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.



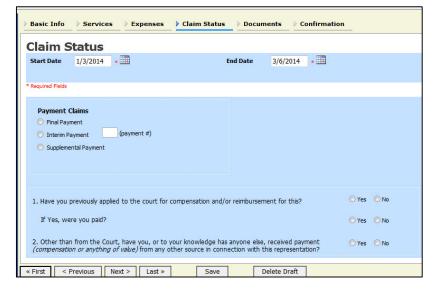
The Appointment Info displays and

you will see any vouchers which have been previously created for this appointment.

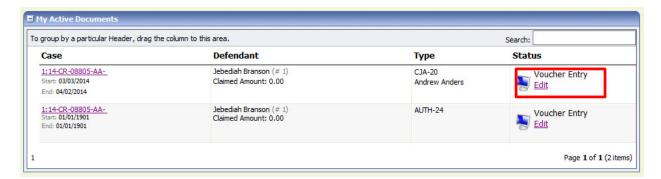


Click the CJA-20 Create button on the left-hand menu.

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.

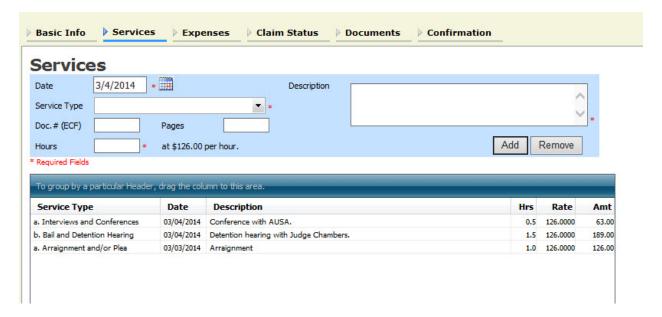


If you save your voucher and do not submit it to the court, you will find your voucher in the *My Active Documents* folder on the top left of your *Home* page. To continue working with the voucher, click the *Edit* hyperlink under the *Status* column.



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.



After grouping by Date:

