



UNITED STATES COURTS DISTRICT OF IDAHO



CJA eVoucher
Attorney User Guide
2011

CJA eVoucher for Attorneys

Introduction	2
Court Appointment	2
Accessing the CJA eVoucher Program	3
Logging In	3
The Home Page	4
Folders on the Home Page	5
Navigating in the CJA eVoucher Program	6
Adjusting Views	7
My Profile	9
Login Info	9
Attorney Info	10
Billing Info	10
Continuing Legal Education Credit	11
Appointment Record	12
CJA 20 Voucher Process Overview	13
Creating a CJA 20 Voucher	13
Basic Info	13
Services	14
Expenses	15
Claim Status	15
Documents	16
Signing and Submitting	17
CJA 20 Quick Review Panel	19
Expert Service Request Process Overview	20
Requests for Authorization for Expert Services	20
Submitting an Authorization Request for Expert Services	21
Basic Info	21
Documents	21
Submitting to Court	22
CJA 21 Voucher with Prior Authorization	23
Basic Info	23
Services	25
Expenses	26
Claim Status	27
Documents	27
Signing and Submitting	28
CJA 21 Voucher without Prior Authorization	30
Requests for Interim or Excess Payments	32
Relevant Factors	32
Submitting the Request	33
Authorization Request for Excess and Interim Payments	33
CJA 26 Form	33
Reports and Case Management	36
Defendant Detailed Voucher Report	37
Defendant Summary Report	38
Links	39

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice Act (CJA) functions. The eVoucher program includes several modules:

Panel Management

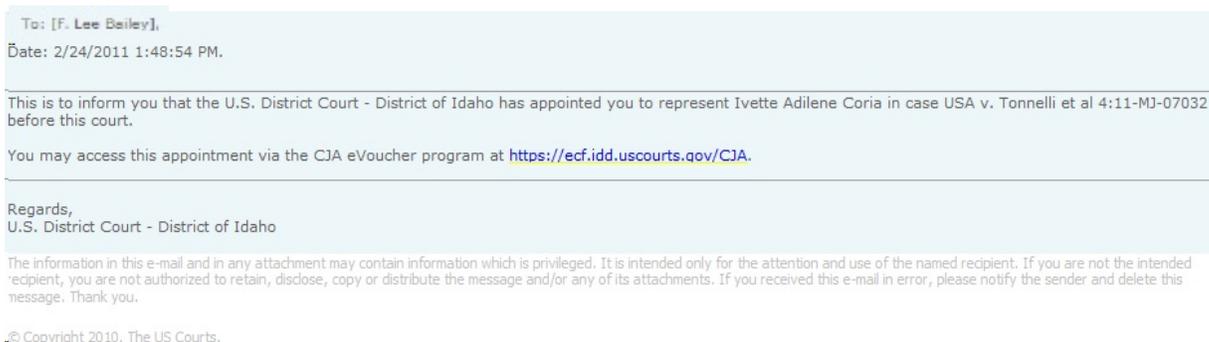
- Establishment of Panel for all divisional offices.
- Random attorney selection for Appointments.
- Manage the availability of attorneys when unable to accept appointments.
- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.

Voucher & Authorization Request Submission

- On-line voucher submission by attorneys with automatic statutory maximum oversight.
- On-line authorization requests by attorneys for expert services.
- On-line requests by attorneys for payments in excess of statutory maximums, or for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Court Appointment

When an appointment is made, an email will be generated and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.



Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email, or
- Bookmark the web address and use your internet browser to access the system.
- Click on the CJA eVoucher link on the court internet site.

Logging In

STEP	RESULT
<p>Similar to logging into CM/ECF, the user name is the attorney bar number.</p> <p>The password will be set originally by the Court. After the first log in to the program, the attorney should change the password to a unique and secure password.</p> <p>See "Maintaining Your Account."</p>	
<p>If you forget your password, you may click on the "Forgot your login?" hyperlink.</p> <p>Enter your Username and e-mail address to retrieve your information.</p>	

The Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

The screenshot shows the attorney's home page with a navigation bar at the top. Below the navigation bar is a welcome message and a search box. The main content area is divided into several sections, each with a title and a table of data. A red box labeled 'Folders' has arrows pointing to the 'My Voucher Entries', 'My Appointments', and 'My Appointments List' sections.

My Voucher Entries

Case	Defendant	Type	Status
2:00-CR-0000...	Eric Carlswann (...)	CA-20	Voucher Entry
2:00-CR-0000...	Eric Carlswann (...)	CA-20	Voucher Entry
2:00-CR-0000...	Eric Carlswann (...)	AUTH	Voucher Entry
2:00-CR-0000...	Eric Carlswann (...)	AUTH	Voucher Entry
2:00-CR-0000...	Eric Carlswann (...)	AUTH	Voucher Entry
2:00-CR-0000...	Eric Carlswann (...)	CA-21	Voucher Entry
2:00-CR-0000...	Eric Carlswann (...)	CA-21	Submitted to Attorney
2:00-CR-0000...	Eric Carlswann (...)	CA-26	Voucher Entry
2:00-CV-0000...	Johathan Smith (...)	CA-26	Voucher Entry
2:00-CV-0000...	Johathan Smith (...)	CA-30	Voucher Entry

My Appointments

Case	Defendant	Type	Status
2:00-CV-0000...	Johathan Smith (...)	AUTH	Submitted to Court
2:00-CR-0000...	Eric Carlswann (...)	CA-21	Voucher Entry
2:00-CR-0000...	Eric Carlswann (...)	CA-21	Submitted to Attorney
2:00-CR-0000...	Eric Carlswann (...)	CA-21	Voucher Entry
2:00-CR-0000...	Eric Carlswann (...)	AUTH	Voucher Closed

My Appointments List

Appointments	Defendant
Case: 2:10-CR-00160-ECR-RJ Defendant # 1 Case Title: USA v. Galde-Albanino Attorney: F. Lee Bailey	Defendant: Jorge Galde-Albanino Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/12/10 Pres. Judge: Edward C. Reed, Jr. Adm. Mag. Judge: Robert J. Johnson
Case: 2:00-CR-00001-RJH-LR1 Defendant # 1 Case Title: USA vs. Eric Carlswann Attorney: F. Lee Bailey	Defendant: Eric Carlswann Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Roger L. Hunt Adm. Mag. Judge: Lawrence R. Lovett
Case: 2:10-CV-00200-ECR-LR1 Defendant # 1 Case Title: Smith vs. Jones Attorney: F. Lee Bailey	Defendant: Johathan Smith Representation Type: Habeas (Capital) S 2254 state Order Type: Appointing Counsel Order Date: 04/01/10 Pres. Judge: Edward C. Reed, Jr. Adm. Mag. Judge: Lawrence R. Lovett

Folders on the Home Page

Your home page has several folder to organize your appointments and vouchers.

