

## How to Create a New CJA-20 Voucher

Step

1

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

Figure 1: Appointments List

Appointments	Defendant
<a href="#">Case: 1:14-CR-00444-J</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-J</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-J</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-J</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 page displays any vouchers that were created for this appointment.

Step

2

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.

Figure 2: Appointment Info Screen

**Appointment Info**

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

**Create New Voucher**  
 AUTH: Authorizes for expert and other services.  
 AUTH-24: Authorizes for payment of expenses.  
**CJA-20: Appointment of and Authority to the Court Appointed Counsel.**  
 CJA-21: Authorizes and Voucher for Expert and other services.  
 CJA-26: Allowance for a Comparative Costs Review of the Statutory Case Compensation Review Panel Court.  
 TRAVEL: Authorizes for payment of Travel.  
 Reports: Appointment Report

**Appointment Info**  
 Edit Appointment | Delete | Add Associate | Appointment Adjustments

1. CJA-20/30 CODE 2001	2. PERSON REPRESENTED Jaredah Branson	3. APPEALS INT'DEN NUMBER 1:14-CR-00002-J-4	4. OTHER INT'DEN NUMBER
5. IN CASE MATTER OF/VS/Re/In/By USA v. Branson	6. NATURE CATEGORY Felon (including pre-ESA diversion if appropriate)	7. CJA-20/30 REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. COURT ORDER <input type="checkbox"/> A. Court Order <input type="checkbox"/> B. Appointing Counsel <input type="checkbox"/> C. Pre-Sent <input type="checkbox"/> D. Pre-Sent <input type="checkbox"/> E. Pre-Sent <input type="checkbox"/> F. Pre-Sent <input type="checkbox"/> G. Pre-Sent <input type="checkbox"/> H. Pre-Sent <input type="checkbox"/> I. Pre-Sent <input type="checkbox"/> J. Pre-Sent <input type="checkbox"/> K. Pre-Sent <input type="checkbox"/> L. Pre-Sent <input type="checkbox"/> M. Pre-Sent <input type="checkbox"/> N. Pre-Sent <input type="checkbox"/> O. Pre-Sent <input type="checkbox"/> P. Pre-Sent <input type="checkbox"/> Q. Pre-Sent <input type="checkbox"/> R. Pre-Sent <input type="checkbox"/> S. Pre-Sent <input type="checkbox"/> T. Pre-Sent <input type="checkbox"/> U. Pre-Sent <input type="checkbox"/> V. Pre-Sent <input type="checkbox"/> W. Pre-Sent <input type="checkbox"/> X. Pre-Sent <input type="checkbox"/> Y. Pre-Sent <input type="checkbox"/> Z. Pre-Sent <input type="checkbox"/> AA. Pre-Sent <input type="checkbox"/> AB. Pre-Sent <input type="checkbox"/> AC. Pre-Sent <input type="checkbox"/> AD. Pre-Sent <input type="checkbox"/> AE. Pre-Sent <input type="checkbox"/> AF. Pre-Sent <input type="checkbox"/> AG. Pre-Sent <input type="checkbox"/> AH. Pre-Sent <input type="checkbox"/> AI. Pre-Sent <input type="checkbox"/> AJ. Pre-Sent <input type="checkbox"/> AK. Pre-Sent <input type="checkbox"/> AL. Pre-Sent <input type="checkbox"/> AM. Pre-Sent <input type="checkbox"/> AN. Pre-Sent <input type="checkbox"/> AO. Pre-Sent <input type="checkbox"/> AP. Pre-Sent <input type="checkbox"/> AQ. Pre-Sent <input type="checkbox"/> AR. Pre-Sent <input type="checkbox"/> AS. Pre-Sent <input type="checkbox"/> AT. Pre-Sent <input type="checkbox"/> AU. Pre-Sent <input type="checkbox"/> AV. Pre-Sent <input type="checkbox"/> AW. Pre-Sent <input type="checkbox"/> AX. Pre-Sent <input type="checkbox"/> AY. Pre-Sent <input type="checkbox"/> AZ. 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Pre-Sent <input type="checkbox"/> CA. Pre-Sent <input type="checkbox"/> CB. Pre-Sent <input type="checkbox"/> CC. Pre-Sent <input type="checkbox"/> CD. Pre-Sent <input type="checkbox"/> CE. Pre-Sent <input type="checkbox"/> CF. Pre-Sent <input type="checkbox"/> CG. Pre-Sent <input type="checkbox"/> CH. Pre-Sent <input type="checkbox"/> CI. Pre-Sent <input type="checkbox"/> CJ. Pre-Sent <input type="checkbox"/> CK. Pre-Sent <input type="checkbox"/> CL. Pre-Sent <input type="checkbox"/> CM. Pre-Sent <input type="checkbox"/> CN. Pre-Sent <input type="checkbox"/> CO. Pre-Sent <input type="checkbox"/> CP. Pre-Sent <input type="checkbox"/> CQ. Pre-Sent <input type="checkbox"/> CR. Pre-Sent <input type="checkbox"/> CS. Pre-Sent <input type="checkbox"/> CT. Pre-Sent <input type="checkbox"/> CU. Pre-Sent <input type="checkbox"/> CV. Pre-Sent <input type="checkbox"/> CW. Pre-Sent <input type="checkbox"/> CX. Pre-Sent <input type="checkbox"/> CY. Pre-Sent <input type="checkbox"/> CZ. Pre-Sent <input type="checkbox"/> DA. Pre-Sent <input type="checkbox"/> DB. Pre-Sent <input type="checkbox"/> DC. Pre-Sent <input type="checkbox"/> DD. Pre-Sent <input type="checkbox"/> DE. Pre-Sent <input type="checkbox"/> DF. Pre-Sent <input type="checkbox"/> DG. Pre-Sent <input type="checkbox"/> DH. Pre-Sent <input type="checkbox"/> DI. Pre-Sent <input type="checkbox"/> DJ. Pre-Sent <input type="checkbox"/> DK. Pre-Sent <input type="checkbox"/> DL. Pre-Sent <input type="checkbox"/> DM. Pre-Sent <input type="checkbox"/> DN. Pre-Sent <input type="checkbox"/> DO. Pre-Sent <input type="checkbox"/> DP. Pre-Sent <input type="checkbox"/> DQ. Pre-Sent <input type="checkbox"/> DR. Pre-Sent <input type="checkbox"/> DS. Pre-Sent <input type="checkbox"/> DT. Pre-Sent <input type="checkbox"/> DU. Pre-Sent <input type="checkbox"/> DV. Pre-Sent <input type="checkbox"/> DW. Pre-Sent <input type="checkbox"/> DX. Pre-Sent <input type="checkbox"/> DY. Pre-Sent <input type="checkbox"/> DZ. 