

How to Create a New CJA 20 Voucher

Note: Creating a CJA 30 follows the same procedures as the CJA 20, except you “Create” a CJA 30.

On your **Home** page, locate the appointment in the **Appointments' List**. Click the case hyperlink.

Appointments List	
Appointments	Defendant
Case: 1:14-CR-00444-3 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-00099-3 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-00002-3 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

The **Appointment Info** displays and you will see any vouchers which have been previously created for this appointment.

The screenshot shows the 'Appointment Info' page. On the left, there is a vertical menu with options: 'Appointment', 'View Representation', 'Create New Voucher', 'CJA-20 Create', 'CJA-21 Create', 'CJA-20 Release', and 'Reports'. The 'CJA-20 Create' option is highlighted with a red box. The main content area displays 'Appointment Info' with various fields for case details, defendant information, and court orders. Below this, there is a 'Vouchers on File' section showing a list of vouchers with columns for Case, Defendant, Type, Status, and Voucher Number.

Click the **CJA-20 Create** button on the left-hand menu.



Advance to the **Claim Status** tab and set the **Claim Start Date** to the first day of services or expenses billed (It will default to the current date.) You may then enter your expenses in the **Services** and **Expenses** tabs and save your work. You may continue to add items and edit the voucher until you are ready to submit the claim to the court.

The screenshot shows the 'Claim Status' tab. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Claim Status' tab is active. Below the tabs, there are fields for 'Start Date' (1/3/2014) and 'End Date' (3/6/2014). A section titled 'Payment Claims' has radio buttons for 'Final Payment', 'Interim Payment' (with a 'payment #' field), and 'Supplemental Payment'. Below this, there are two questions with 'Yes' and 'No' radio button options:

- Have you previously applied to the court for compensation and/or reimbursement for this? If Yes, were you paid?
- 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?

 At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'.

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 under the **Status** column.


My Active 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: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders	 Voucher Entry Edit
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
1			Page 1 of 1 (2 items)

Helpful Hint: Sort 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. Drag the **Date** column header up to the blue **Group** by bar. The **Services** entries will be grouped and sorted by date. Repeat the grouping with the **Expenses** tab.

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation
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Services

Date: *  Description:

Service Type: *

Doc. # (ECF): Pages:

Hours: * at \$126.00 per hour.

* Required Fields

To group by a particular Header, drag the column to this area.					
Service Type	Date	Description	Hrs	Rate	Amt
a. 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

After grouping by Date:

Group by: Date					
Service Type	Date	Description	Hrs	Rate	Amt
Date: 03/03/2014					
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00
Date: 03/04/2014					
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