FOLDER	
My Active Vouchers	Contains vouchers or documents that you are currently working on o have been submitted to you by an expert service provider.
Appointments	Quick reference to all your appointments.
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you, and you have not accepted or rejected the appointment. (Not used by court.)
My Submitted Vouchers	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
My Service Provider's Vouchers	Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none">• Vouchers in progress by the experts• Vouchers submitted to the attorney for approval and submission to the court• Vouchers signed off by the attorney and submitted to the court for payment <p><u>Note:</u> If the service provider is entering their own voucher, they will not have access to any other information except their own voucher. The attorneys will have access to all your service provider vouchers.</p>
Closed Vouchers	Contains vouchers that have been paid or documents that have been approved by the court. Closed vouchers will only be displayed for open cases. When the appointment is completed, the closed vouchers will no longer be displayed on your home page. They are still accessible through the appointment page.

Navigating in the CJA eVoucher Program



Menu Item	
Home	The eVoucher home page (see section on Home Page)
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc. (see Links)
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Adjusting Views

You may alter the manner information is displayed in the folders.

Opening/Closing Folders: Click on the  to close the folder.

Click on the  to open the folder.

Moving Folders: You may rearrange the folders on your screen.
1. Left click on the folder you wish to relocate.
2. Drag the folder to your designed location and release the mouse.

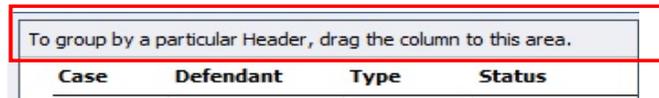
Sorting: Click on the column heading to sort in either ascending or descending chronological order.

Resizing of Column:

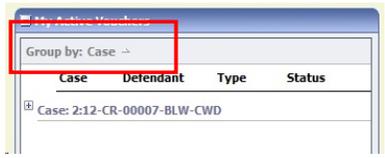
1. Along the folder headings, move your cursor to the line between the columns until an arrow appears.
2. Left click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

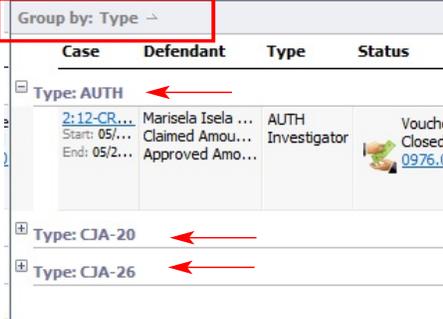
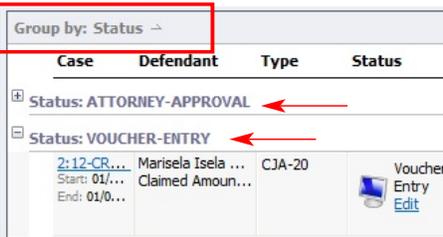
Note: The folder does not increase, therefore some columns may move off the screen.

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the "Group Header bar" may be sorted in this manner.



1. Left click on the header for the column you wish to group by.
2. Hold the cursor and drag the header to the "Group by Header" bar.
3. Release the cursor and all the information in that folder will be grouped and sorted by that selection.

Group by...	RESULT
Case	
Defendant	

Group by...	RESULT
Type	
Status	

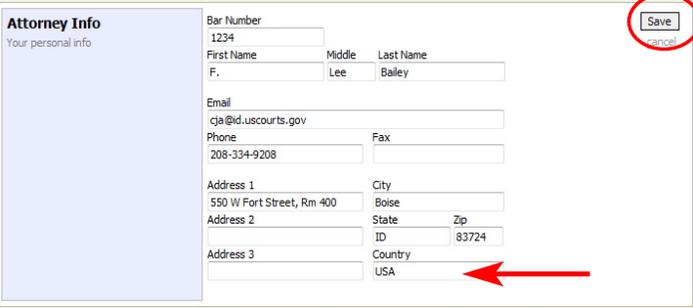
My Profile

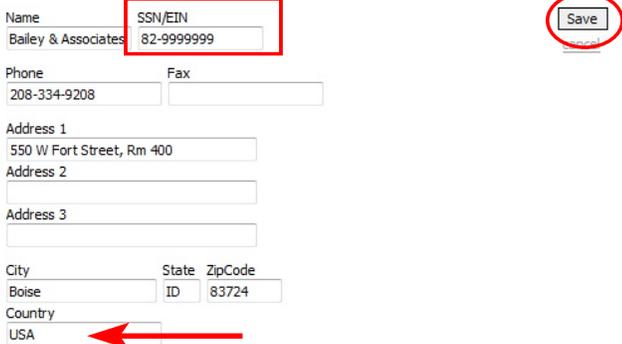


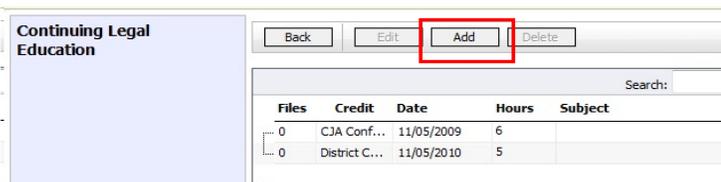
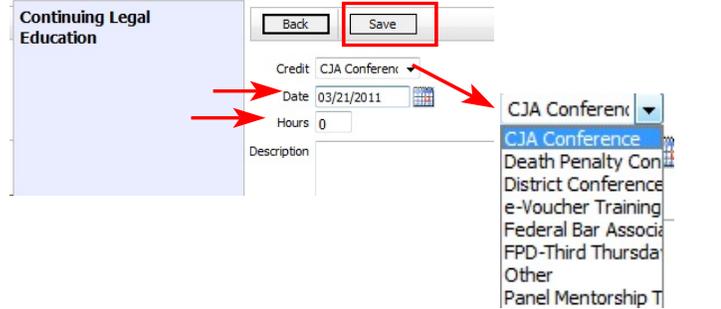
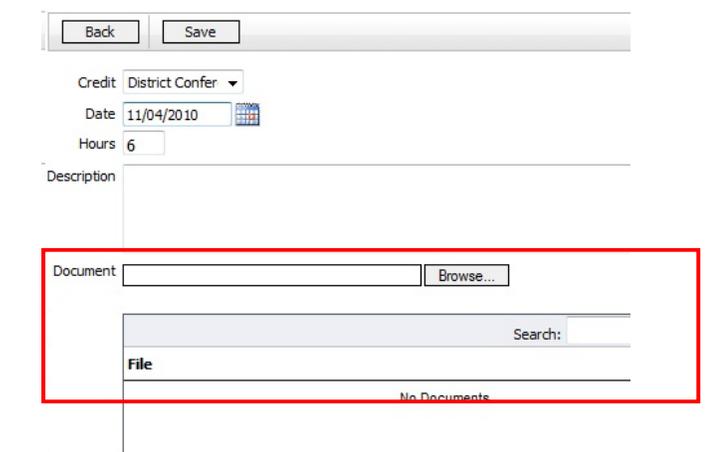
In the My Profile section, the attorney may:

- Login Info: Change password
- Attorney Info: Edit contact information, phone, e-mail physical address
- Billing Info: Update SSN or EIN numbers and any firm affiliation
- Continuing Legal Education: Document any CLE attendance.

LOGIN INFO	SCREEN
1. Click Edit to change your Password.	<p>Login Info Your Login information</p> <p>UserName: FLBailey CM/ECF Access is NOT validated</p> <p>Edit</p>
2. Click the Reset hyperlink.	<p>Login Info Your Login information</p> <p>UserName: FLBailey change Close</p> <p>Password: **** reset</p> <p>CM/ECF Username: <input type="text"/> validate</p> <p>CM/ECF Password: <input type="text"/></p> <p>CM/ECF Access is NOT validated</p>
3. Type new password and retype in the confirm field. Press the Reset button to save.	<p>UserName: FLBailey change</p> <p>Password: <input type="password"/> * Reset</p> <p>Confirm: <input type="password"/> * cancel</p>
4. Click the Close button to exit.	<p>UserName: FLBailey change</p> <p>Password: <input type="password"/> * Reset</p> <p>Confirm: <input type="password"/> * cancel</p> <p>Close</p>

ATTORNEY INFO	SCREEN
<p>1. Click the Edit button to access your personal information</p>	
<p>2. Make any changes necessary and click Save.</p> <p><u>Note:</u> The USA is required in the Country field.</p>	

BILLING INFO	SCREEN
<p>1. Select Add if no billing information is available.</p> <p>2. Click Edit if you wish to change the information already entered.</p> <p><u>Note:</u> You must have billing information entered before any payments can be made.</p>	
<p>The EIN or SS# must be the number that wages are to be reported to the IRS for.</p> <p>3. Make any changes necessary and click Save.</p> <p><u>Note:</u> The USA is required in the Country field.</p>	

Continuing Legal Education	SCREEN															
<p>1. Click the View button to access your CLE information.</p>	 <p>Continuing Legal Education There are currently 2 credits supported by 0 uploaded documents. View</p>															
<p>2. To add CLE information, click Add.</p>	 <p>Continuing Legal Education Add Back Edit Delete</p> <table border="1"> <thead> <tr> <th>Files</th> <th>Credit</th> <th>Date</th> <th>Hours</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>CJA Conf...</td> <td>11/05/2009</td> <td>6</td> <td></td> </tr> <tr> <td>0</td> <td>District C...</td> <td>11/05/2010</td> <td>5</td> <td></td> </tr> </tbody> </table>	Files	Credit	Date	Hours	Subject	0	CJA Conf...	11/05/2009	6		0	District C...	11/05/2010	5	
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0	District C...	11/05/2010	5													
<p>3. Click on the Credit drop-down menu to select pre-entered reoccurring CLE programs.</p> <p><u>Note:</u> If not a federal program, select Other and complete the Description field.</p> <p>4. Enter a Date</p> <p>5. Enter the CLE Hours.</p> <p>6. You may enter a Description in the description field if desired.</p> <p>7. Click Save</p>	 <p>Continuing Legal Education Save Back</p> <p>Credit: CJA Conferenc Date: 03/21/2011 Hours: 0 Description:</p> <ul style="list-style-type: none"> CJA Conferenc CJA Conference Death Penalty Con District Conference e-Voucher Training Federal Bar Associ FPD-Third Thursda Other Panel Mentorship T 															
<p>8. Attach any document regarding this CLE.</p> <p><u>Note:</u> Not required if a Federal CLE.</p> <p>9. Click Save once again.</p>	 <p>Back Save</p> <p>Credit: District Confer Date: 11/04/2010 Hours: 6 Description:</p> <p>Document: <input type="text"/> Browse...</p> <p>File Search: <input type="text"/></p> <p style="text-align: center;">No Documents</p>															

Appointment Record

Locate the Appointment in your Appointments Folder.

Click on the case number hyperlink to open the appointment record.

Appointments	Defendant
Case: 2:12-CR-00007-BLW Defendant #: 1 Case Title: USA v. Quintana Attorney: F. Bailey	Defendant: Marisela Isela Quin Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale
Case: 2:12-CR-00008-BLW Defendant #: 1 Case Title: USA v. Caraway Attorney: F. Bailey	Defendant: Curtis Caraway Representation Type: Federal capit Order Type: Appointing Counsel Order Date: 09/15/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale
Case: 2:12-CR-00009-BLW Defendant #: 1 Case Title: USA v. Massey Attorney: F. Bailey	Defendant: James Ernest Mass Representation Type: Criminal Case Order Type: Subs for Federal Defen Order Date: 05/12/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale

Page 1 of 1 (3 items)

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

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

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

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

Reports

[Attorney Time Report-2](#)
Detailed information on services performed during a date range.

[Defendant Summary Budget Report](#)

[Defendant Detail Budget Report](#)
Provides details on time spent and remaining money for attorney and authorized experts for this appointment.