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Pre-Sent <input type="checkbox"/> VC. Pre-Sent <input type="checkbox"/> VD. Pre-Sent <input type="checkbox"/> VE. Pre-Sent <input type="checkbox"/> VF. Pre-Sent <input type="checkbox"/> VG. Pre-Sent <input type="checkbox"/> VH. Pre-Sent <input type="checkbox"/> VI. Pre-Sent <input type="checkbox"/> VJ. Pre-Sent <input type="checkbox"/> VK. Pre-Sent <input type="checkbox"/> VL. Pre-Sent <input type="checkbox"/> VM. Pre-Sent <input type="checkbox"/> VN. Pre-Sent <input type="checkbox"/> VO. Pre-Sent <input type="checkbox"/> VP. Pre-Sent <input type="checkbox"/> VQ. Pre-Sent <input type="checkbox"/> VR. Pre-Sent <input type="checkbox"/> VS. Pre-Sent <input type="checkbox"/> VT. Pre-Sent <input type="checkbox"/> VU. Pre-Sent <input type="checkbox"/> VV. Pre-Sent <input type="checkbox"/> VW. Pre-Sent <input type="checkbox"/> VX. Pre-Sent <input type="checkbox"/> VY. Pre-Sent <input type="checkbox"/> VZ. Pre-Sent <input type="checkbox"/> WA. Pre-Sent <input type="checkbox"/> WB. Pre-Sent <input type="checkbox"/> WC. Pre-Sent <input type="checkbox"/> WD. Pre-Sent <input type="checkbox"/> WE. Pre-Sent <input type="checkbox"/> WF. Pre-Sent <input type="checkbox"/> WG. Pre-Sent <input type="checkbox"/> WH. Pre-Sent <input type="checkbox"/> WI. Pre-Sent <input type="checkbox"/> WJ. Pre-Sent <input type="checkbox"/> WK. Pre-Sent <input type="checkbox"/> WL. Pre-Sent <input type="checkbox"/> WM. Pre-Sent <input type="checkbox"/> WN. Pre-Sent <input type="checkbox"/> WO. Pre-Sent <input type="checkbox"/> WP. Pre-Sent <input type="checkbox"/> WQ. Pre-Sent <input type="checkbox"/> WR. Pre-Sent <input type="checkbox"/> WS. Pre-Sent <input type="checkbox"/> WT. Pre-Sent <input type="checkbox"/> WU. Pre-Sent <input type="checkbox"/> WV. Pre-Sent <input type="checkbox"/> WW. Pre-Sent <input type="checkbox"/> WX. Pre-Sent <input type="checkbox"/> WY. Pre-Sent <input type="checkbox"/> WZ. Pre-Sent <input type="checkbox"/> XA. Pre-Sent <input type="checkbox"/> XB. Pre-Sent <input type="checkbox"/> XC. Pre-Sent <input type="checkbox"/> XD. Pre-Sent <input type="checkbox"/> XE. Pre-Sent <input type="checkbox"/> XF. Pre-Sent <input type="checkbox"/> XG. Pre-Sent <input type="checkbox"/> XH. Pre-Sent <input type="checkbox"/> XI. Pre-Sent <input type="checkbox"/> XJ. Pre-Sent <input type="checkbox"/> XK. Pre-Sent <input type="checkbox"/> XL. Pre-Sent <input type="checkbox"/> XM. Pre-Sent <input type="checkbox"/> XN. Pre-Sent <input type="checkbox"/> XO. Pre-Sent <input type="checkbox"/> XP. Pre-Sent <input type="checkbox"/> XQ. Pre-Sent <input type="checkbox"/> XR. Pre-Sent <input type="checkbox"/> XS. Pre-Sent <input type="checkbox"/> XT. Pre-Sent <input type="checkbox"/> XU. Pre-Sent <input type="checkbox"/> XV. Pre-Sent <input type="checkbox"/> XW. Pre-Sent <input type="checkbox"/> XX. Pre-Sent <input type="checkbox"/> XY. Pre-Sent <input type="checkbox"/> XZ. Pre-Sent <input type="checkbox"/> YA. Pre-Sent <input type="checkbox"/> YB. Pre-Sent <input type="checkbox"/> YC. Pre-Sent <input type="checkbox"/> YD. Pre-Sent <input type="checkbox"/> YE. Pre-Sent <input type="checkbox"/> YF. Pre-Sent <input type="checkbox"/> YG. Pre-Sent <input type="checkbox"/> YH. Pre-Sent <input type="checkbox"/> YI. Pre-Sent <input type="checkbox"/> YJ. Pre-Sent <input type="checkbox"/> YK. Pre-Sent <input type="checkbox"/> YL. Pre-Sent <input type="checkbox"/> YM. Pre-Sent <input type="checkbox"/> YN. Pre-Sent <input type="checkbox"/> YO. Pre-Sent <input type="checkbox"/> YP. Pre-Sent <input type="checkbox"/> YQ. Pre-Sent <input type="checkbox"/> YR. Pre-Sent <input type="checkbox"/> YS. Pre-Sent <input type="checkbox"/> YT. Pre-Sent <input type="checkbox"/> YU. Pre-Sent <input type="checkbox"/> YV. Pre-Sent <input type="checkbox"/> YW. Pre-Sent <input type="checkbox"/> YX. Pre-Sent <input type="checkbox"/> YY. Pre-Sent <input type="checkbox"/> YZ. Pre-Sent <input type="checkbox"/> ZA. Pre-Sent <input type="checkbox"/> ZB. Pre-Sent <input type="checkbox"/> ZC. Pre-Sent <input type="checkbox"/> ZD. Pre-Sent <input type="checkbox"/> ZE. Pre-Sent <input type="checkbox"/> ZF. Pre-Sent <input type="checkbox"/> ZG. Pre-Sent <input type="checkbox"/> ZH. Pre-Sent <input type="checkbox"/> ZI. Pre-Sent <input type="checkbox"/> ZJ. Pre-Sent <input type="checkbox"/> ZK. Pre-Sent <input type="checkbox"/> ZL. Pre-Sent <input type="checkbox"/> ZM. Pre-Sent <input type="checkbox"/> ZN. Pre-Sent <input type="checkbox"/> ZO. Pre-Sent <input type="checkbox"/> ZP. Pre-Sent <input type="checkbox"/> ZQ. Pre-Sent <input type="checkbox"/> ZR. Pre-Sent <input type="checkbox"/> ZS. Pre-Sent <input type="checkbox"/> ZT. Pre-Sent <input type="checkbox"/> ZU. Pre-Sent <input type="checkbox"/> ZV. Pre-Sent <input type="checkbox"/> ZW. Pre-Sent <input type="checkbox"/> ZX. Pre-Sent <input type="checkbox"/> ZY. Pre-Sent <input type="checkbox"/> ZZ. Pre-Sent			

