

# 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
<a href="#">Case: 1:14-CR-00444-J</a> Defendant #: 1 Case Title: USA v. James Attorney: Green Jeans	<b>Defendant: John James</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
<a href="#">Case: 7:11-CR-00099-J</a> Defendant #: 1 Case Title: USA v. Klein et al Attorney: Green Jeans	<b>Defendant: Karan Klein</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
<a href="#">Case: 7:10-CR-00002-J</a> Defendant #: 2 Case Title: USA v. WARNER et al Attorney: Green Jeans	<b>Defendant: JAMES WARNER</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
<a href="#">Case: 7:10-CR-00002-J</a> Defendant #: 3 Case Title: USA v. Lola et al Attorney: Green Jeans	<b>Defendant: Levon Helm</b> 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 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.

The screenshot shows the 'Appointment Info' page with a sidebar on the left containing 'Create New Voucher' options for AUTH, AUTH-24, BUDGETAUTH, CJA-20, and CJA-21. The 'CJA-20' option is highlighted with a red box and a red arrow. The main content area shows 'Appointment Info' with various fields and a 'Vouchers on File' section at the bottom. The 'Vouchers on File' section contains a table with columns for Case, Defendant, Type, Status, and Date Entered. A red arrow points to the 'Status' column in this table.

Case	Defendant	Type	Status	Date Entered
3:12-351-05662-JL	Hester Radman (P 45627)	CJA-20	Voucher Created	04/07/2019
Inv: 06/06/2019	Charged Amount: 4,234.25	Atty Longoria	FINAL PAYMENT	
End: 06/07/2019	Approved Amount: 4,234.25			

**STEP 3**

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

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

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

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

The screenshot shows the 'Claim Status' form with the following elements:

- Navigation tabs: Basic Info, Services, Expenses, **Claim Status**, Documents, Confirmation
- Start Date and End Date fields with calendar icons.
- Payment Claims** section with radio buttons:
  - Final Payment
  - Interim Payment (payment #)
  - Supplemental Payment
  - Withholding Return Payment
- Reminder: **\*\* Reminder: Please select the appropriate claim status.**
- Two questions with Yes/No radio buttons:
  - Have you previously applied to the court for compensation and/or reimbursement for this case? \*  
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
- Buttons at the bottom: < First, < Previous, Next >, Last =, Save, Delete Draft, **Audit Assist**

This screenshot is identical to the previous one but highlights the 'Stage of Proceeding' dropdown menu with a red box. The dropdown menu is open, showing the following options:

- 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.

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

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

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

Date: 03/19/2020 Description:

Service Type:

Doc.# (ECF):  Pages:

Hours:  \* at \$148.00 per hour. Add Remove

\* Required Fields

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.

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