Appointment Info

1. CIR./DIST./DIV.CODE 0976	2. PERSON REPRESENTED Marisela Isela Quintana de Tarango	VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2:12-CR-00007-1-BLW-CWD	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Quintana de Tarango	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. REPRESENTATION TYPE Criminal Case	11. OFFENSE(S) CHARGED	
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort Street, Rm 400 Boise ID 83724 Phone: 208-334-9208		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court B. Lynn Winmill Date of Order 12/21/2010 Nunc Pro Tunc Date 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.

Case	Defendant	Type	Status
2:12-CR-00007-BLW-CWD Start: 12/21/2008 End: 01/30/2009	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 3,541.24 Approved Amount: 3,541.24	CJA-20 F. Lee Bailey	Voucher Closed 0976.0000054
2:12-CR-00007-BLW-CWD Start: 05/26/2010 End: 05/28/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 15,500.00	AUTH Investigator	Voucher Closed 0976.0000055
2:12-CR-00007-BLW-CWD Start: 05/26/2010 End: 05/28/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 35,000.00	CJA-26	Voucher Closed 0976.0000056
2:12-CR-00007-BLW-CWD Start: 01/20/2009 End: 05/26/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 215.00	CJA-21 Interpreter Translator	Submitted to Attorney 0976.0000057 FINAL PAYMENT
2:12-CR-00007-BLW-CWD Start: 01/01/1901 End: 01/01/1901	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit

Page 1 of 1 (5 items)

Expert Services Request Template

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Interim Payment Request/Excess Payment Request Template

Detailed Payment Reports

Interim Payment Request approved; excess payment amount established by Judge

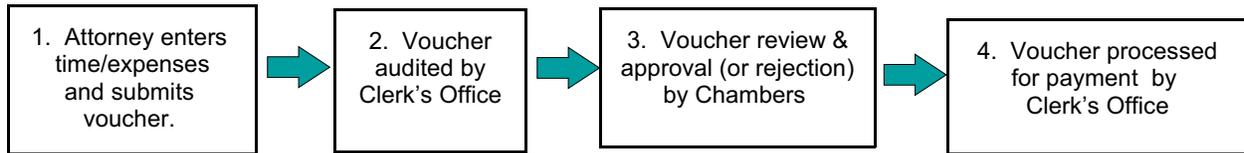
CJA 20 Voucher started by attorney, not submitted to court

Interpreter Voucher ready for Attorney approval and submission to court

Request for Investigator approved for \$15,000

Paid Voucher

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

The Court creates the appointment.
The attorney will initiate the CJA 20 voucher.

<p>Open the Appointment record.</p> <p>Click on Create from the CJA 20 Voucher template found on the Appointment screen.</p>																																					
<p>BASIC INFO</p> <p>The voucher opens to the Basic Info page which is representative of the CJA 20/21 voucher.</p> <p>A Menu Bar appears across top of voucher. You may navigate using the menu bar, or the progress bar (shown below).</p>	<table border="1"> <thead> <tr> <th>1. CIR. DIST. DIV. CODE</th> <th>2. PERSON REPRESENTED</th> <th colspan="2">VOUCHER NUMBER</th> </tr> </thead> <tbody> <tr> <td>0976</td> <td>Guadalupe Valenzuela</td> <td>3. MAG. DKT. DEF. NUMBER</td> <td>4. DIST. DKT. DEF. NUMBER</td> </tr> <tr> <td></td> <td></td> <td>5. APPEALS DKT. DEF. NUMBER</td> <td>6. OTHER DKT. DEF. NUMBER</td> </tr> <tr> <td>7. IN CASE MATTER OF (Case Name)</td> <td>8. PAYMENT CATEGORY</td> <td>9. TYPE PERSON REPRESENTED</td> <td>10. REPRESENTATION TYPE</td> </tr> <tr> <td>USA v. Gallardo-Dedios et al</td> <td>Felony (including pre-trial diversion of alleged felony)</td> <td>Adult Defendant</td> <td>Criminal Case</td> </tr> <tr> <td colspan="4">11. OFFENSES CHARGED</td> </tr> <tr> <td colspan="4">21.841A-CD.F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE; 21.841A-CD.F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE; 21.841A-CD.F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE</td> </tr> <tr> <td colspan="4">12. ATTORNEY'S STATEMENT</td> </tr> <tr> <td colspan="4">As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:</td> </tr> </tbody> </table>	1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER		0976	Guadalupe Valenzuela	3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER			5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER	7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE	USA v. Gallardo-Dedios et al	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case	11. OFFENSES CHARGED				21.841A-CD.F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE; 21.841A-CD.F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE; 21.841A-CD.F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE				12. ATTORNEY'S STATEMENT				As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:			
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<p>The Progress Bar appears at the bottom of the screen. Clicking Next will open the next screen.</p> <p>At any point the user may SAVE any entries made on this voucher.</p> <p>Note: At any time prior to submitting the voucher, the user may delete the voucher by clicking the Delete Draft button.</p>																																					

SERVICES

Line item time entries may be entered on **Services** tab.

Both In-Court and Out-of Court time may be recorded on this screen.

1. Enter the date of the service. (REQUIRED)

You may type in the date, or click on the calendar icon to select a date from the calendar.

2. Select **Service Type** from drop down menu. (REQUIRED)

Note: You may add time in any order. The voucher will automatically record time in chronological order.

3. Indicate which Doc # will reflect this time. If none, leave blank.
4. Indicate number of pages of document if appropriate.
5. Enter hours of service in tenths of an hour. (REQUIRED)
6. Add a description of services. (REQUIRED)
7. Click **Add**.

Note: The rate will adjust depending upon the date of service.

Entry will be added to voucher.

Note: You may group your entries by any of the column headers by dragging the header to the Group By bar.

Click **SAVE**.

EXPENSES

Line item expense entries may be made on the Expenses tab.

1. Enter Date (REQUIRED)
2. Enter Expense Type from drop-down menu (REQUIRED)
3. Enter
 - a. miles if travel expense, or
 - b. dollar amount of expense if not mileage.
4. Enter Description. (REQUIRED)
5. Click **Add**.

The screenshot shows the 'Expenses' form with the following fields: Date (3/22/2011), Expense Type (dropdown), Miles (input), and Amount (input). The rate per mile is 0.5100. The 'Add' button is highlighted with a red box. A red circle '1' is around the Date field, '2' is around the Expense Type dropdown, '3' is around the Miles input, and '4' is around the Description field.

