

# **CJA eVOUCHER ATTORNEY USER MANUAL**

## **U.S. COURT OF APPEALS NINTH CIRCUIT**

JUNE 2011

# CJA eVoucher for Attorneys

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## Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice Act (CJA) functions. The eVoucher program includes the following modules:

### Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.

## Introduction (cont'd.)

### Voucher & Authorization Request Submission

- On-line voucher submission by attorneys with automatic statutory maximum oversight.
- On-line authorization requests by attorneys for expert services.
- On-line requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

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## Court Appointment

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

To: Walter Palmer,

Date: 5/31/2011 11:22:31 AM.

This is to inform you that the U.S. Court of Appeals for the Ninth Circuit has appointed you to represent Tom Delay in case USA v. Delay 9:10-AP-06446 before this court.

You may access this appointment via the CJA eVoucher program at <https://evoucher.ca9.uscourts.gov/cia9>.

Regards,  
U.S. Court of Appeals for the Ninth Circuit

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

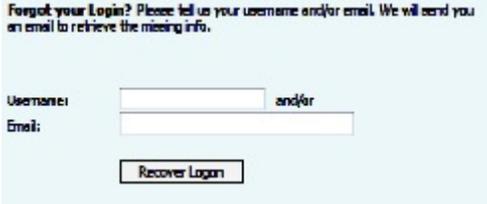
© Copyright 2010. The US Courts.

## Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email, or
- Bookmark the web address and use your internet browser to access the system.
- Click on the CJA eVoucher link on the court internet site.

## Logging In

STEP	RESULT
<p>The username and password have been set by the Court.</p> <p>After the first log in to the program, the attorney should change <b>both</b> the username and password to something more private and secure. <b>(Highly recommended.)</b></p> <p>See "Maintaining Your Account."</p>	
<p>If you forget your password, you may click on the "Forgot your login?" hyperlink.</p> <p>Enter either your Username or e-mail address to retrieve your information.</p>	

---

## The Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

---

## Folders on the Home Page

Your home page has several folder to organize your appointments and vouchers.

FOLDER	
<b>My Active Vouchers</b>	Contains vouchers or documents that you are currently working on or have been submitted to you by an expert service provider.
<b>Appointments</b>	Quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases will appear in this folder if an appointment has been proposed to you, and you have not accepted <u>or</u> you have rejected the appointment. (Not used by court.)
<b>My Submitted Vouchers</b>	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment.  Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
<b>My Service Provider's Vouchers</b>	Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none"><li>• Vouchers in progress by the experts</li><li>• Vouchers submitted to the attorney for approval and submission to the court</li><li>• Vouchers signed off by the attorney and submitted to the court for payment</li></ul> <p><u>Note:</u> If the service provider is entering their own voucher, they will not have access to any other information except their own voucher. The attorneys will have access to all their service provider vouchers.</p>
<b>Closed Vouchers</b>	Contains vouchers that have been paid or documents that have been approved by the court.  Closed vouchers will only be displayed for open cases. When the appointment is completed, the closed vouchers will no longer be displayed on your home page. They are still accessible through the appointment page.

Home

Welcome Marylou Hillberg: [My Profile](#)

My Appointments: [View](#)

Search Existing Appointments: [Search](#)

**FOLDERS**

**My Appointments**

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

Case	Defendant	Type	Status
<a href="#">9:10-AP-00338--</a> Start: 02/01/2011 End: 02/01/2011	Murray, Bill (# 3) Claimed Amount: 0.00	AUTH Court Reporter	<a href="#">Voucher Entry</a>
<a href="#">9:10-AP-00338--</a> Start: 02/01/2011 End: 02/01/2011	Murray, Bill (# 3) Claimed Amount: 2,500.00	CJA-20 Use Gens Paralegal Services	<a href="#">Submitted to Court</a> --09.0000011
<a href="#">9:10-AP-00337--</a> Start: 02/01/2011 End: 02/01/2011	Bell, Cleo (# 3) Claimed Amount: 0.00	AUTH Court Reporter	<a href="#">Voucher Entry</a>

1

**My Submitted Vouchers**

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

Case	Defendant	Type	Status
<a href="#">9:10-AP-00337--</a> Start: 02/01/2011 End: 02/01/2011	Bell, Cleo (# 1) Claimed Amount: 10,000.00	CJA-20 Marylou Hillberg	<a href="#">Submitted to Court</a> --09.0000011 INTERIM PAYMENT: 1

1

Page 1 of 1 (1 Items)

**Appointments List**

Appointments	Defendant
Case: 9:10-AP-00338 Defendant: # 3 Case Title: U.S. v. Murray Attorney: Marylou Hillberg	Defendant: Murray, Bill Representation Type: Motions Appeal Order Type: Appointing Counsel Order Date: 09/01/10 Pres. Judge: Richard R. Clifton Adm./Mag. Judge:
Case: 9:10-AP-00337 Defendant: # 3 Case Title: U.S. v. Bell Attorney: Marylou Hillberg	Defendant: Bell, Cleo Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 09/11/10 Pres. Judge: Richard R. Clifton Adm./Mag. Judge:
Case: 9:09-AP-05941	Defendant: Asberry, Tony

**My Service Provider's Vouchers**

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

Case	Defendant	Type	Status
<a href="#">9:10-AP-00338--</a> Start: 02/01/2011 End: 02/01/2011	Murray, Bill (# 1) Claimed Amount: 2,500.00	CJA-20 Lisa Gere Paralegal Services	<a href="#">Submitted to Attorney</a> --09.0000043

1

Page 1 of 1 (1 Items)

**Closed Vouchers**

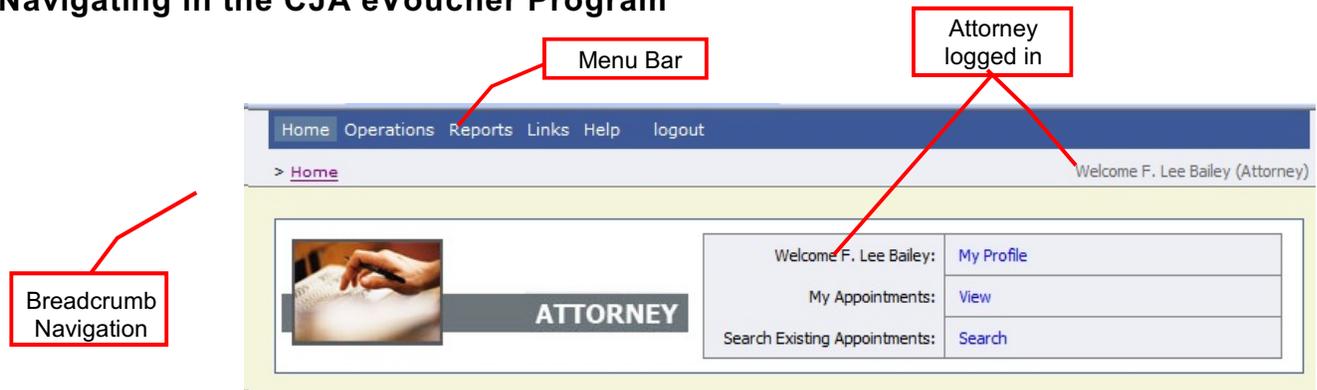
To group by a particular Header, drag the column to this area.

Case	Defendant	Type	Status
<a href="#">9:10-AP-00338--</a> Start: 02/01/2011 End: 02/01/2011	Murray, Bill (# 1) Claimed Amount: 125.00 Approved Amount: 125.00	CJA-20 Marylou Hillberg	<a href="#">Voucher Closed</a> --09.0000016 INTERIM PAYMENT: 1

1

Page 1 of 1 (1 Items)

## Navigating in the CJA eVoucher Program



Menu Item	
<b>Home</b>	The eVoucher home page (see section on Home Page)
<b>Operations</b>	Allows you to search for specific appointments.
<b>Reports</b>	Selected reports you may run on your appointments.
<b>Links</b>	Hyperlinks to CJA resources: forms, guides, publications, etc. (see <a href="#">Links</a> )
<b>Help</b>	Provides: <ul style="list-style-type: none"> <li>• Another link to your Profile</li> <li>• "Contact Us" e-mail</li> <li>• Privacy Notice</li> </ul>
<b>Logout</b>	Logs user off the eVoucher program.

## Adjusting Views

You may alter the manner information is displayed in the folders.

**Opening/Closing Folders:** Click on  to close the folder.

Click on the  to open the folder.

**Moving Folders:** You may rearrange the folders on your screen.

1. Left click on the folder you wish to relocate.
2. Drag the folder to your designed location and release the mouse.

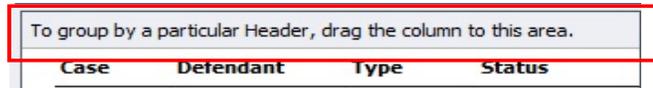
**Sorting:** Click on the column heading to sort in either ascending or descending chronological order.

**Resizing of Column:**

1. Along the folder headings, move your cursor to the line between the columns until an arrow appears.
2. Left click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

Note: The folder does not increase, therefore some columns may move off the screen.

