 5,000.00	AUTH Computer Forensics Expert	Submitted to Court <a href="#">0101.0000034</a>	01/23/2020
<a href="#">1:14-CR-08806-AA</a>	Thomas Watson (# 1)	CJA-20	Submitted to Court	01/26/2017

## Step 3

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

The screenshot shows the 'CJA-20 Attorney Enters' page. The left sidebar contains a menu with 'Actions' highlighted, and the 'Import Service Entries (.csv)' link is highlighted with a red box and a red arrow. The main content area shows 'Basic Info' with fields for case details, attorney information, and court order options. Below this is a 'Payment Info' section with a dropdown menu for 'Preferred Payer' set to 'Andrew Anders - Andrew Anders'.

## Step 4

The Services page appears. To view or download a sample .csv file, click the **sample spreadsheet** link. Click **Additional Information** to view instructions for importing time from a .csv file.

Basic Info Services Expenses Claim Status Documents Confirmation

## Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

## - Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

**CSV file when opened in a text editor might look like this:**

```
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,,5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,
```

Import Service Entries (.csv)

Date	<input type="text" value="9/3/2021"/>	*		Description	<input type="text"/>
Service Type	<input type="text"/>	*			
Doc.# (ECF)	<input type="text"/>		Pages	<input type="text"/>	
Hours	<input type="text"/>	*	at \$155.00 per hour.		<input type="button" value="Add"/> <input type="button" value="Remove"/>

\* Required Fields

**Note:** The sample spreadsheet is in Excel format. Once the file is populated with data, it must be saved in .csv format. View the appendix to see the required columns and information for the .csv file.

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## Importing Service Entries

## Step 5

Before you can import your .csv file, you must create and save it on your computer. The **Date**, **Hours**, **Description**, and **Service Type** fields are required for import. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click **Import Service Entries (.csv)**.

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 8/6/2021 \*  Description:

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$155.00 per hour.

\* Required Fields

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

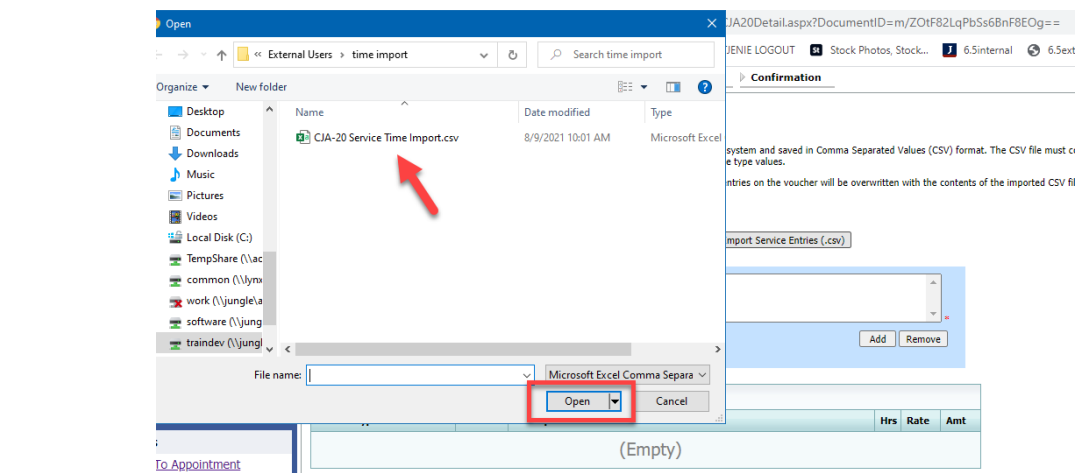
Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate   View items per page: [10](#) [25](#) [50](#) [100](#)

**Note:** The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

## Step 6

Your file directory browser opens. Click the correct .csv file, and then click **Open**.



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# Importing Service Entries

## Step 7

A success message appears, indicating the number of entries that were imported and saved to the services table.

**Service entries have been updated!**  
13 entries have been successfully added from *CJA-20 Service Time Import\_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

**Services**

Date: 9/2/2021  
Service Type: [dropdown]  
Doc.# (ECF): [input] Pages: [input]  
Hours: [input] at \$155.00 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
e. Investigative or Other Work	07/01/2021	Test	0.1	\$155.00	\$15.50
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$155.00	\$31.00
d. Travel Time	07/02/2021	Test	0.3	\$155.00	\$46.50
b. Obtaining and Reviewing					

## Import Service Entries with Associates

To use the Import Service Entries feature on vouchers with associates, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries.