Note: The mileage rate will adjust depending upon the date.

Note: If you are claiming in-house photocopy or fax copy expenses, you must indicate the number of pages and the rate charged per page.

Click **SAVE**.

The screenshot shows the 'Expenses' form with a list of expenses. The list has columns for Expense Type, Date, Description, Mile, Rate, and Amt. The entries are: Travel Miles (01/03/2011, to and from court, 10 miles, 0.51 rate, 5.10 amt) and Photocopies (02/01/2011, Copies of Discovery: 100 pages @ .15 per page, 0 miles, 0 rate, 15.00 amt). The 'Add' button is highlighted with a red box.

CLAIM STATUS

1. Enter the beginning and end date of the services provided on this voucher.
2. Indicate final or interim payment. If interim, indicate which interim this voucher represents.
3. Answer all the questions regarding previous payments in this case.
4. Click **SAVE**.

The screenshot shows the 'Claim Status' form with the following fields: Start Date (1/1/2011), End Date (2/28/2011), Payment Claims (Final Payment, Interim Payment (2), Supplemental Payment), and a 'Save' button. A red circle '1' is around the Start and End Date fields, '2' is around the Interim Payment dropdown, and '3' is around the 'Save' button. There are also radio button questions about previous applications and payments.

DOCUMENTS

Attorneys (as well as the court) may attach documents to any record.

Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the court.

Supporting Documents

Description	Delete	View
No Attachments		

1. To add the attachment, click the **Browse** button to locate your file.
2. Add a description of the attachment.
3. Click **Upload**.

Supporting Documents

Description	Delete	View
No Attachments		

Attachment is added to voucher.

Click **SAVE**.

Note: Though the CJA eVoucher program will accept any document format, it is recommended that all attachments be added in pdf format.

Supporting Documents

Description	Delete	View
Copies of Receipts	Delete	View

SIGNING and SUBMITTING TO COURT

When you have added all the voucher entries, you may sign and submit your voucher to the court.

From the Navigation Bar at the bottom of the screen, click **LAST**.

<< First < Previous Next > **Last >>** Save Delete Draft

The **Confirmation** screen appears which reflects all entries from the previous screens.

1. Verify the information is correct.
2. Scroll to bottom of screen to blue fields.

Confirmation

1. CIR./DIST./DIV. CODE 0976		2. PERSON REPRESENTED Marisela Isela Quintana de Tarango		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER 2:12-CR-00007-1-BLW-CWD		5. APPEALS. DKT./DEF. NUMBER	
6. OTHER. DKT./DEF. NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Quintana de Tarango		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED	
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort Street, Rm 400 Boise ID 83724 Phone: 208-334-9208			13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Bailey & Associates TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court B. Lynn Winmill Date of Order 12/21/2010 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$62.50			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$62.50			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$5.10			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$82.60			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 1/1/2011 TO: 2/28/2011		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input checked="" type="checkbox"/> Interim Payment (No) <input type="checkbox"/> Supplemental Payment					
Have you previously applied to the court for compensation and/or reimbursement for this? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR./CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR./CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Notes					
Attention: The notes you enter will be available to the next approval level.					
Include Case Disposition in Notes section when submitting a final voucher.					
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements					
Date: 3/22/2011 9:49:49					
<< First < Previous Next > Last >> Save Delete Draft					

Notes: You may include any information to the court.

3. Check the box to swear and affirm to the accuracy of the voucher.

The date and time will automatically be entered.

4. Click the **SUBMIT** button to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Click on **HOME** to return to the home page.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:

0976.0000058

Back to:
[Home Page](#)
[Appointment Page](#)

The active voucher is removed from the “My Active Vouchers” folder and now appears in **My Submitted Vouchers** folder.



Case	Defendant	Type	Status
2:12-CR-0000... Start: 01/01/2011 End: 02/28/2011	Marisela Isel... Claimed Amo...	CJA-20 F. Lee B...	Submitt Court 0976.00 INTERIM PAYMEN
2:12-CR-0000... Start: 09/15/2009 End: 11/30/2009	Curtis Caraw... Claimed Amo...	CJA-30 F. Lee B...	Submitt Court 0976.00 INTERIM PAYMEN

1 Page 1 of 1 (2 items)

CJA 20 Quick Review Panel

On the left-hand side bar when entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals by using the quick review panel.

The Services and Expenses will tally as entries are made to the voucher.

CJA-20 Voucher Entry

Def.: Marisela Isela Quintana de Tarango

Voucher #:

Start Date: 1/1/2011

End Date: 3/25/2011

Services: \$312.50

Expenses: \$30.60

Reports

[Form CJA20 \(printable version\)](#)

Expand the item to reveal specific types of entries.

Click on "twistie" to expand or minimize the view.

Services: \$312.50

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$62.50
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$62.50

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	1.0	\$125.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	1.0	\$125.00
Investigative and Other Work	0	\$0.00
Totals	2.0	\$250.00

Expenses: \$30.60

Travel

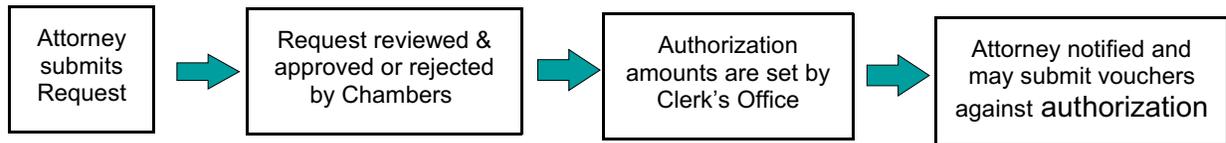
Expense Type	Amount
Travel Miles	\$30.60
Travel Misc	\$0.00
Totals	\$30.60

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Expert Service Request Process Overview

Before expert services (in excess of the statutory maximums) may be claimed by an attorney, the judge's authorization must be obtained. The process moves the request from attorney to chambers for the approval step, and finally to the Clerk's office for final system update. The authorization will appear in the appointment record for that defendant, and is viewable by the court and by the attorney.



Requests for Authorization for Expert Services

An Authorization Request is submitted to the court through the CJA eVoucher program and no longer filed in CM/ECF. The Court approves the services within the eVoucher program. If the authorization is in excess of the statutory maximum, the 9th Circuit must also approve the service prior to employment.