**Group by Column Heading:** You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.

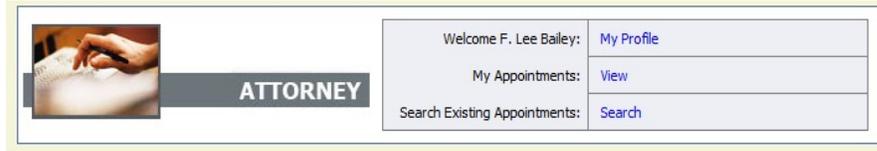


1. Left click on the header for the column you wish to group by.
2. Hold the cursor and drag the header to the “Group by Header” bar.
3. Release the cursor and all the information in that folder will be grouped and sorted by that selection.

Group by...	RESULT
Case	
Defendant	

Group by...	RESULT																												
Type	 <p>Group by: Type ▾</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="4">Type: AUTH ←</td> </tr> <tr> <td>2:12-CR...</td> <td>Marisela Isela ...</td> <td>AUTH Investigator</td> <td>Voucher Closed 0976.6</td> </tr> <tr> <td>Start: 05/...</td> <td>Claimed Amou...</td> <td></td> <td></td> </tr> <tr> <td>End: 05/2...</td> <td>Approved Amo...</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Type: CJA-20 ←</td> </tr> <tr> <td colspan="4">Type: CJA-26 ←</td> </tr> </tbody> </table>	Case	Defendant	Type	Status	Type: AUTH ←				2:12-CR...	Marisela Isela ...	AUTH Investigator	Voucher Closed 0976.6	Start: 05/...	Claimed Amou...			End: 05/2...	Approved Amo...			Type: CJA-20 ←				Type: CJA-26 ←			
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Status: VOUCHER-ENTRY ←																													
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Start: 01/...	Claimed Amoun...																												
End: 01/0...																													

## My Profile

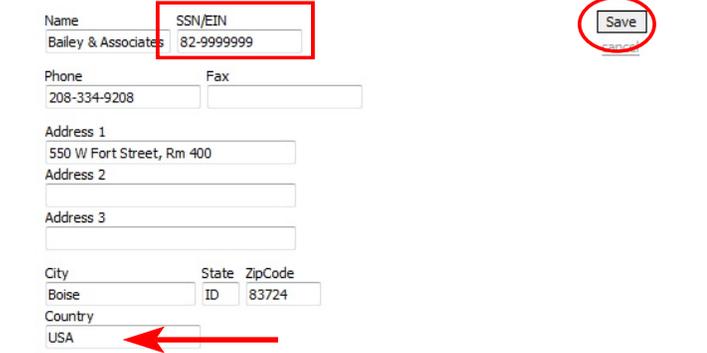


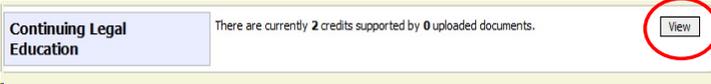
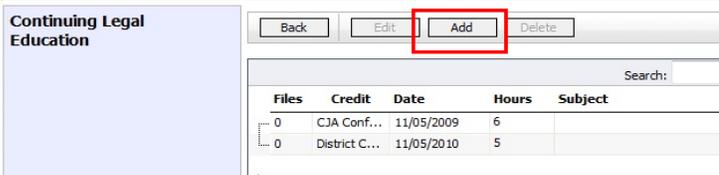
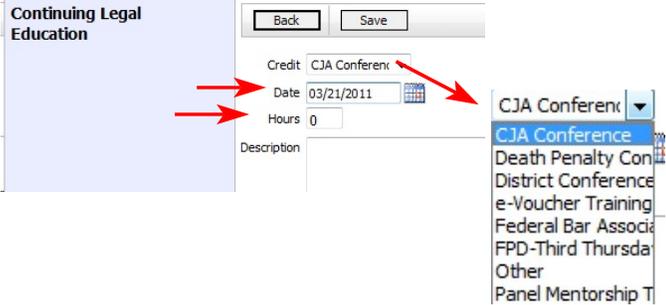
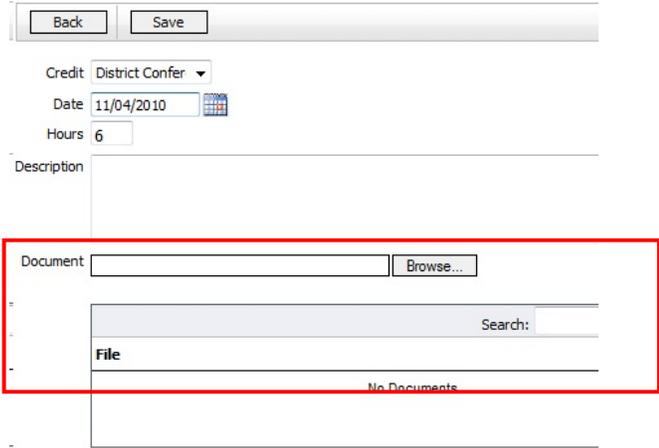
In the My Profile section, the attorney may:

- Login Info: Change password
- Attorney Info: Edit contact information, phone, e-mail physical address
- Billing Info: Update SSN or EIN numbers and any firm affiliation
- Continuing Legal Education: Document any CLE attendance.

LOGIN INFO	SCREEN
<p>1. Click <b>Edit</b> to change your Password.</p>	
<p>2. Click the <b>Reset</b> hyperlink.</p>	
<p>3. Type new password and retype in the confirm field.  Press the <b>Reset</b> button to save.</p>	
<p>4. Click the <b>Close</b> button to exit.</p>	

ATTORNEY INFO	SCREEN
<p>1. Click the <b>Edit</b> button to access your personal information</p>	
<p>2. Make any changes necessary and click <b>Save</b>.</p> <p><u>Note:</u> USA is required in the Country field.</p>	

BILLING INFO	SCREEN
<p>1. Select <b>Add</b> if no billing information is available.</p> <p>2. Click <b>Edit</b> if you wish to change the information already entered.</p> <p><u>Note:</u> You must have billing information entered before any payments can be made.</p>	
<p>The EIN or SS# must be the number that wages are to be reported to the IRS for.</p> <p>3. Make any changes necessary and click <b>Save</b>.</p> <p><u>Note:</u> USA is required in the Country field.</p>	

Continuing Legal Education	SCREEN															
<p>1. Click the <b>View</b> button to access your CLE information.</p>	 <p>Continuing Legal Education There are currently 2 credits supported by 0 uploaded documents. <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">View</span></p>															
<p>2. To add CLE information, click <b>Add</b>.</p>	 <p>Continuing Legal Education [Back] [Edit] <span style="border: 1px solid red; padding: 2px;">Add</span> [Delete]</p> <table border="1"> <thead> <tr> <th>Files</th> <th>Credit</th> <th>Date</th> <th>Hours</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>CJA Conf...</td> <td>11/05/2009</td> <td>6</td> <td></td> </tr> <tr> <td>0</td> <td>District C...</td> <td>11/05/2010</td> <td>5</td> <td></td> </tr> </tbody> </table>	Files	Credit	Date	Hours	Subject	0	CJA Conf...	11/05/2009	6		0	District C...	11/05/2010	5	
Files	Credit	Date	Hours	Subject												
0	CJA Conf...	11/05/2009	6													
0	District C...	11/05/2010	5													
<p>3. Click on the <b>Credit</b> drop-down menu to select pre-entered reoccurring CLE programs.</p> <p><u>Note:</u> If not a federal program, select <b>Other</b> and complete the Description field.</p> <p>4. Enter a <b>Date</b></p> <p>5. Enter the CLE <b>Hours</b>.</p> <p>6. You may enter a <b>Description</b> in the description field if desired.</p> <p>7. Click <b>Save</b></p>	 <p>Continuing Legal Education [Back] [Save]</p> <p>Credit: CJA Conferen  Date: 03/21/2011  Hours: 0  Description:</p> <ul style="list-style-type: none"> <li>CJA Conferen</li> <li>CJA Conference</li> <li>Death Penalty Con</li> <li>District Conference</li> <li>e-Voucher Training</li> <li>Federal Bar Associa</li> <li>FPD-Third Thursda</li> <li>Other</li> <li>Panel Mentorship T</li> </ul>															
<p>8. Attach any document regarding this CLE.</p> <p><u>Note:</u> Not required if a Federal CLE.</p> <p>9. Click <b>Save</b> once again.</p>	 <p>[Back] [Save]</p> <p>Credit: District Confer  Date: 11/04/2010  Hours: 6  Description:</p> <p>Document: <input type="text"/> [Browse...]</p> <p>Search: <input type="text"/></p> <p><b>File</b></p> <p>No Documents</p>															

# Appointment Record

Locate the Appointment in your Appointments Folder.

Click on the case number hyperlink to open the appointment record.

Appointments	Defendant
<a href="#">Case: 2:12-CR-00007-BLW</a> Defendant #: 1 Case Title: USA v. Quintana Attorney: F. Bailey	<b>Defendant: Marisela Isela Quintana</b> Representation Type: Criminal Case Order Date: 12/21/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale
<a href="#">Case: 2:12-CR-00008-BLW</a> Defendant #: 1 Case Title: USA v. Caraway Attorney: F. Bailey	<b>Defendant: Curtis Caraway</b> Representation Type: Federal capit Order Type: Appointing Counsel Order Date: 09/15/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale
<a href="#">Case: 2:12-CR-00009-BLW</a> Defendant #: 1 Case Title: USA v. Massey Attorney: F. Bailey	<b>Defendant: James Ernest Mass</b> Representation Type: Criminal Case Order Type: Subs for Federal Defen Order Date: 05/12/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale

Page 1 of 1 (3 items)

**Expert Services Request Template**

**Attorney CJA 20 Voucher Template**

**Expert CJA 21 Voucher Template**

**Detailed Payment Reports**

### 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

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

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

**CJA-26** [Create](#)  
Statement for a Compensation Claim in Excess of the Statutory Case  
Compensation Maximum: District Court

**Reports**

[Attorney Time Report-2](#)  
Detailed information on services performed during a date range.

