

## 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
<a href="#">Case: 1:14-CR-00444-3J</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-00099-3J</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-00072-3J</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-00072-3J</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:

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

The screenshot shows the 'Appointment Info' page. On the left sidebar, the 'CJA-20 Create' button is highlighted with a red box and a red arrow. In the main content area, the 'Vouchers on File' table is visible, with a red arrow pointing to a 'Voucher Closed' status in the 'Status' column.

Click the **CJA-20 Create** button on the left-side menu unless you see an existing CJA-20 voucher that you have already created. (If you find an existing voucher, click the **Edit** 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 save your work often 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.

The screenshot shows the 'Claim Status' tab. At the top, there are navigation tabs: Basic Info, Services, Expenses, Claim Status (selected), Documents, and Confirmation. Below the tabs, the 'Claim Status' section displays 'Start Date' as 1/3/2014 and 'End Date' as 3/6/2014. Underneath, there are radio buttons for 'Payment Claims': Final Payment, Interim Payment (with a 'payment #' field), and Supplemental Payment. Two questions are listed with 'Yes' and 'No' radio buttons: '1. Have you previously applied to the court for compensation and/or reimbursement for this?' and '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?'. At the bottom, there are navigation buttons: First, Previous, Next, Last, Save, and Delete Draft.

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

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08806-BB-</a> Start: 01/01/1901 End: 01/01/1901	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/25/2015
<a href="#">1:14-CR-08805-AA-</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>	04/14/2014
<a href="#">1:14-CR-08805-AA-</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	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.

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

### 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