The Clerk's Office will enter an authorization with a "not-to-exceed" amount. An e-mail is generated notifying counsel that an authorization is approved

A voucher which exceeds the authorized amount can not be submitted without additional approval. The eVoucher program will decline the submission of a voucher in excess of the "not-to-exceed" amount.

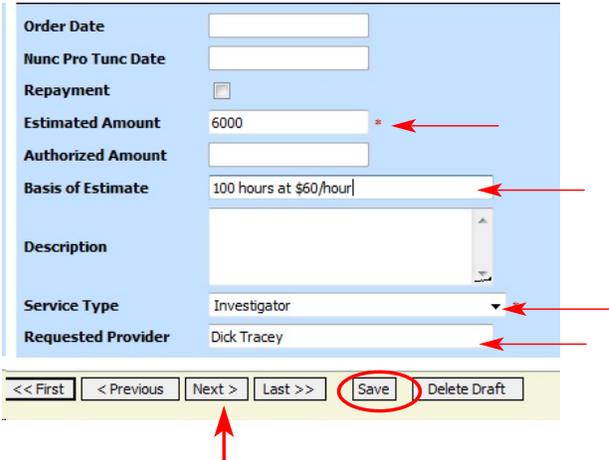
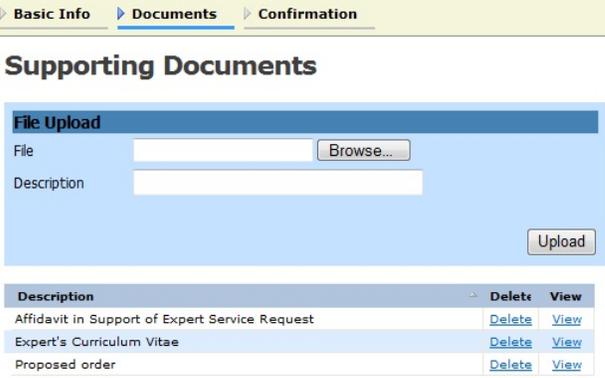
Interpreters: An Authorization Request does not need to be submitted for interpreter services unless the total fees will be in excess of the statutory maximum. If the interpreter services exceed the statutory maximum, the attorney is required to submit an authorization request for those services in excess.

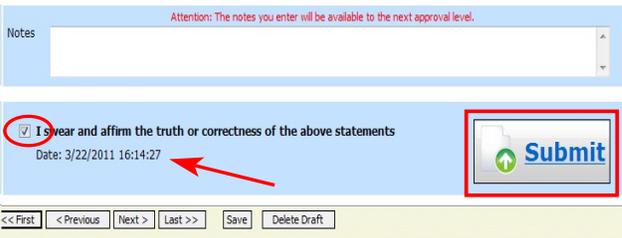
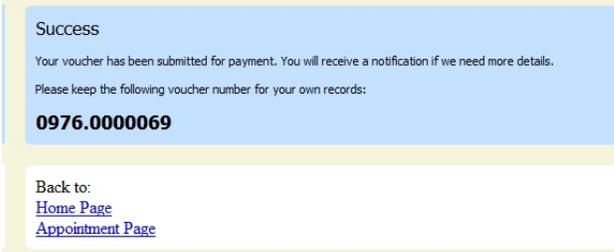
Translation of Documents: When employing an interpreter to translate and transcribe documents, an Authorization Request should be submitted for prior approval when it is anticipated the total cost will exceed the statutory maximum.

In all instances, separate CJA-21 vouchers should be submitted for document translation/transcription services and regular interpreting services.

If a non-English-speaking defendant needs to be advised of the content of an English language document, this should be done by means of sight translation.

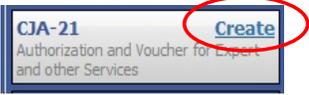
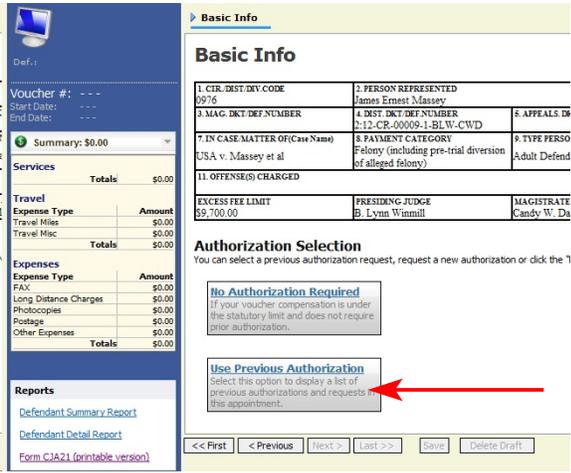
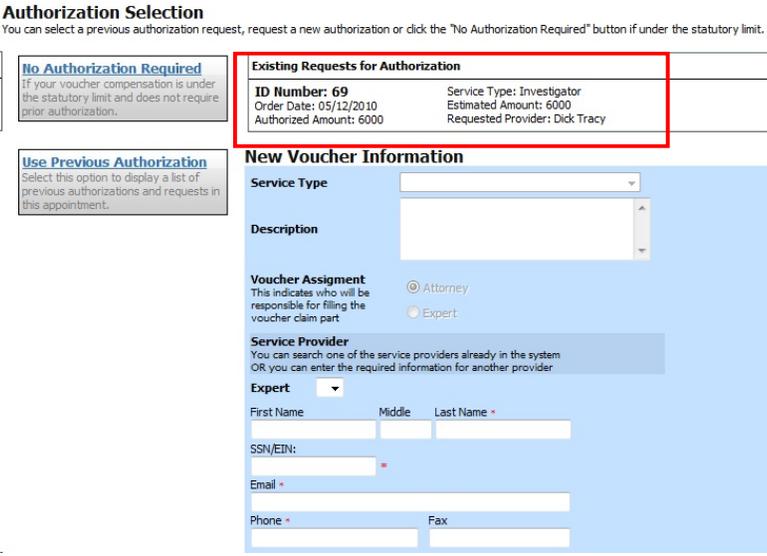
Submitting an Authorization Request for Expert Services