[Defendant Summary Budget Report](#)

[Defendant Detail Budget Report](#)  
Provides details on time spent and remaining money for attorney and authorized experts for this appointment.

### Appointment Info

1. CIR. DIST. DIV. CODE 0976	2. PERSON REPRESENTED Marisela Isela Quintana de Tarango	VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 2:12-CR-00007-1-BLW-CWD	6. OTHER. DKT. DEF. NUMBER
5. APPEALS. DKT. DEF. NUMBER	7. IN CASE MATTER OF (Case Name) USA v. Quintana de Tarango	10. REPRESENTATION TYPE Criminal Case
8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	
11. OFFENSE(S) CHARGED	12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort Street, Rm 400 Boise ID 83724 Phone: 208-334-9208	13. COURT ORDER <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 B. Lynn Winmill Date of Order 12/21/2010 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

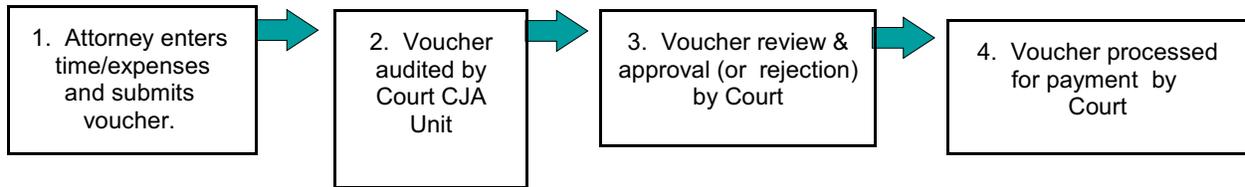
### Vouchers on File

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

Case	Defendant	Type	Status
<a href="#">2:12-CR-00007-BLW-CWD</a> Start: 12/21/2008 End: 01/30/2009	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 3,541.24 Approved Amount: 3,541.24	CJA-20 F. Lee Bailey	Voucher Closed <a href="#">0976.0000054</a>
<a href="#">2:12-CR-00007-BLW-CWD</a> Start: 05/26/2010 End: 05/28/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 15,500.00	AUTH Investigator	Voucher Closed <a href="#">0976.0000055</a>
<a href="#">2:12-CR-00007-BLW-CWD</a> Start: 05/26/2010 End: 05/28/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 35,000.00	CJA-26	Voucher Closed <a href="#">0976.0000056</a>
<a href="#">2:12-CR-00007-BLW-CWD</a> Start: 01/20/2009 End: 05/26/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 215.00	CJA-21 Interpreter Translator	Submitted to Attorney <a href="#">0976.0000057</a> FINAL PAYMENT
<a href="#">2:12-CR-00007-BLW-CWD</a> Start: 01/01/1901 End: 01/01/1901	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>

Page 1 of 1 (5 items)

## CJA 20 Voucher Process Overview



## Creating the CJA 20 Voucher

The Court creates the appointment.  
The attorney will initiate the CJA 20 voucher.

<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the CJA 20 Voucher template found on the Appointment screen.</p>																									
<p><b>BASIC INFO</b></p> <p>The voucher opens to the <b>Basic Info</b> page which is representative of the CJA 20/21 voucher.</p> <p>A <b>Menu Bar</b> appears across top of voucher. You may navigate using the menu bar, or the progress bar (shown below).</p>	<table border="1"> <thead> <tr> <th>1. CIR. DIST. DIV. CODE</th> <th>2. PERSON REPRESENTED</th> <th colspan="2">VOUCHER NUMBER</th> </tr> </thead> <tbody> <tr> <td>0976</td> <td>Guadalupe Valenzuela</td> <td>3. MAG. DKT. DEF. NUMBER</td> <td>4. DIST. DKT. DEF. NUMBER</td> </tr> <tr> <td></td> <td></td> <td>5. APPEALS DKT. DEF. NUMBER</td> <td>6. OTHER. DKT. DEF. NUMBER</td> </tr> <tr> <td></td> <td></td> <td>7. IN CASE MATTER OF (Case Name)</td> <td>8. PAYMENT CATEGORY</td> </tr> <tr> <td></td> <td></td> <td>9. TYPE PERSON REPRESENTED</td> <td>10. REPRESENTATION TYPE</td> </tr> <tr> <td></td> <td></td> <td>11. OFFENSE(S) CHARGED</td> <td>12. ATTORNEY'S STATEMENT</td> </tr> </tbody> </table>	1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER		0976	Guadalupe Valenzuela	3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER			5. APPEALS DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER			7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY			9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE			11. OFFENSE(S) CHARGED	12. ATTORNEY'S STATEMENT
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<p>The <b>Progress Bar</b> appears at the bottom of the screen. Clicking <b>Next</b> will open the next screen.</p> <p>At any point the user may <b>SAVE</b> any entries made on this voucher.</p> <p><u>Note:</u> At any time prior to submitting the voucher, the user may delete the voucher by clicking the <b>Delete Draft</b> button.</p>																									

## SERVICES

Line item time entries should be entered on **Services** tab.

Both In-Court and Out-of Court time should be recorded on this screen.

1. Enter the date of the service. **(REQUIRED)**  
You may type in the date, or click on the calendar icon to select a date from the calendar.

**Compensation rates are dependent on service dates!**

2. Select **Service Type** from drop down menu. **(REQUIRED)**

Note: You may add time in any order. The voucher will automatically record time in chronological order.

3. Enter hours of service in **tenths** of an hour. **(REQUIRED)**
4. Add a description of services. **(REQUIRED)**
5. Click **Add**.

**Note:** The rate will adjust depending upon the date of service.

Entry will be added to voucher.

Note: You may group your entries by any of the column headers by dragging the header to the Group By bar.

Click **SAVE**.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or P...	01/03/2011	First Appearance and arraignment of Defendant	.5	125	62.50

## EXPENSES

Line item expense entries may be made on the Expenses tab.

1. Enter Date (REQUIRED)
2. Enter Expense Type from drop-down menu (REQUIRED)
3. Enter
  - a. miles traveled, if any
  - b. dollar amount of expense if not mileage.
4. Enter Description. (REQUIRED)
5. Click **Add**. (REQUIRED)

## Expenses

\* Required Fields

Date  \*  \*  
 Expense Type  \*  
 Miles  rate per mile is 0.5100  
 Amount

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

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

**Note:** The mileage rate will adjust depending upon the date.

**Note:** If you are claiming in-house photocopy or fax copy expenses, you must indicate the number of pages and the rate charged per page.

Click **SAVE**.

## Expenses

\* Required Fields

Date  \*  \*  
 Expense Type  \*  
 Miles  rate per mile is 0.5100  
 Amount  \*

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	01/03/2011	to and from court	10	0.51	5.10
Photocopies	02/01/2011	Copies of Discovery: 100 pages @ .15 per page	0	0	15.00

## CLAIM STATUS

1. Enter the beginning and end date of the services provided on this voucher.  
**NOTE:** Dates do not carry over from **Services** tab.
2. Indicate final or interim payment. If interim, indicate which interim this voucher represents.
3. Answer all the questions regarding previous payments in this case.
4. Click **SAVE**.

## Claim Status

Start Date  \*  2/28/2011 \*

Payment Claims

Final Payment  
 Interim Payment 2 (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 (compensation or anything of value) from any other source in connection with this representation?  Yes  No

<< First < Previous Next >> Last >>

## DOCUMENTS

Attorneys (as well as the court) may attach documents to any record.

Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the court. **Information Summary form must be included.**

### Supporting Documents

Description	Delete	View
No Attachments		

1. To add the attachment, click the **Browse** button to locate your file.
2. Add a description of the attachment.
3. Click **Upload**.

### Supporting Documents

Description	Delete	View
No Attachments		

Attachment is added to voucher.

Click **SAVE**.

Note: Though the CJA eVoucher program will accept any document format, it is recommended that all attachments be added in **pdf** format.

### Supporting Documents

Description	Delete	View
Copies of Receipts	Delete	View

## SIGNING and SUBMITTING TO COURT

When you have added all the voucher entries, you are ready to sign and submit your voucher to the court.

From the Navigation Bar at the bottom of the screen, click **LAST**.

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

The **Confirmation** screen appears which reflects all entries from the previous screens.

1. Verify the information is correct.
2. Scroll to bottom of screen to blue fields.

### Confirmation

1. CIR./DIST./DIV.CODE 0976	2. PERSON REPRESENTED Marisela Isela Quintana de Tarango	VOUCHER NUMBER			
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2:12-CR-00007-1-BLW-CWD	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER		
7. IN CASE/MATTER OF(Case Name) USA v. Quintana de Tarango	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					
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort Street, Rm 400 Boise ID 83724 Phone: 208-334-9208		13. COURT ORDER <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			
14. LAW FIRM NAME AND MAILING ADDRESS Bailey & Associates TIN: ***.**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court B. Lynn Winmill Date of Order 12/21/2010 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$62.50			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
<b>Totals</b>		0.5	\$62.50		
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
<b>Totals</b>		0	\$0.00		
17. (mileage, etc.)					
18. Other Expenses (other than expert, transcripts, etc.)			\$15.00		
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>			\$82.60		
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 1/1/2011 TO: 2/28/2011			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input checked="" type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements. Signature of Attorney: _____ Date Signed: _____					
<b>APPROVED FOR PAYMENT - COURT USE ONLY</b>					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR./CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR./CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	

Notes: You may include any information to the court.