## Step 1

The lead attorney imports their service entries to the voucher, leaving the **Associate Info** field set to the default **Not on Voucher** by following the steps above.

**Basic Info**

1. CIR. DISTRICT CODE 0101	3. PERSON REPRESENTED Thomas Watson	VOUCHER NUMBER
3. MAG. DKT DEF NUMBER	4. DIST DKT DEF NUMBER 1114-CR-08305-1-A-A	6. OTHER DKT DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE(S) CHARGED 12. 1738 P MORTGAGE DISCRIMINATION	13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> F. Subs for Federal Defender <input type="checkbox"/> L. Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O. Appointing Attorney <input type="checkbox"/> P. Subs for Peace Attorney <input type="checkbox"/> R. Subs for Retained Attorney <input type="checkbox"/> S. Subs for Pro Se <input type="checkbox"/> Y. Standby Counsel	10. REPRESENTATION TYPE Criminal Case
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_omelas@aotx.uscourts.gov">lisa_omelas@aotx.uscourts.gov</a>	14. LAW FIRM NAME AND MAILING ADDRESS	13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> F. Subs for Federal Defender <input type="checkbox"/> L. Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O. Appointing Attorney <input type="checkbox"/> P. Subs for Peace Attorney <input type="checkbox"/> R. Subs for Retained Attorney <input type="checkbox"/> S. Subs for Pro Se <input type="checkbox"/> Y. Standby Counsel

**Payment Info**

Preferred Payee: Andrew Anders - Andrew Anders  
Billing Code: 0101-00002  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:

**Associate Info**

Kerry Kriger | Not on Voucher

Actions: [Import Service Entries \(.csv\)](#)

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## Importing Service Entries

## Step 2

On successful import, in the Associate Info section, the lead attorney must select **On Voucher, Can Edit** from the drop-down list next to the associate's name.

**Payment Info**  
Preferred Payee: Andrew Anders - Andrew Anders  
**Andrew Anders - Andrew Anders**  
Billing Code: 0101-00002  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:

**Associate Info**  
Kerry Kriger  
On Voucher, Can Edit

Navigation: << First | < Previous | Next > | Last >> | Save | Delete Draft | Audit Assist

## Step 3

The associate can then sign in to eVoucher and import their service entries as shown above, or add them manually.

Kerry Kriger (Attorney)

Home | Operations | Reports | Links | Help | Sign out

CJA-20 Attorney Enters  
[Read Only]  
Def.: Thomas Watson

Link to CM/ECF

Voucher #: [blank]  
Start Date: 11/15/2018  
End Date: 11/15/2018

Services: \$300.00  
Expenses: \$8.03

Representation Fee Limit: \$11,500.00  
Fee Amount Remaining After Approved and Pending: \$11,500.00

Tasks  
[Link To Appointment](#)

Actions  
[Import Service Entries \(.csv\)](#)

**Services**

Date: 8/26/2022  
Service Type: [blank]  
Doc.# (ECF): [blank] Pages: [blank]  
Hours: [blank] at \$100.00 per hour.

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

Service Type	Date	Description	Hrs	Rate	Amt
b. Bail and Detention Hearings	11/15/2018	Bail	3.0	\$100.00	\$300.00

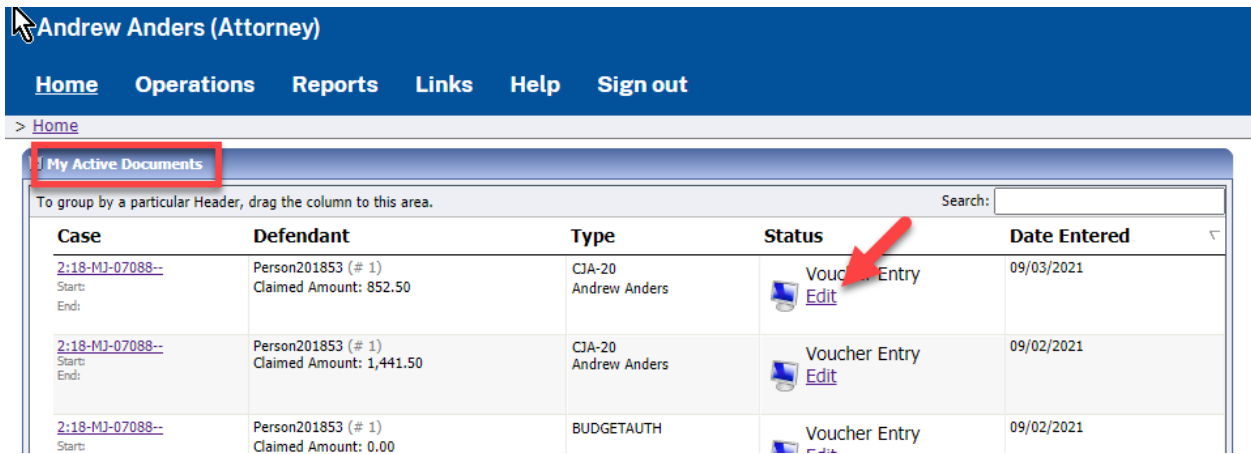
Page 1 of 1 (1 items) | Go to page: [blank] | View items per page: 10 25 50 100