**Vouchers on File**  
 To group by a particular header, drag the column to the area.

Case	Defendant	Type	Status	Date Entered
1:14-CR-00002-J-4	Jaredah Branson (F)	CJA-20	Voucher Created	09/23/2013
1:14-CR-00002-J-4	Jaredah Branson (F)	CJA-20	Approved Amount: 6,300.00	
1:14-CR-00002-J-4	Jaredah Branson (F)	AUTH	Submitted to Court	11/20/2013
1:14-CR-00002-J-4	Jaredah Branson (F)	AUTH	Submitted to Court	04/24/2014

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. In the Payment Claims section, be sure to click the appropriate radio button. You may 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.

Figure 3a: Claim Status Tab

**Claim Status**

Start Date: [ ] End Date: [ ]

**Payment Claims**

☐ Final Payment

☐ Interim Payment (payment #) [ ]

☐ Supplemental Payment

☐ Withholding Return Payment

**\*\* Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this case? ☐ Yes ☐ No

If Yes, were you paid? ☐ Yes ☐ No

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? ☐ Yes ☐ No

**\* Required Fields**

« First < Previous Next > Last » Save Delete Draft **Audit Assist**

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.

Figure 3b: My Active Documents


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

To sort by date, click the **Services** tab. Drag the Date column header up to the blue “group by” area. The services entries are grouped and sorted by date. Repeat the grouping with the **Expenses** tab.

Figure 4a: Services Tab

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

Date: 3/4/2014 \*  Description:

Service Type:  \*

Doc. # (ECF):  Pages:

Hours:  \* at \$126.00 per hour. Add Remove

\* 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

These services are now sorted by date.

Figure 4b: Services Tab

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