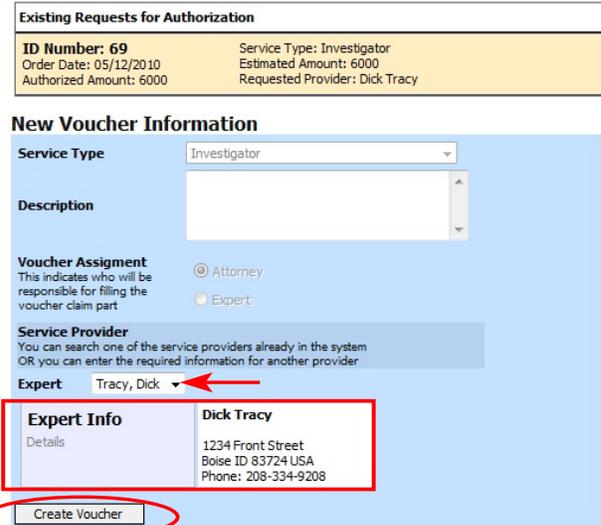
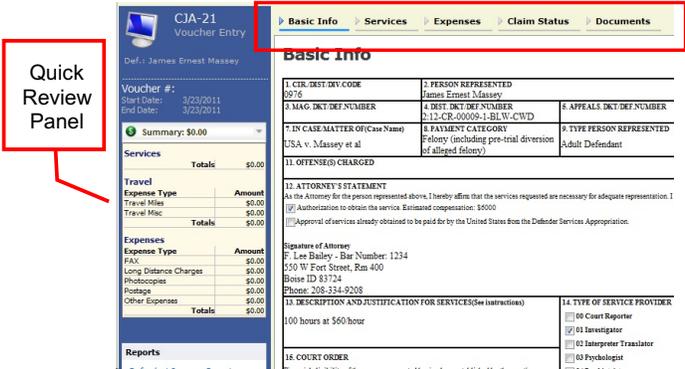
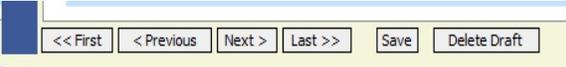
STEP													
<p>Open the Appointment record.</p> <p>Click on Create from the Authorization template located on the Appointment screen.</p>													
<p>The Basic Info Screen will open.</p> <p>Complete the information in the blue section at the bottom of the screen.</p> <p>Complete:</p> <ul style="list-style-type: none"> • Estimated Amount • Basis for Estimate • Service Type from the drop-down list • Name of Service Provider <p>Click SAVE.</p> <p>Click NEXT.</p>													
<p>DOCUMENTS</p> <p>Upload:</p> <ul style="list-style-type: none"> • Affidavit of counsel explaining the necessity for expert services. • Resume or Curriculum Vitae of expert, if available. <p>Click SAVE.</p> <p>Click NEXT.</p>	 <table border="1" data-bbox="850 1377 1455 1472"> <thead> <tr> <th>Description</th> <th>Delete</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Affidavit in Support of Expert Service Request</td> <td>Delete</td> <td>View</td> </tr> <tr> <td>Expert's Curriculum Vitae</td> <td>Delete</td> <td>View</td> </tr> <tr> <td>Proposed order</td> <td>Delete</td> <td>View</td> </tr> </tbody> </table>	Description	Delete	View	Affidavit in Support of Expert Service Request	Delete	View	Expert's Curriculum Vitae	Delete	View	Proposed order	Delete	View
Description	Delete	View											
Affidavit in Support of Expert Service Request	Delete	View											
Expert's Curriculum Vitae	Delete	View											
Proposed order	Delete	View											

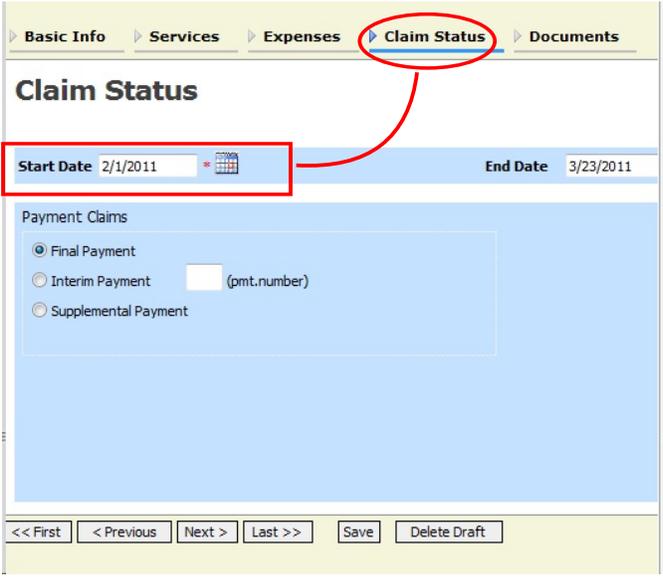
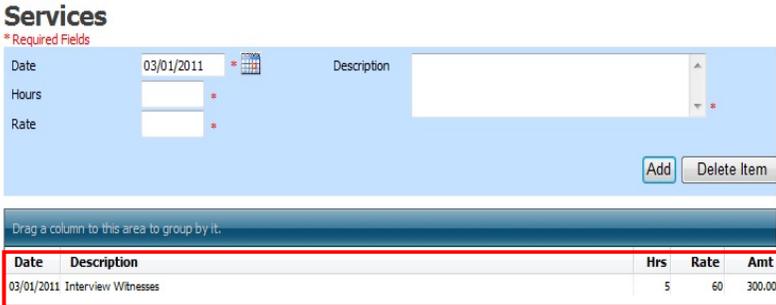
STEP	
<p>The Confirmation screen will open.</p> <p>Complete the information in the blue section at the bottom of the screen.</p> <ol style="list-style-type: none"> 1. Check box regarding the accuracy of the authorization request. 2. Your request will automatically be dated and time-stamped. <p>Click Submit.</p>	
<p>A screen will appear indicating the previous action was successful and the voucher has been submitted for payment.</p> <p>Click on HOME to return to the home page.</p>	