3. Check the box to swear and affirm to the accuracy of the voucher.

The date and time will automatically be entered.

4. Click the **SUBMIT** button to send to the Court.

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

Notes  
Include Case Disposition in Notes section when submitting a final voucher.

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

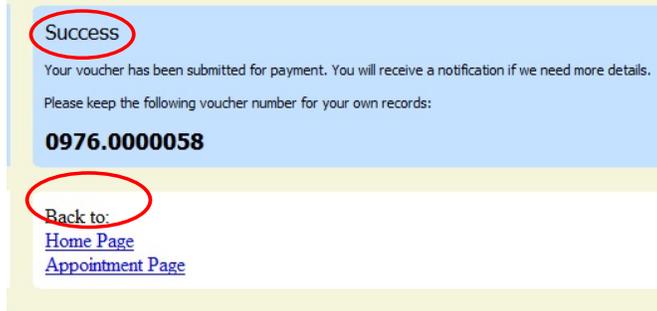
Date: 3/22/2011 9:49:49



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

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Click on **HOME** to return to the home page.



**Success**

Your voucher has been submitted for payment. You will receive a notification if we need more details.  
Please keep the following voucher number for your own records:

**0976.0000058**

Back to:  
[Home Page](#)  
[Appointment Page](#)

The active voucher is removed from the “My Active Vouchers” folder and now appears in **My Submitted Vouchers** folder.



**My Submitted Vouchers**

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

Case	Defendant	Type	Status
2:12-CR-0000... Start: 01/01/2011 End: 02/28/2011	Marisela Isel... Claimed Amo...	CJA-20 F. Lee B...	Submitt Court 0976.0C  INTERIM PAYMEN
2:12-CR-0000... Start: 09/15/2009 End: 11/30/2009	Curtis Caraw... Claimed Amo...	CJA-30 F. Lee B...	Submitt Court 0976.0C  INTERIM PAYMEN

1 Page 1 of 1 (2 items)

## Voucher Rejection

If the voucher has been rejected by the court, it will reappear in the “My Active Vouchers” folder highlighted in gold. An email message generated by the system will be sent explaining what corrections need to be made.



Home Operations Reports Links Help logout

> [Home](#)

Welcome Bonnie Kates: [My F](#)

My Appointments: [View](#)

Search Existing Appointments: [Sear](#)

**ATTORNEY**

**My Active Vouchers**

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

Case	Defendant	Type	Status
9:09-AP-1... Start: 01/06/... End: 01/06/2...	Smith, John (# 1) Claimed Amount: ...	CJA-20 Bonnie Kates	Voucher Entry --09.0000062

1 Page 1 of 1 (1 items)

**Appointments' List**

## CJA 20 Quick Review Panel

On the left-hand side bar when entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals by using the quick review panel.

The Services and Expenses will tally as entries are made to the voucher.

CJA-20 Voucher Entry

Def.: Marisela Isela Quintana de Tarango

Voucher #:  
Start Date: 1/1/2011  
End Date: 3/25/2011

Services: \$312.50

Expenses: \$30.60

Reports  
[Form CJA20 \(printable version\)](#)

Expand the item to reveal specific types of entries.

Click on down arrow (▼) to expand or minimize the view.

Services: \$312.50

**In Court Services**

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$62.50
Bail and Detention Hearing	0	\$0.00
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
<b>Totals</b>	<b>0.5</b>	<b>\$62.50</b>

**Out of Court Services**

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	1.0	\$125.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	1.0	\$125.00
Investigative and Other Work	0	\$0.00
<b>Totals</b>	<b>2.0</b>	<b>\$250.00</b>

Expenses: \$30.60

**Travel**

Expense Type	Amount
Travel Miles	\$30.60
Travel Misc	\$0.00
<b>Totals</b>	<b>\$30.60</b>

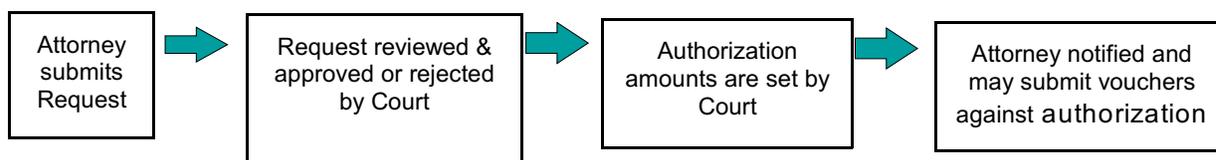
**Expenses**

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

---

## Expert Service Request Process Overview

Before expert services (in excess of the statutory maximums) may be claimed by an attorney, the court's authorization must be obtained. The process moves the request from the attorney to the court for the approval step, and finally to the CJA unit for final system update. The authorization will appear in the appointment record for that defendant, and is viewable by the court and by the attorney.



---

## Requests for Authorization for Expert Services

An Authorization Request is submitted to the court through the CJA eVoucher program and no longer filed in CM/ECF. The Court approves the services within the eVoucher program. If the authorization is in excess of the statutory maximum, a Circuit Judge must also approve the service prior to employment.

The Clerk's Office will enter an authorization with a specified amount. This may or may not appear as a "not-to-exceed" amount. An e-mail is generated notifying counsel that an authorization is approved.

A voucher which exceeds the authorized amount can not be submitted without additional approval. The eVoucher program will decline the submission of a voucher in excess of the "not-to-exceed" amount.

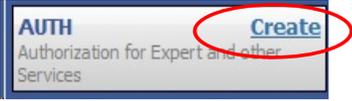
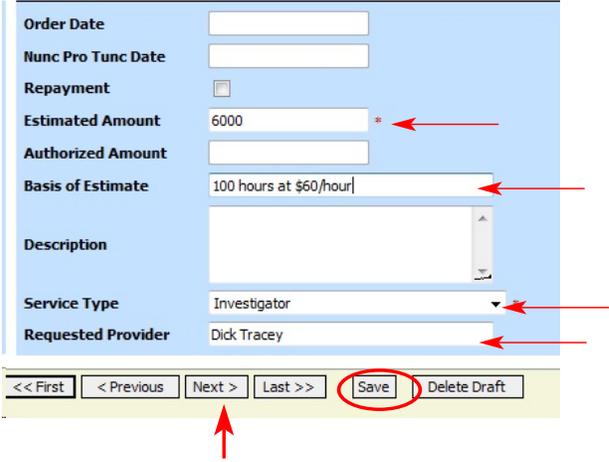
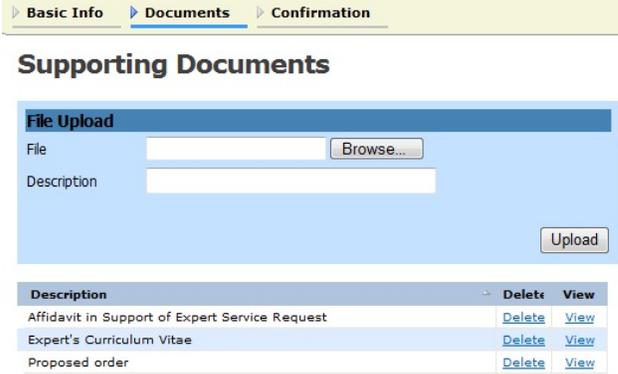
Interpreters: An Authorization Request does not need to be submitted for interpreter services unless the total fees will be in excess of the statutory maximum. If the interpreter services exceed the statutory maximum, the attorney is required to submit an authorization request for those services in excess.

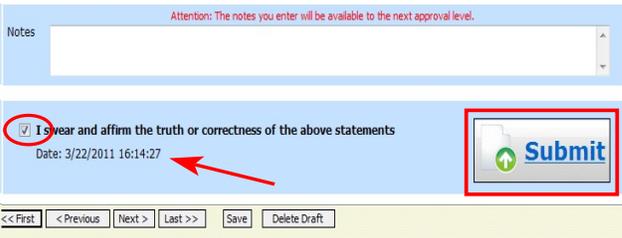
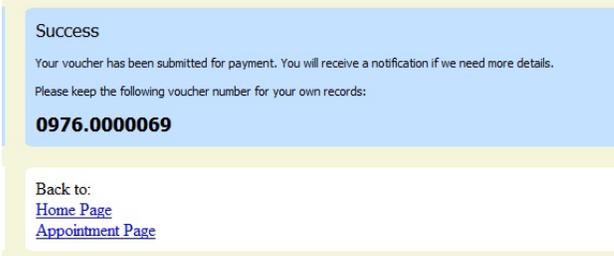
Translation of Documents: When employing an interpreter to translate and transcribe documents, an Authorization Request should be submitted for prior approval when it is anticipated the total cost will exceed the statutory maximum.

**In all instances**, separate CJA-21 vouchers should be submitted for document translation/transcription services and regular interpreting services.

If a non-English-speaking defendant needs to be advised of the content of an English language document, this should be done by means of sight translation.

