

# 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-00022-3J</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-00022-3J</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 which have been created for this appointment.

Click the CJA-20 Create button on the left-hand menu unless you see an existing CJA-20 Voucher in the Vouchers on File which you have already created. (If you find an existing voucher, click on 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.) You may then enter your expenses in the Services and Expenses tab 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.

**My Active Documents**

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>
<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>

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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 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