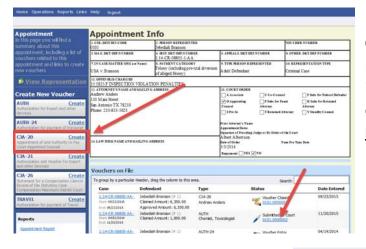
## How to Create a New CJA

## 20 Voucher

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

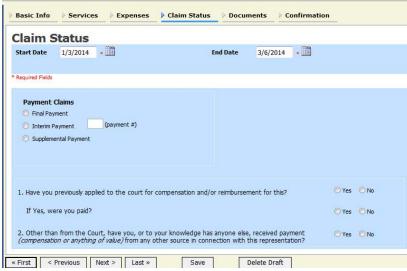
Appointments	Defendant	
<u>Case: 1:1+CR-00444-))</u> Defendant ≠ : 1 Case Title: USA v. James Attorney: Green Jeans	Defendant: John James Representation Type: Criminal Case Order Type: Aponing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:	
Case: 7:11-CR-00099-JJ Defendant #: 1 Case Title: USA v. Klein et al Attorney: Green Jeans	Defendant: Karan Klein Representation Type: Criminal Case Order Type: Aponinting Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:	
Cese: 2:10-CR-00002-33 Defendant #: 2 Case Title: USA v. WARNER et al Attorney: Green Jeans	Defendant: JAMES WARNER Representation Type: Criminal Case Order Type: Aponing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:	
Case: 7:10-CR-00002-33 Defendant #: 3 Case Title: USA v. Lola et al Attorney: Green Jeans	Defendant: Levon Helm Representation Type: Criminal Case Order Type: Aponing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:	
		Page 1 of 1 (4 item

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



Click the **CJA-20 Create** button on the left-side menu unless you see an existing CJA-20 voucher in the **Vouchers on File** that you have already created. (If you find an existing voucher, click the <u>Edit</u> hyperlink to view the document.)

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.) Click **Save** at the bottom of the screen. Enter your expenses in the **Services** and **Expenses** tabs and <u>save your work often</u> as you add entries into the system. You may continue to add items and edit the voucher until you are ready to submit the claim to the court.



\*\*Always click Save before moving to the Next or Previous screen.

group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Туре	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 cry Edit	04/14/2014
<u>1:14-CR-08805-AA-</u> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015

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.

## 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 area. The services entry will be grouped and sorted by date. Repeat the grouping with the **Expenses** tab.

Date 3/4/2014		Description				
Date 3/4/2014	*	Description			~	
Service Type		*			0	
Doc. # (ECF)	Pages					*
	- <b>1</b>				-	
100 KU GA	<ul> <li>An example of the second se Second second sec</li></ul>					
Hours	at \$126.00	per hour.		Add	Remove	
	at \$126.00	per hour.		Add	Remove	
Required Fields		<ul> <li>• 1980 073004</li> <li>• 1980 20</li> <li>• 1980 20</li> </ul>		Add	Remove	_
Hours Required Fields To group by a particular Head		<ul> <li>• 1980 073004</li> <li>• 1980 20</li> <li>• 1980 20</li> </ul>		Add	Remove	
Required Fields		<ul> <li>• 1980 073004</li> <li>• 1980 20</li> <li>• 1980 20</li> </ul>	_	Add F	Remove	Amt
Required Fields To group by a particular Head	er, drag the col	umn to this area. Description				Amt 63.00
Required Fields To group by a particular Head Service Type	er, drag the col Date	umn to this area. Description Conference with AUSA.		Hrs	Rate	

After grouping by **Date**:

Service Type	Date	Description	Hrs	Rate	Amt
Date: 03/03/2014		Na setter a travella da la desta compositiva da la compositiva da la compositiva da la compositiva da la compos El compositiva da la c			
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00
Date: 03/04/2014		TERMONOPOLINE CROC			
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