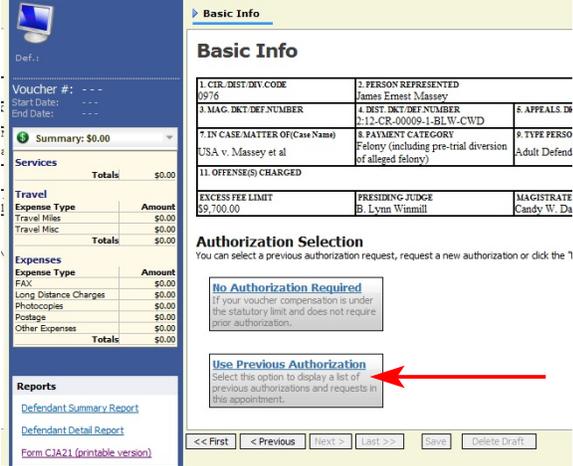
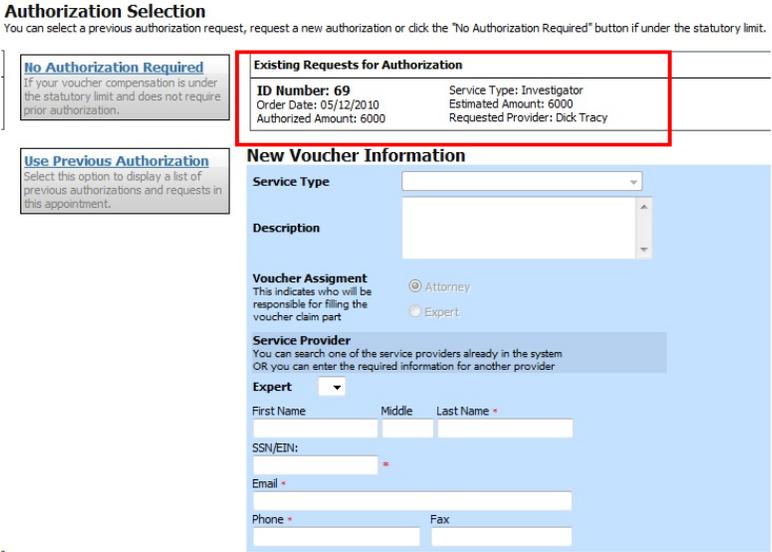
## Submitting an Authorization Request for Expert Services

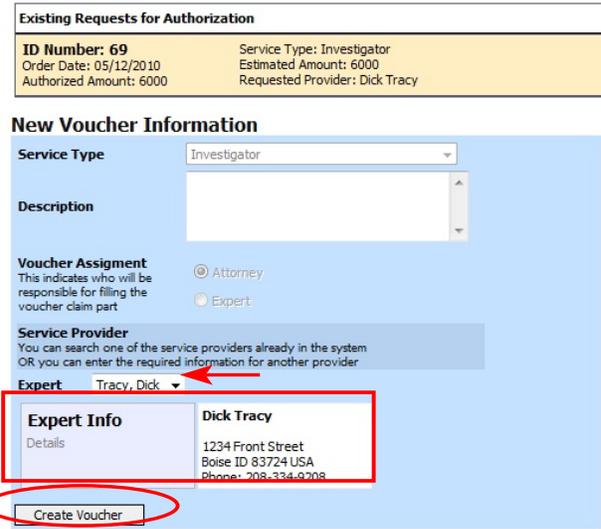
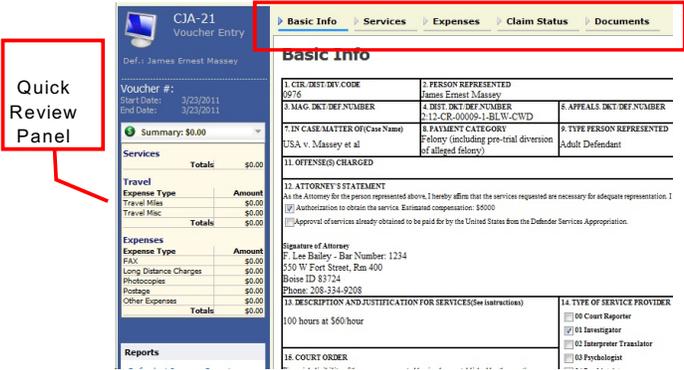
STEP													
<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the Authorization template located on the Appointment screen.</p>													
<p>The <b>Basic Info</b> Screen will open.</p> <p>Complete the information in the blue section at the bottom of the screen.</p> <p>Complete:</p> <ul style="list-style-type: none"> <li>Estimated Amount</li> <li>Basis for Estimate</li> <li>Service Type from the drop-down list</li> <li>Name of Service Provider</li> </ul> <p>Click <b>SAVE</b>.</p> <p>Click <b>NEXT</b>.</p>													
<p><b>DOCUMENTS</b></p> <p>Upload:</p> <ul style="list-style-type: none"> <li>Article • Affidavit of counsel explaining the necessity for expert services.</li> <li>Article • Resume or Curriculum Vitae of expert, if available.</li> </ul> <p>Click <b>SAVE</b>.</p> <p>Click <b>NEXT</b>.</p>	 <table border="1" data-bbox="854 1402 1446 1497"> <thead> <tr> <th>Description</th> <th>Delete</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Affidavit in Support of Expert Service Request</td> <td><a href="#">Delete</a></td> <td><a href="#">View</a></td> </tr> <tr> <td>Expert's Curriculum Vitae</td> <td><a href="#">Delete</a></td> <td><a href="#">View</a></td> </tr> <tr> <td>Proposed order</td> <td><a href="#">Delete</a></td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Description	Delete	View	Affidavit in Support of Expert Service Request	<a href="#">Delete</a>	<a href="#">View</a>	Expert's Curriculum Vitae	<a href="#">Delete</a>	<a href="#">View</a>	Proposed order	<a href="#">Delete</a>	<a href="#">View</a>
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Proposed order	<a href="#">Delete</a>	<a href="#">View</a>											

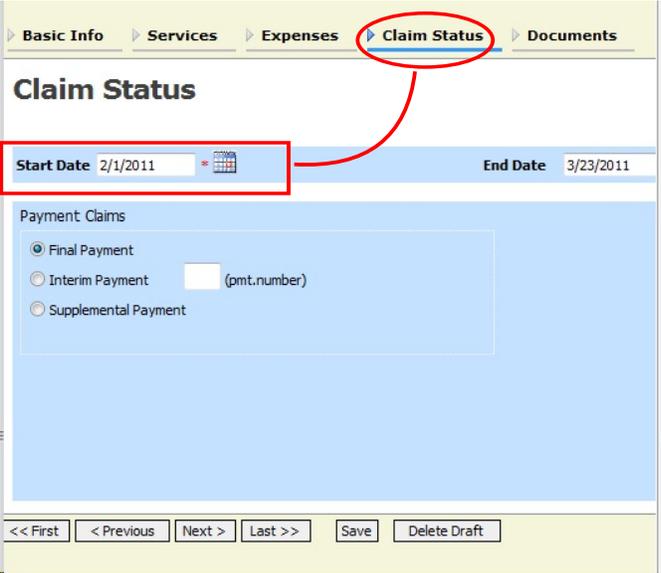
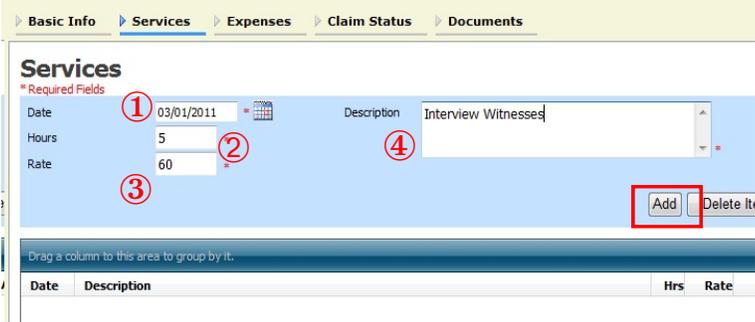
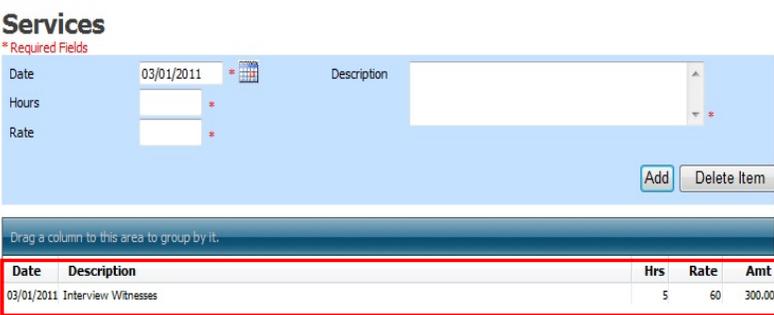
STEP	
<p>The <b>Confirmation</b> screen will open.</p> <p>Complete the information in the blue section at the bottom of the screen.</p> <ol style="list-style-type: none"> <li>1. Check the box regarding the accuracy of the authorization request.</li> <li>2. Your request will automatically be dated and time-stamped.</li> </ol> <p>Click <b>Submit</b>.</p>	
<p>A screen will appear indicating the previous action was successful and the voucher has been submitted to the Court for payment.</p> <p>Click on <b>HOME</b> to return to the home page.</p>	