Navigation: << First | < Previous | Next > | Last >> | Save

## Import Services Entries on Previously Created CJA-20s

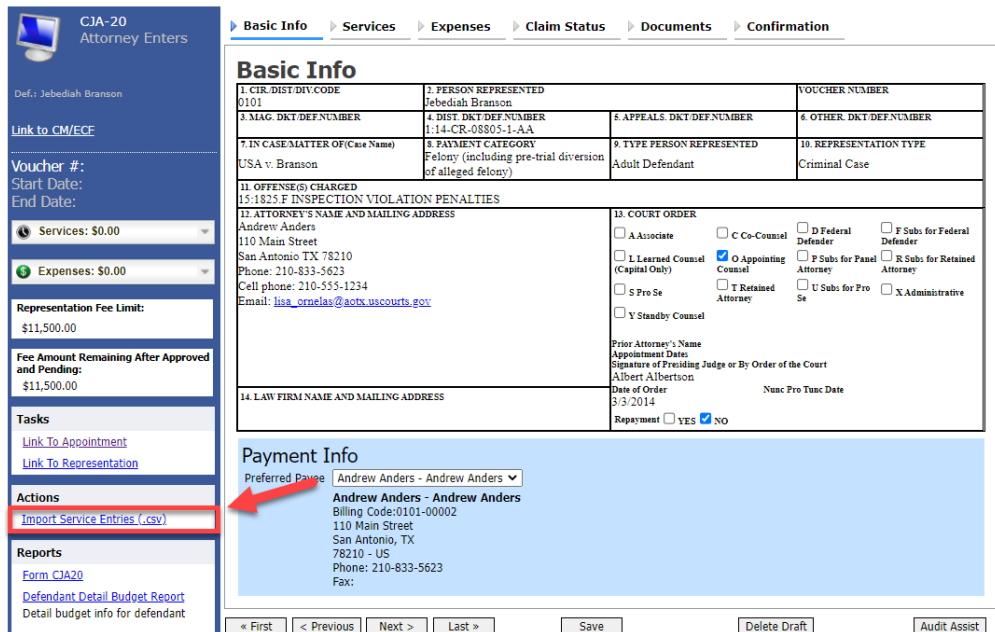
### Step 1

If you already have a CJA-20 created and are adding time to your services, on the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.



### Step 2

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.



**Step 3**

The Services page appears. To view or download a sample .csv file, click the **sample spreadsheet** link. Click **Additional Information** to view instructions for importing time from a .csv file.

- ▶ Basic Info
- ▶ **Services**
- ▶ Expenses
- ▶ Claim Status
- ▶ Documents
- ▶ Confirmation

**Services**

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[- Additional Information](#)

**Each service line entry must have data in the following columns:**

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

**The following columns do not require data, but should be included in the header row:**

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

**CSV file when opened in a text editor might look like this:**

```
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,,5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,
```

**Import Service Entries (.csv)**

Date  \*  Description

Service Type  \*

Doc.# (ECF)  Pages

Hours  \* at \$155.00 per hour.

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00



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## Step 4

Before you can import your .csv file, you must create and save it on your computer. The **Date**, **Hours**, **Description**, and **Service Type** fields are required for import. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click **Import Service Entries (.csv)**.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 9/3/2021 \*  Description:

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$155.00 per hour.

\* Required Fields

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

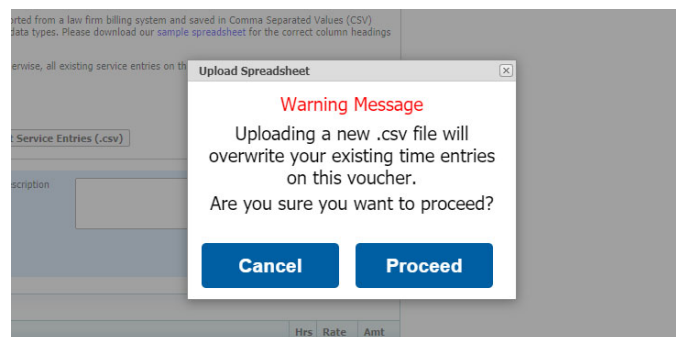
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

## Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

**Note:** To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 5–7 in the Import Your Service Entries section above.

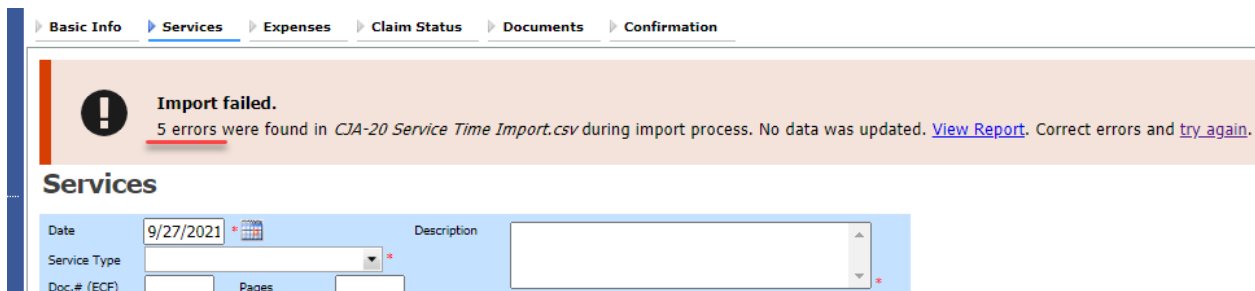


## Fix Errors in Your .csv File

Errors in the .csv file must be corrected and saved in the original .csv file before attempting another import. If there are problems with the .csv file, the error report displays errors.

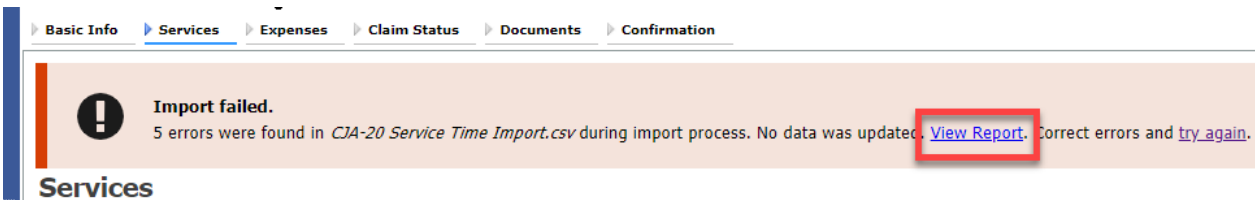
### Step 1

If your import fails, a message appears at the top of the page, indicating the number of errors found.



### Step 2

Click the **View Report** link to view errors.



### Step 3

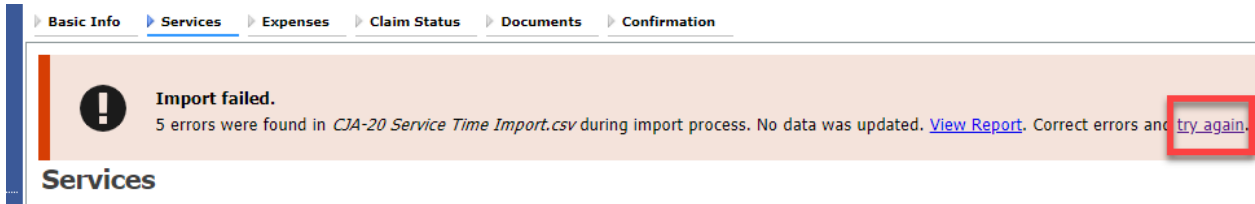
The error report opens, highlighting the errors in the file. Review the error report and correct the .csv file.

Errors Only 
  Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	12/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	12/2021	0.9	Test	15c. Motion Hearings	.	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	14/2021	1.1	Test<>	16a. Interviews and Conferences		

Step 4

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Import Service Entries on Previously Created CJA-20s section above.



Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30, please see instructions for those documents.

## Appendix Excel File

For the .csv file to be successfully uploaded to and accepted by eVoucher, it must contain a header row. If the first row contains data rather than headings, the data in row 1 is ignored. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

Your Excel file should look similar to the image below, containing all four mandatory column headings: Date, Hours, Description, and Service Type. The **Doc. #** and **Pages** fields can be included as header rows; however, they are not required unless data is provided.

