

How to Create a New CJA-20 Voucher

STEP 1

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

Appointments	Defendant
Case: 1:14-CR-00444-JJ Defendant #: 1 Case Title: USA v. James Attorney: Green Jeans	Defendant: John James Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:11-CR-00099-JJ Defendant #: 1 Case Title: USA v. Klein et al Attorney: Green Jeans	Defendant: Karan Klein Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:10-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:

STEP 2

The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20, unless you see an existing CJA-20 voucher that you have already created in the Vouchers on File section. If you have an associate on your voucher, they appear on the Basic Info page of your voucher. For more information on adding services/expenses on a CJA-20/30, review the Attorney Associates Functionality job aid.

Home Operations Reports Links Help Sign out

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers.

[View Representation](#)

Create New Voucher

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

AUTH-24 [Create](#)
Authorization for payment of transcript

BUDGETAUTH [Create](#)
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

CJA-21 [Create](#)
Authorizations and Authority for Expert and other Services

CJA-24 [Create](#)

Appointment Info

1. CLK DISTRICT CODE 0101	3. PERSON REPRESENTED Mister Badman	6. APPEALS IN/OUT NUMBER	9. VOUCHER NUMBER
2. CLK DISTRICT NUMBER S-19-MD-04562-4562-JL	4. DISTRICT NUMBER	7. OTHER IN/OUT NUMBER	8. OTHER OUT/DEF NUMBER
10. CASE TITLE (Of Case Name) USA vs Badman	5. FAMILY CATEGORY Felony (including pre-trial diversion of alleged felony)	11. TYPE PERSON REPRESENTED Adult Defendant	12. REPRESENTATION TYPE DR 1 - Drugs/Minus 2
13. OFFENSES CHARGED 10-2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			
14. ATTORNEY'S NAME AND MAILING ADDRESS Alby Longoria 123 Lane San Antonio, TX 78229 Phone: 2102222222 Email: jaime_longoria@ao.uscourts.gov		15. COURT ORDER <input type="checkbox"/> A. Accused <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> L. Licensed Counsel (Capital Off) <input type="checkbox"/> O. Appointing Counsel <input type="checkbox"/> P. Sols for Fraud Attorney <input type="checkbox"/> S. Pro Se <input type="checkbox"/> T. Retained Attorney <input type="checkbox"/> U. Sols for Pro Se <input type="checkbox"/> V. Standby Counsel <input type="checkbox"/> X. Administrative	
16. LAW FIRM NAME AND MAILING ADDRESS			
17. PRIOR ATTORNEY'S NAME Appointed Date Signature of Presiding Judge or By Order of the Court Judge Longoria Date of Order 6/6/2019		Near Pro Trac Date	
18. REIMBURSEMENT Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
3:12-MD-04562-JL	Mister Badman (# 4062)	CJA-20	Voucher Created	06/07/2019
Rev: 06/06/2019 End: 06/07/2019	Claimed Amount: 4,234.25 Approved Amount: 4,234.25	Alby Longoria	FINAL PAYMENT	

STEP 3

On the **Services** and **Expenses** tabs, enter your expenses and save your work.

Next, click the **Claim Status** tab, and set the claim start and end dates of services or expenses billed. The Payment Claims section must be completed; be sure to click the appropriate radio button. If you click the **Interim Payment** radio button, you must also specify the payment number. You are also required to answer the two questions at the bottom of the screen.

Note: For CJA-30s, you must make a selection from the **Stage of Proceeding** drop-down list.

You can continue to add items and edit the voucher until you are ready to submit the claim to the court. **Note:** At any time, click **Audit Assist** to view any errors or warnings.

Claim Status

Start Date: [] End Date: []

Payment Claims *

- Final Payment
- Interim Payment (payment #)
- Supplemental Payment
- Withholding Return Payment

** Reminder: Please select the appropriate claim status.

1. Have you previously applied to the court for compensation and/or reimbursement for this case? * Yes No
If Yes, were you paid? Yes No

2. 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

* Required Fields

< First Previous Next > Last Save Delete Draft Audit Assist

Claim Status

Start Date: [] End Date: []

Payment Claims *

- Final Payment
- Interim Payment (payment #)
- Supplemental Payment
- Withholding Return Payment

** Reminder: Please select the appropriate claim status.

1. Have you previously applied to the court for compensation at 1/ or rel... If Yes, were you paid?

2. 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?

Stage of Proceeding

- Pre-Trial
- Capital Prosecution
- a. Pre-Trial
- b. Trial
- c. Sentencing
- d. Other Post Trial
- e. Appeal
- f. Petition for the US Supreme Writ of Certiorari
- Habeas Corpus
- g. Habeas Petition
- h. Evidentiary Hearing

If you save your voucher and do not submit it to the court, you will find your voucher in the My Active Documents section at the top left of your home page. To continue working with the voucher, in the Status column, click the **Edit** link.

If you are an associate for the case and wish to edit your own services/expenses, you must contact the primary attorney who can add “can edit” rights for you.

My Active Documents

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

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

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

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

Services

Date: Description:

Service Type:

Doc.# (ECF): Pages:

Hours: * at \$148.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
b. Bail and Detention Hearing	03/19/2020	Detention hearing with Judge.	2.0	\$148.00	\$296.00
a. Arraignment and/or Plea	03/19/2020	Arraignment.	2.0	\$148.00	\$296.00

These services are sorted by date.

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	03/06/2020	Arraignment.	2.0	\$148.00	\$296.00
b. Bail and Detention Hearing	03/06/2020	Bail Hearing.	1.0	\$148.00	\$148.00
a. Interviews and Conferences	03/11/2020	Interviews	5.0	\$148.00	\$740.00
d. Trial	03/19/2020	Trial.	8.0	\$148.00	\$1,184.00