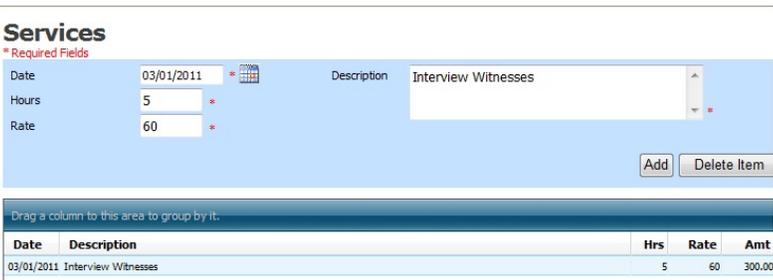
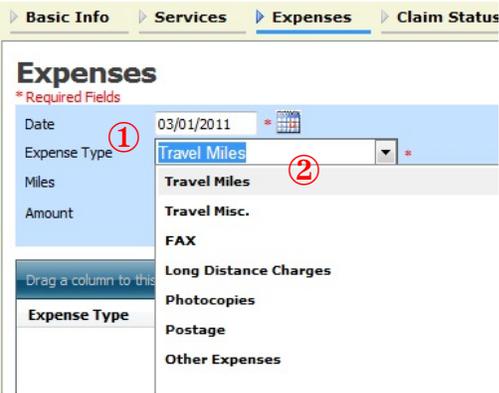
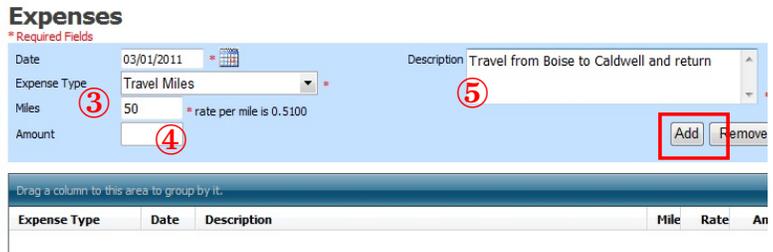
## CJA 21 Voucher with Prior Authorization

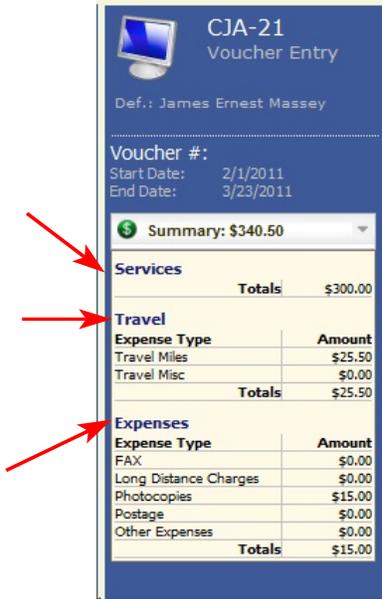
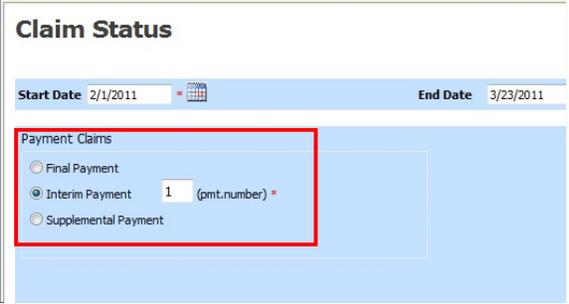
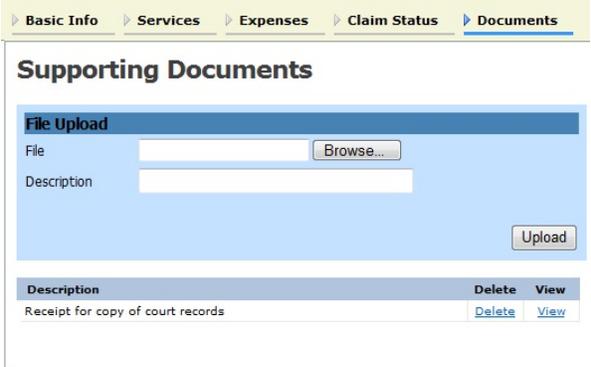
1. The Court creates the expert user in the eVoucher program.
2. The attorney will initiate the CJA 21 voucher.
3. The expert or attorney will complete the voucher.
4. The attorney must submit the voucher to the court.

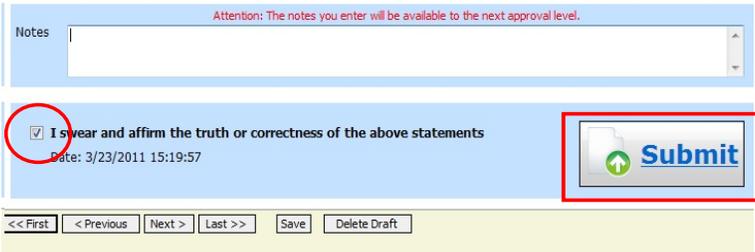
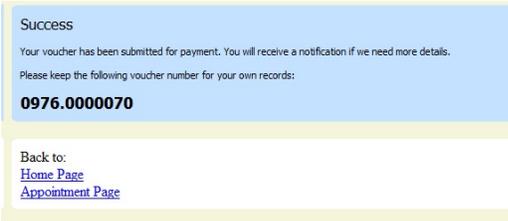
STEP	
<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the CJA 21 Voucher template found on the Appointment screen.</p>	
<p>Click on <b>Use Previous Authorization</b></p>	
<p>All existing Authorizations will appear in the <b>Existing Requests</b> folder.</p> <p>Click on the Authorization for the services you wish to submit this voucher for.</p>	

STEP	
<p>When you select the authorization, the Service type will be filled in from the information located in the authorization.</p> <p><b>Select Expert</b></p> <p>Select your Expert from the drop-down list. The expert's payment information will be filled in.</p> <p>Click <b>Create Voucher</b>.</p>	
<p>A <b>CJA 21 Voucher</b> will open.</p> <p>Follow the menu bar along the top to enter time and expense information for this voucher.</p>	
<p>You may also navigate through the voucher using the navigation bar located at the bottom of the screen.</p>	

STEP											
<p>The eVoucher program will date the voucher start date with today's date.</p> <p>To enter and save services or expenses prior to today's date, edit the start date of the voucher on the <b>Claim Status</b> screen.</p>											
<p><b>SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Type the date of services.</li> <li>2. Type the number of hours (in tenths of an hour).</li> <li>3. Type the authorized rate.</li> <li>4. Type a concise description of the services provided.</li> <li>5. Click <b>ADD</b>.</li> </ol>											
<p>The service will be added to the voucher.</p> <p>Click <b>SAVE</b> from the bottom navigation menu.</p>	 <table border="1" data-bbox="737 1583 1511 1640"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Hrs</th> <th>Rate</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>03/01/2011</td> <td>Interview Witnesses</td> <td>5</td> <td>60</td> <td>300.00</td> </tr> </tbody> </table>	Date	Description	Hrs	Rate	Amt	03/01/2011	Interview Witnesses	5	60	300.00
Date	Description	Hrs	Rate	Amt							
03/01/2011	Interview Witnesses	5	60	300.00							

STEP																			
<p>To edit a previously added entry, click on the entry from the added section.</p> <p>The information will repopulate the top blue section of the services screen.</p> <p>Make your edits and relick the <b>Add</b> button.</p>	 <p><b>Services</b> * Required Fields</p> <p>Date: 03/01/2011 Hours: 5 Rate: 60 Description: Interview Witnesses</p> <p>Buttons: Add, Delete Item</p> <p>Table:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Hrs</th> <th>Rate</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>03/01/2011</td> <td>Interview Witnesses</td> <td>5</td> <td>60</td> <td>300.00</td> </tr> </tbody> </table>	Date	Description	Hrs	Rate	Amt	03/01/2011	Interview Witnesses	5	60	300.00								
Date	Description	Hrs	Rate	Amt															
03/01/2011	Interview Witnesses	5	60	300.00															
<p><b>EXPENSES</b></p> <ol style="list-style-type: none"> <li>1. Enter the date the expense was incurred.</li> <li>2. Select the Expense type from the drop down menu.</li> </ol>	 <p><b>Expenses</b> * Required Fields</p> <p>Date: 03/01/2011 Expense Type: Travel Miles Miles: [empty] Amount: [empty]</p> <p>Expense Type dropdown options: Travel Miles, Travel Misc., FAX, Long Distance Charges, Photocopies, Postage, Other Expenses</p>																		
<ol style="list-style-type: none"> <li>3. Type the number of miles if claiming mileage.</li> <li>4. Type in the dollar amount of expense if claiming another expense type.</li> <li>5. Type in a description of the expense. If adding mileage, indicate to/from locations.</li> </ol> <p>Click <b>ADD</b>.</p> <p>Click <b>SAVE</b>.</p>	 <p><b>Expenses</b> * Required Fields</p> <p>Date: 03/01/2011 Expense Type: Travel Miles Miles: 50 * rate per mile is 0.5100 Amount: [empty] Description: Travel from Boise to Caldwell and return</p> <p>Buttons: Add, Remove</p> <p>Table:</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Date</th> <th>Description</th> <th>Mile</th> <th>Rate</th> <th>An</th> </tr> </thead> <tbody> </tbody> </table>	Expense Type	Date	Description	Mile	Rate	An												
Expense Type	Date	Description	Mile	Rate	An														
<p><b>Note:</b> All entered expenses will be added to the itemized list. You may sort any of these items by clicking on the header name. Additionally, you may group any of the items by dragging the header to the "Group By" bar.</p>	 <p><b>Expenses</b> * Required Fields</p> <p>Date: 03/03/2011 Expense Type: [empty] Miles: [empty] * rate per mile is 0.5100 Amount: [empty]</p> <p>Buttons: Add, Remove</p> <p>Table:</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Date</th> <th>Description</th> <th>Mile</th> <th>Rate</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>Travel Miles</td> <td>03/02/2011</td> <td>Travel from Boise to Caldwell and return</td> <td>50</td> <td>0.51</td> <td>25.50</td> </tr> <tr> <td>Photocopies</td> <td>03/03/2011</td> <td>Copies of Court Records</td> <td>0</td> <td>0</td> <td>15.00</td> </tr> </tbody> </table>	Expense Type	Date	Description	Mile	Rate	Amt	Travel Miles	03/02/2011	Travel from Boise to Caldwell and return	50	0.51	25.50	Photocopies	03/03/2011	Copies of Court Records	0	0	15.00
Expense Type	Date	Description	Mile	Rate	Amt														
Travel Miles	03/02/2011	Travel from Boise to Caldwell and return	50	0.51	25.50														
Photocopies	03/03/2011	Copies of Court Records	0	0	15.00														

