

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	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
 Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Associate

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. For more information on adding services/expenses on a CJA-20/30, review the Attorney Associates Functionality job aid.

Home Operations Reports Links Help Sign out

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. CJC/DCT DIST CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. VOUCHER NUMBER 0101
4. MAG. DKT DEF NUMBER	5. DIST. DKT DEF NUMBER 1:14-CR-08806-1-AA	6. OTHER DKT DEF NUMBER
7. IN-CAM MATTER OF (Case Name) USA v. Watson	8. FIDELITY CATEGORY Felony (including pre-trial diversion of alleged delin)	9. TYPE PERSON REPRESENTED Adult Defendant
10. OFFENSE CHARGED 12.1738 P.MORTGAGE DISCRIMINATION	11. REPRESENTATION TYPE Criminal Case	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-535-5623 Cell phone: 210-555-1234 Email: hus_cmelias@actx.uscourts.gov	13. COURT ORDER <input type="checkbox"/> A Associate <input checked="" type="checkbox"/> B Co-Counsel <input type="checkbox"/> C Co-Defendant <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Learned Counsel (Capital Only) <input type="checkbox"/> F Pro Se <input type="checkbox"/> G Pro Se Attorney <input type="checkbox"/> H Straddle Counsel <input checked="" type="checkbox"/> I Appointing Counsel <input type="checkbox"/> J Status for Panel Attorney <input type="checkbox"/> K Status for Pro Se <input type="checkbox"/> L Status for Retained Attorney <input type="checkbox"/> M Status for Administrative	14. REPRESENTATION TYPE Criminal Case
14. LAW FIRM NAME AND MAILING ADDRESS	15. PRIOR ATTORNEY'S NAME AND MAILING ADDRESS Albert Albertson	16. SIGNATURE OF PRESIDING JUDGE OR BY ORDER OF THE COURT Albert Albertson
	17. DATE OF ORDER 3/3/2014	18. NINE PRO TEST DATE
	19. RECAPTURED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08806-AA Start: 01/23/2020 End:	Thomas Watson (# 1) Claimed Amount: 5,000.00	AUTH Computer Forensics Expert	Submitted to Court 0101.0000034	01/23/2020
1:14-CR-08806-AA Start: 03/18/2014 End:	Thomas Watson (# 1) Claimed Amount: 21,260.00	CJA-20 Andrew Anders	Submitted to Court 0101.0000072 FINAL PAYMENT	01/26/2017

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.

Case	Defendant	Type	Status	Date Entered
1:13-CR-08842-JL Start: 04/04/2014 End: 03/01/2016	Paul William Clark (# 1) Claimed Amount: 1,200.00	AUTH Investigator	Voucher Entry 0101.0000019	03/01/2016
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	01/21/2016
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	12/02/2015
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	01/21/2016

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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.

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: 03/19/2020 * 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