

How to Create a CJA 30 Voucher

STEP ONE: On your **Home** page, locate the appointment you wish to enter your time and expenses against under the **“Appointments’ List”** section. Click the case hyperlink.

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:

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STEP TWO: After selecting the case hyperlink, you will be directed to the **Appointment Info** page. All vouchers that have been created for this appointment will be listed under the **Vouchers on File** section.

- To create a new CJA 30 voucher – click the CJA-30 Create on the left side
- To modify an existing CJA 30 voucher – click the document number listed under the status column

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-24 Authorization for payment of transcript	Create
CJA-30 Death Penalty Proceedings: Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-31 Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services	Create

MODIFYING PREVIOUSLY SAVED VOUCHERS FROM YOUR HOME SCREEN: If you save your voucher and do not submit it to the Court, you will find your voucher in the **My Active Documents** folder on the top left of your **Home** page. To continue working with the voucher, click the **Edit** hyperlink in the **Status** column.

My Active Documents					
To group by a particular Header, drag the column to this area.				Search:	
Case	Defendant	Type	Status	Date Entered	
1:14-CR-08806-BB- Start: 01/01/1901 End: 01/01/1901	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/25/2015	
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	04/14/2014	
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015	

STEP THREE: You may advance to the **Services** and **Expenses** tab to enter your time and expenses. You may continue to edit the voucher until you are ready to submit the claim for Court consideration.

- eVoucher **is not** equipped with an autosave function; therefore, it recommended that you **SAVE** your work often. There is a **SAVE** button on each tab.

Services tab - In-Court and Out-of-Court time should be recorded on this screen. Line-item time entries should be entered on the **Services** tab. For each line item, you must complete all necessary fields marked with a red asterisk. After providing the necessary information, click **ADD**.

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation
Services					
Date	<input type="text" value="3/4/2014"/> *	Description			
Service Type	<input type="text"/>	Description *			
Doc. # (ECF)	<input type="text"/>	Pages	<input type="text"/>		
Hours	<input type="text"/> *	at \$126.00 per hour.		<input type="button" value="Add"/>	<input type="button" value="Remove"/>
* Required Fields					
To group by a particular Header, drag the column to this area.					
Service Type	Date	Description	Hrs	Rate	Amt
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00

Expenses tab – From the **Expense Type** drop-down menu, select the applicable expense. Line-item time entries should be entered on the **Expenses** tab. For each line item, you must complete all necessary fields marked with a red asterisk. After providing the necessary information, click **ADD**.

The screenshot shows the 'Expenses' tab in a software interface. The 'Expenses' tab is highlighted in the top navigation bar. The form contains fields for Date (6/12/2014), Expense Type (a dropdown menu), Miles, and Amount. A red asterisk is next to the Date, Expense Type, and Description fields. An 'Add' button is highlighted with a red box. Below the form is a table with columns for Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty, showing 'No data'.

STEP FOUR: Click **Claim Status** tab and enter the correct date range. Otherwise, you will receive an error message when the voucher is submitted for payment. Answer all required questions, including the Stage of Proceeding, and select **SAVE**.

The screenshot shows the 'Claim Status' tab in a software interface. The 'Claim Status' tab is highlighted in the top navigation bar. The form contains fields for Start Date (12/06/2015) and End Date (3/29/2016). Below these are sections for 'Payment Claims' (with radio buttons for Final, Interim, and Supplemental Payment) and 'Stage of Proceeding' (a dropdown menu). There are also two questions with 'Yes/No' radio button options. A red asterisk is next to the Start Date and End Date fields. A red box highlights the 'Payment Claims' section and the 'Stage of Proceeding' dropdown. Another red box highlights the 'Yes/No' radio button options for the questions.

Helpful Hint: Sorting your Expenses and Services by date to get the correct Start Date. You can quickly sort your services and expenses by date to find the start date for your voucher. Navigate to the Services tab. Click on the “Date” column heading to sort by date chronologically.

Services
* Required Fields

Date: 2/23/2012 *
Service Type: *
Doc. # (ECF): Pages: *
Hours: * at rate 125.00

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

Service Type	Date ↑	Description
a. Interviews and Confere...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewin...	09/12/2011	Initial review of case
a. Interviews and Confere...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Confere...	09/23/2011	Met with family at my office
b. Obtaining and Reviewin...	09/23/2011	Reviewed 3 boxes of documents brought

STEP FIVE: Attach all necessary documents. Documents are required under the following circumstances:

- Supporting documentation is required for all travel expenses and expenses over \$50.00.

To attach documents: Click **Browse** to locate your file. Add a description of the attachment. Click **UPLOAD**. Attachments should be submitted in a legible PDF format and be 10 MB or less.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File: G:\AO\leVoucher\CJA e | Browse...
Description: Copies of receipts | x

Upload

The attachment and description is added to the voucher and appears on the bottom of the **Description** screen. Click **SAVE**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Upload

Description	Delete	View
Copies of receipts	Delete	View

< First < Previous Next > Last > Save Delete Draft

STEP SIX: When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **CONFIRMATION** tab. The **Confirmation** screen appears which reflects summaries of all entries from the previous screens. Verify the information is correct and scroll to the bottom of the screen.

Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped. You may also include any information to the Court in the "Public/Attorney Notes."

Click **SUBMIT** to send to the court.

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 6/12/2014 16:32:35

Submit

< 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 **Home Page** 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:

0101.0000150

Back to:

[Home Page](#)

[Appointment Page](#)

The voucher is removed from the **My Active Documents** folder and now appears in the **My Submitted Documents** section. In My Submitted Documents section, you will be able to track the status of your claim.

My Submitted Documents			
To group by a particular Header, drag the column to this area. Search: <input type="text"/>			
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002

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EMAIL NOTIFICATIONS: After your voucher is submitted for payment, you may receive emails under two scenarios.

1. **Rejected claim:** If your claim is rejected by the Court, you should receive an email identifying the issue, and the voucher will reappear highlighted in gold in the **My Documents** section. You should make the correction and re-submit your claim.

My Documents
To group by a particular Header, drag the column to this area.
Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

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2. **Approved for payment:** When your claim is approved for payment, you should receive email notification. The voucher will be removed from the “**My Submitted Documents**” section and will appear in the “**Closed Documents**” section.