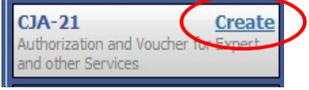
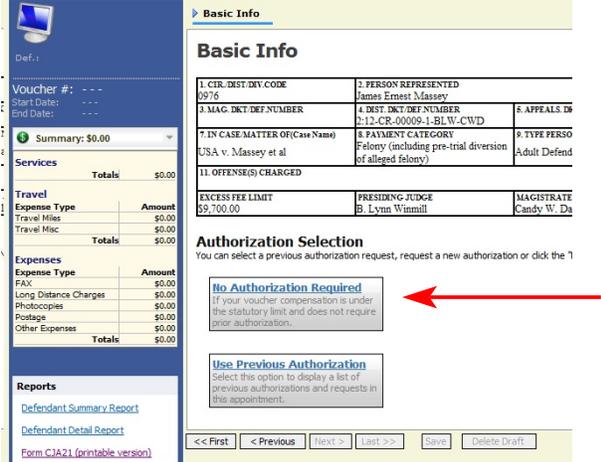
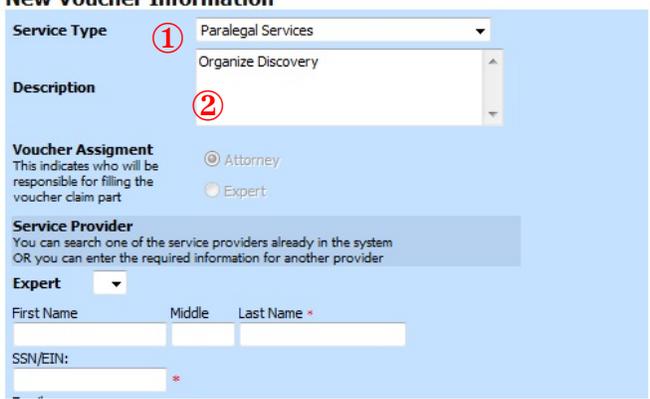
STEP	
<p>The eVoucher program also maintains a running balance in the left-hand panel.</p>	
<p><b>CLAIM STATUS</b></p> <p>When ready to submit the voucher for payment, edit the claim status screen to indicate final or interim payments.</p> <p>Click <b>SAVE</b>.</p>	
<p><b>DOCUMENTS</b></p> <p>Upload copies of any receipts.</p> <p>Upload a copy of the expert's billing statement, or time slips.</p> <p>Click <b>SAVE</b>.</p>	

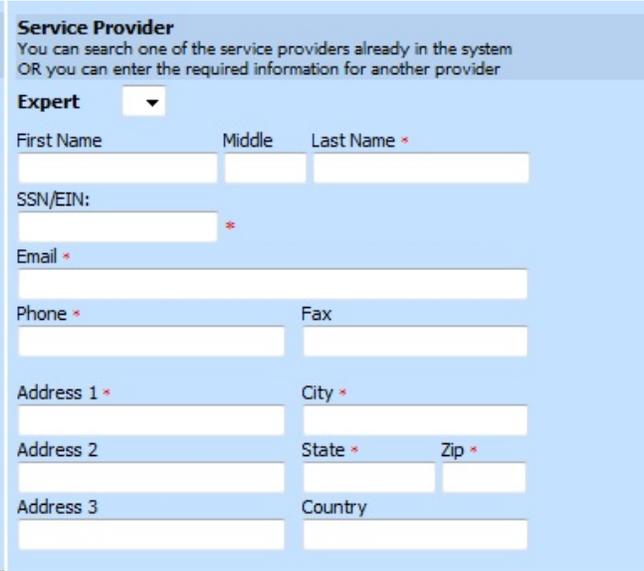
STEP	
<p><b>Confirming Voucher</b></p> <p>The attorney will be entering in the data and confirming the correctness of the entries on behalf of the expert.</p> <p>To access the expert's confirmation screen, click on the <b>Last</b> button located along the bottom menu bar.</p>	
<p>A <b>CJA 21 Voucher</b> screen will appear.</p> <p>Scroll to the bottom of the Voucher screen.</p> <p>Check the affirmation box regarding the correctness of the statements. <b><i>You are affirming on behalf of the expert.</i></b></p> <p>Click <b>Submit</b>.</p>	
<p>A <b>Success</b> screen will appear.</p>	

STEP																	
<p><b>ATTORNEY'S CONFIRMATION</b></p> <p>The expert's voucher will reappear in the attorney's "My Active Vouchers" folder.</p> <p>The attorney must affirm the voucher a second time, now on behalf of the attorney.</p> <p>Therefore, repeat the confirmation steps a second time - this time as the attorney's confirmation of the services provided.</p>	 <p>The screenshot shows a window titled "My Active Vouchers" with a table containing three rows of voucher data. The third row is circled in red. The table has columns for Case, Defendant, Type, and Status. The status for the circled row is "Submitted Attorney" with a claimed amount of "0976.0000".</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2:12-CR-... Start: 01/2... End: 05/26...</td> <td>Marisela Isela Q... Claimed Amount...</td> <td>CJA-21 Interprete...</td> <td>Submitted Attorney 0976.0000 FINAL PAYMENT</td> </tr> <tr> <td>2:12-CR-... Start: 01/0... End: 01/01...</td> <td>Marisela Isela Q... Claimed Amount...</td> <td>CJA-20</td> <td>Voucher Entry Edit</td> </tr> <tr> <td>2:12-CR-... Start: 02/0... End: 03/23...</td> <td>James Ernest M... Claimed Amount...</td> <td>CJA-21 Dick Tracy Investigator</td> <td>Submitted Attorney 0976.0000 INTERIM PAYMENT</td> </tr> </tbody> </table> <p>Page 1 of 1 (3 items)</p>	Case	Defendant	Type	Status	2:12-CR-... Start: 01/2... End: 05/26...	Marisela Isela Q... Claimed Amount...	CJA-21 Interprete...	Submitted Attorney 0976.0000 FINAL PAYMENT	2:12-CR-... Start: 01/0... End: 01/01...	Marisela Isela Q... Claimed Amount...	CJA-20	Voucher Entry Edit	2:12-CR-... Start: 02/0... End: 03/23...	James Ernest M... Claimed Amount...	CJA-21 Dick Tracy Investigator	Submitted Attorney 0976.0000 INTERIM PAYMENT
Case	Defendant	Type	Status														
2:12-CR-... Start: 01/2... End: 05/26...	Marisela Isela Q... Claimed Amount...	CJA-21 Interprete...	Submitted Attorney 0976.0000 FINAL PAYMENT														
2:12-CR-... Start: 01/0... End: 01/01...	Marisela Isela Q... Claimed Amount...	CJA-20	Voucher Entry Edit														
2:12-CR-... Start: 02/0... End: 03/23...	James Ernest M... Claimed Amount...	CJA-21 Dick Tracy Investigator	Submitted Attorney 0976.0000 INTERIM PAYMENT														

## CJA 21 Voucher without Prior Authorization

1. The attorney will initiate the CJA 21 voucher.
2. The attorney will complete the voucher.
3. The attorney must submit the voucher to the court.

STEP	
<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the CJA 21 Voucher template found on the Appointment screen.</p>	
<p>Click on</p> <p><b>No Authorization Required</b></p>	
<ol style="list-style-type: none"> <li>1. Select <b>Service Type</b> from drop-down menu.</li> <li>2. Type in <b>Description</b> of Services.</li> </ol>	

STEP	
<p><b>Service Provider</b></p> <p><b>Note:</b> The eVoucher program searches the database for experts who perform the specific service type selected in Step #1. If the expert has never submitted a voucher in the eVoucher system, nor received prior authorization, their name may not appear in the Expert field.</p> <p>Therefore, the attorney will enter the expert's information on this screen.</p> <p><b>Note:</b> No vouchers may be submitted until the expert's information has been approved by the court.</p>	
<p>If the expert already exists in the database, the expert information will be available to select from the drop-down list.</p> <p>Since the eVoucher program associates the expert with the type of service they provide, if they are being employed for a service other than their normal service type, the name may not appear.</p> <p>Contact the court to add the service type to the expert's user record.</p> <p>Click <b>Create Voucher</b> and continue as previously explained in creating a CJA 21 voucher with prior approval. <b>(See Pgs. 23-29)</b></p>	

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## Interim Payment Request Process Overview

A motion for interim payment must accompany the voucher submission.

