

## 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' List	
Appointments	Defendant
<a href="#">Case: 1:14-CR-00444-JJ</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-JJ</a> <b>Defendant #: 1</b> 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: 2:10-CR-00002-JJ</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-JJ</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:

### 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.

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### Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers.

[View Representation](#)

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**BUDGETAUTH** [Create](#)  
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services

**CJA-24** [Create](#)

### Appointment Info

1. CRIMINAL CODE 0101	2. PERSON REPRESENTED Mister Badman	3. VOUCHER NUMBER
4. MAG. ONLY DEF NUMBER 5:10-MD-04562-4562-JL	5. DIST. ONLY DEF NUMBER	6. APPEALS ONLY DEF NUMBER
7. CASE MATTER OF (Case Name) USA vs Badman	8. FAVORABLE CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. OFFENSES CHARGED 10-2408 M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS		
11. ATTORNEY'S NAME AND MAILING ADDRESS Atty Longoria 123 Lane San Antonio, TX 78229 Phone: 2102222222 Email: <a href="mailto:jaimelongoria@ao.uscourts.gov">jaimelongoria@ao.uscourts.gov</a>		
12. COURT ORDER <input type="checkbox"/> A. Accused <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> E. Appointing Counsel (Capital Only) <input type="checkbox"/> F. Salts for Pre-trial Attorney <input type="checkbox"/> G. Salts for Retained Attorney <input type="checkbox"/> H. Pre-Sa <input type="checkbox"/> I. Retained Attorney <input type="checkbox"/> J. Salts for Pre-Sa <input type="checkbox"/> K. Standby Counsel <input type="checkbox"/> L. Administrative		
13. PRIOR ATTORNEY'S NAME Appointment Date Signature of Presiding Judge or by Order of the Court Judge Longoria Date of Order 6/6/2019 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS		

**Vouchers on File**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">3:12-MD-04562-JL</a>	Mister Badman (# 4562)	CJA-20	Voucher Created	06/07/2019
Case: 06/06/2019	Claimed 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.

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.

My Active Documents				
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>	
Case	Defendant	Type	Status	Date Entered
<a href="#">1:19-CV-96325-...</a> Starts: Ends:	Nick Sing (# 9874) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	03/04/2020
<a href="#">1:19-CR-45611-...</a> Starts: Ends:	Theo Thief (# 9877) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	07/25/2019
<a href="#">1:19-CR-22558-...</a> Starts: Ends:	Mister Walter (# 1234) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	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:  Description:

Service Type:

Doc.# (ECF):  Pages:

Hours:  \* at \$148.00 per hour.

\* Required Fields

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

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