**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1 and 0.75 is rounded up to 0.8.

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		1
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignment	16b. Obtaining and reviewing records	5	
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA )	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
14						

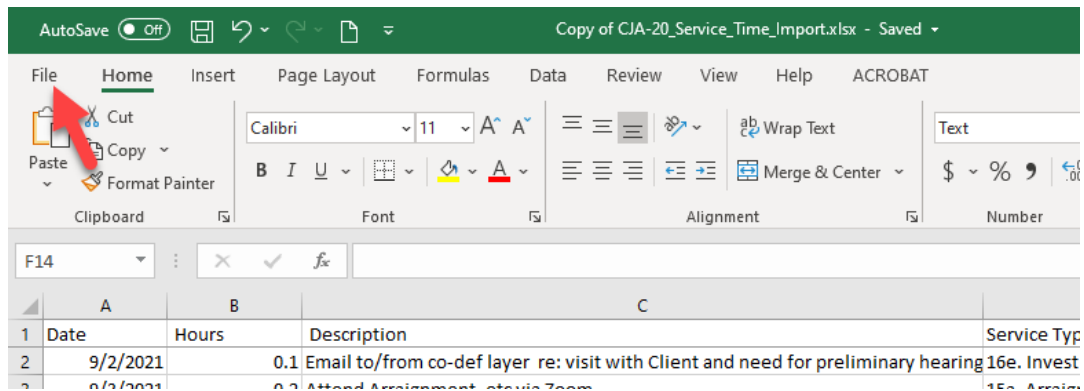
## Save as a .csv File

To convert your Excel file into a .csv format, follow the steps below.

**Note:** Most commercially available spreadsheet applications allow users to save in .csv format.

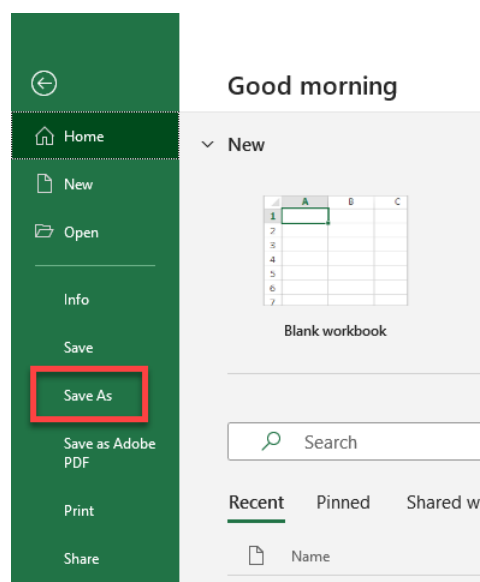
### Step 1

On your Excel file, click the **File** tab.



### Step 2

From the panel on the left, click **Save As**.

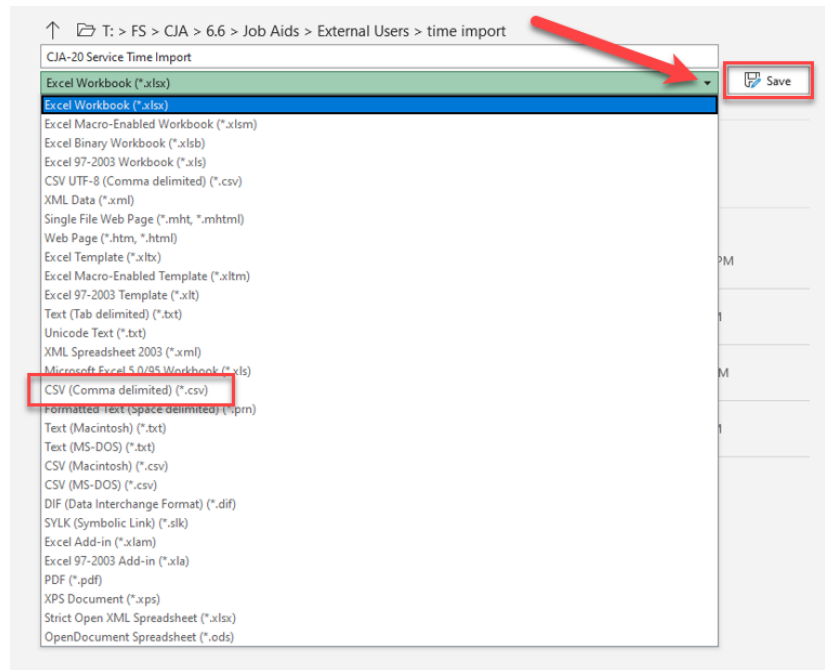


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## Step 3

On the Save As page, click the drop-down arrow, select **CSV (Comma delimited) (\*.csv)**, and then click **Save**.



Your document has now been converted to a .csv file.