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## Requests for Interim Payments

Where it is considered necessary and appropriate in a specific case, the Appellate Commissioner may arrange for periodic or interim payments to counsel. This payment option is designed to strike a balance between the interest in relieving court-appointed attorneys of financial hardships in extended and complex cases, and the practical application of the statutorily imposed responsibility of the judge to provide a meaningful review of claims for excess compensation.

### Relevant Factors for granting a Motion for Interim Payments

Relevant factors in designating the case as extended or complex may be:

- The number of defendants in the case.
- Unusual characteristics of the defendant (unable to speak English, mentally deficient, particularly uncooperative).
- Location of defendant.
- Type and number of crimes charged.
- Complexity or novelty of legal issues.
- Volume of record review

### Submitting the Request

A motion for interim payments is submitted to the court through the CJA eVoucher program, and no longer filed in CM/ECF. The motion can be attached to the voucher as a document. (See instructions on page 16). In a multi-defendant case, each attorney requesting interim payments will need to submit their own request.

The Court authorizes the request within the eVoucher program.

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## Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program.

Viewable reports appear on the left-hand review panel.

Each panel, depending upon which screen you are viewing, may have different reports available.

Each Report will have a short description of the information received when viewing that report.

The two main reports are the Defendant's

- Defendant Detailed Voucher Report
- Summary Budget Report

The screenshot displays a web interface for the CJA eVoucher program. At the top, there is a section titled "Appointment" with a brief description. Below this is a "View Representation" link. The main area is titled "Create New Voucher" and lists four voucher types: AUTH, CJA-20, CJA-21, and CJA-26, each with a "Create" link. At the bottom, a "Reports" section is highlighted with a red border, listing two reports: "Defendant Detailed Voucher Report" and "Defendant Summary Budget Report", each with a description and a link.

**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**

<b>AUTH</b>	<a href="#">Create</a>
Authorization for Expert and other Services	
<b>CJA-20</b>	<a href="#">Create</a>
Appointment of and Authority to Pay Court-Appointed Counsel	
<b>CJA-21</b>	<a href="#">Create</a>
Authorization and Voucher for Expert and other Services	
<b>CJA-26</b>	<a href="#">Create</a>
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	

**Reports**

<a href="#">Defendant Detailed Voucher Report</a> Provides details on time spent and remaining money for attorney and authorized experts for this appointment.
<a href="#">Defendant Summary Budget Report</a>

## Defendant Detailed Voucher Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the voucher submitted against those authorizations and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert services.

Counsel Budget												Defendant: Marisela Isela Quintana de Tarango	
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed		Amount Adjusted			
Budget Amount Requested:	\$50,000.00					CJA-28	0976.0000056	\$35,000.00		\$35,000.00			
Budget Amount Approved:	\$50,000.00					CJA-28	0976.0000077	\$15,000.00		\$15,000.00			
							Total:	\$50,000.00		\$50,000.00			
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Attorney: F. Lee Bailey (Appointing Counsel) Active													
12/21/2008 to 01/30/2009	0976.0000054	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$46,900.00	\$46,900.00		
01/01/2011 to 02/28/2011	0976.0000058	\$62.50	\$5.10	\$10.00	\$77.60	\$0.00	\$0.00	\$0.00	\$0.00	\$46,900.00	\$46,837.50		
		Total Pending:				\$77.60	Total Approved:		\$3,541.24	\$46,900.00	\$46,837.50		
Expert and Other Services Budget - Requiring Authorization													
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00				Amount Authorized: \$15,500.00				Attorney: F. Lee Bailey			
Vendor: (Investigator)													
No Voucher		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00		
		Pending For Vendor:				\$0.00	Approved For Vendor:		\$0.00				
		Total Pending:				\$0.00	Total Approved:		\$0.00	\$15,500.00	\$15,500.00		

## Defendant Summary Report

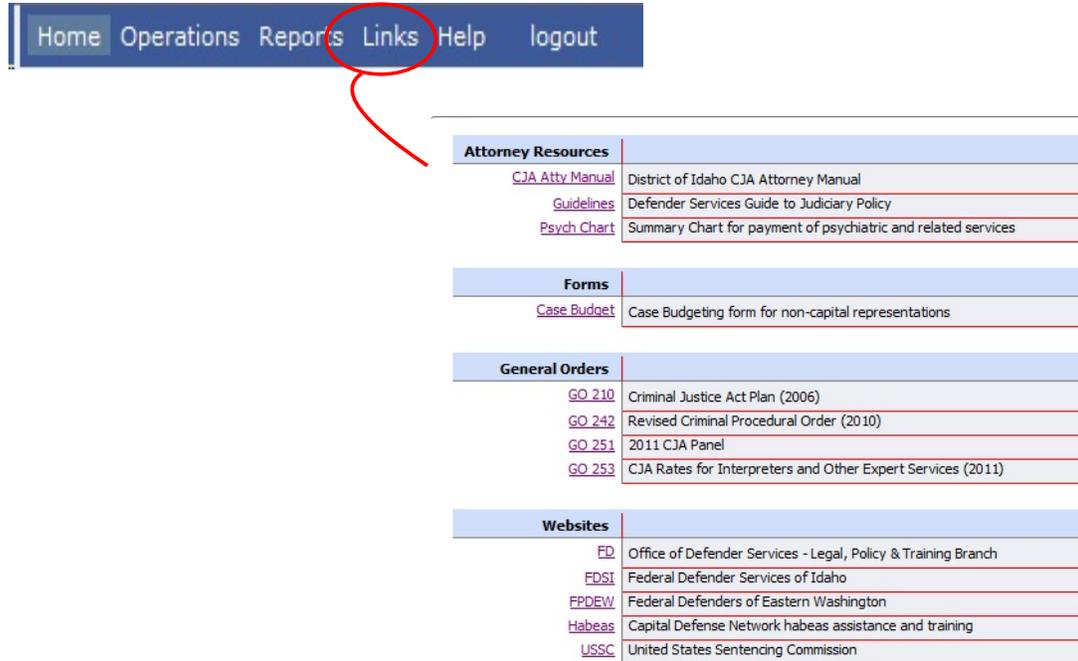
Same information as Detailed Report without the individual voucher data.

Counsel Budget											
Defendant: Marisela Isela Quintana de Tarango											
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted						
Budget Amount Requested:	\$50,000.00	CJA-28	0976.0000056	\$35,000.00	\$35,000.00						
Budget Amount Approved:	\$50,000.00	CJA-28	0976.0000077	\$15,000.00	\$15,000.00						
				Total:	\$50,000.00	\$50,000.00					
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: F. Lee Bailey (Appointing Counsel) <span style="float: right;">Active</span>											
				Total Pending:	\$77.60	Total Approved:			\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0976.0000055    Amount Requested: \$15,500.00    Amount Authorized: \$15,500.00    Attorney: F. Lee Bailey											
Vendor: (Investigator)											
				Pending For Vendor:	\$0.00	Approved For Vendor:			\$0.00		
				Total Pending:	\$0.00	Total Approved:			\$0.00	\$15,500.00	\$15,500.00

## Links

Along the blue menu bar, the eVoucher program provides links to commonly used resources for CJA panel attorneys.



The screenshot shows a blue navigation menu bar with the following items: Home, Operations, Reports, Links, Help, and logout. The 'Links' item is circled in red, and a red arrow points from it to the 'Attorney Resources' section of a table below.

Attorney Resources	
<a href="#">CJA Atty Manual</a>	District of Idaho CJA Attorney Manual
<a href="#">Guidelines</a>	Defender Services Guide to Judiciary Policy
<a href="#">Psych Chart</a>	Summary Chart for payment of psychiatric and related services

Forms	
<a href="#">Case Budget</a>	Case Budgeting form for non-capital representations

General Orders	
<a href="#">GO 210</a>	Criminal Justice Act Plan (2006)
<a href="#">GO 242</a>	Revised Criminal Procedural Order (2010)
<a href="#">GO 251</a>	2011 CJA Panel
<a href="#">GO 253</a>	CJA Rates for Interpreters and Other Expert Services (2011)

Websites	
<a href="#">FD</a>	Office of Defender Services - Legal, Policy & Training Branch
<a href="#">FDSI</a>	Federal Defender Services of Idaho
<a href="#">FPDEW</a>	Federal Defenders of Eastern Washington
<a href="#">Habeas</a>	Capital Defense Network habeas assistance and training
<a href="#">USSC</a>	United States Sentencing Commission

The Court of Appeals' Information Summary Form can be found on the Links page. This form **must** accompany every voucher submitted to the Court. To access, click on the link for **CJA Information Summary Form**. The document will open as a new page in your browser. Complete the form, save it, and attach it to your voucher as a PDF in the Documents section of the voucher. (**See pg. 16**).

### IMPORTANT

Failure to include this document will result in the voucher being rejected by the Court, delaying timely payment.