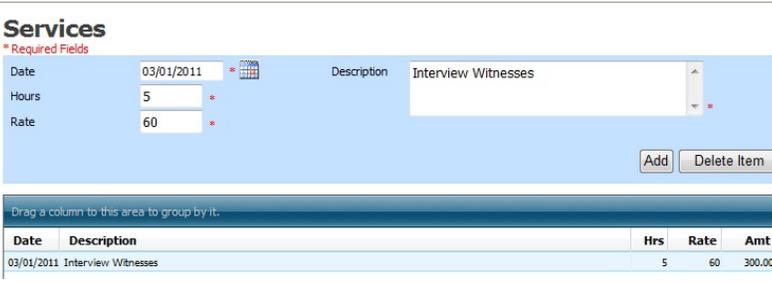
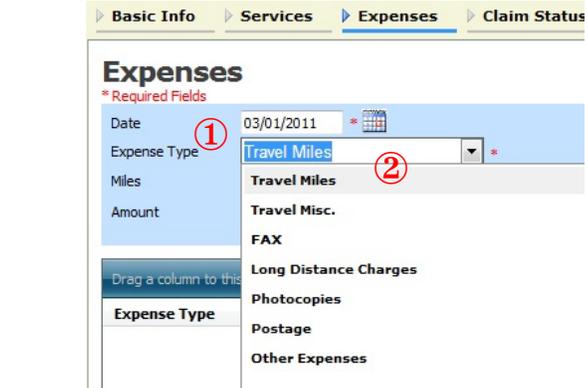
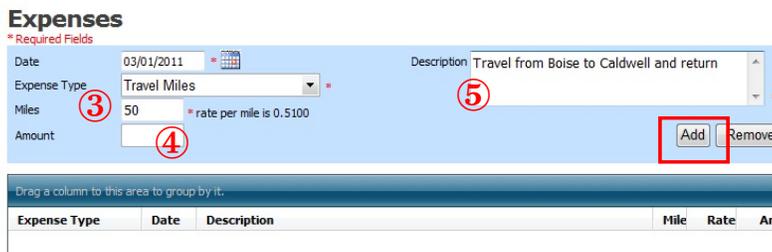
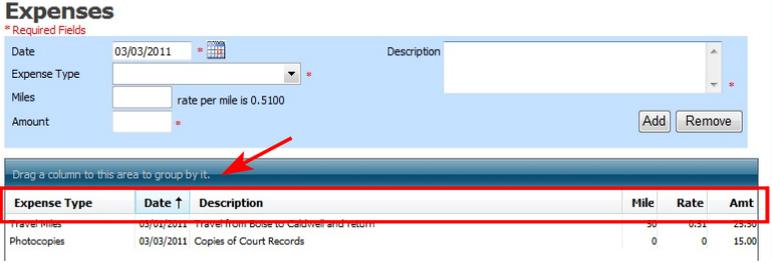
CJA 21 Voucher with Prior Authorization

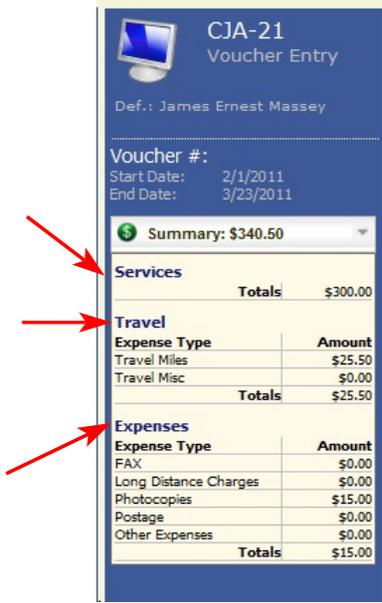
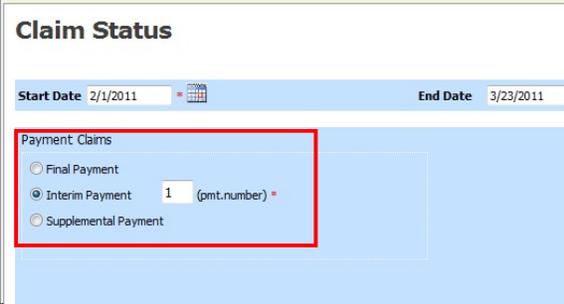
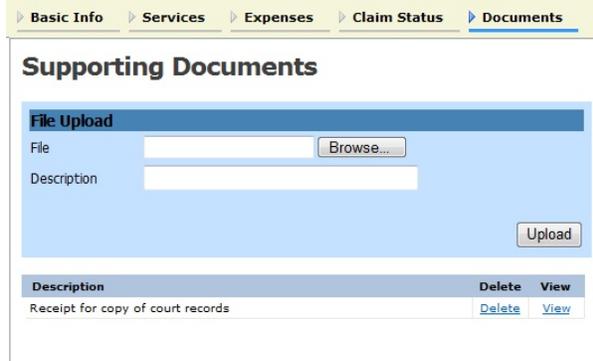
1. The Court creates the expert user in the eVoucher program.
2. The attorney will initiate the CJA 21 voucher.
3. The expert or attorney will complete the voucher.
4. The attorney must submit the voucher to the court.

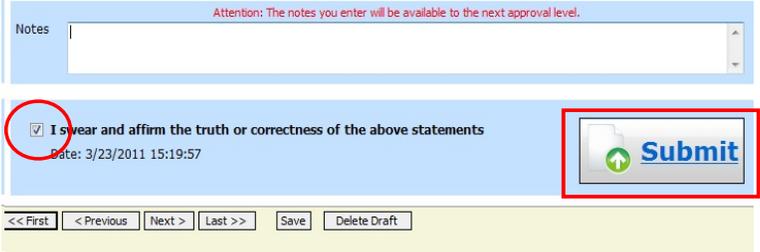
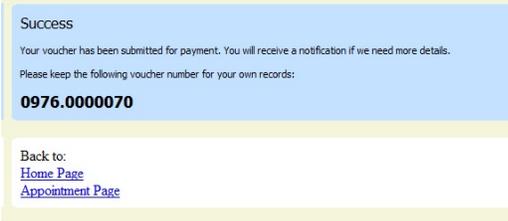
STEP	
<p>Open the Appointment record.</p> <p>Click on Create from the CJA 21 Voucher template found on the Appointment screen.</p>	
<p>Click on Use Previous Authorization</p>	
<p>All existing Authorizations will appear in the Existing Requests folder.</p> <p>Click on the Authorization for the services you wish to submit this voucher for.</p>	

STEP	
<p>When you select the authorization, the Service type will be filled in from the information located in the authorization.</p> <p>Select your Expert from the drop-down list. The expert's payment information will be filled in.</p> <p>Click Create Voucher.</p>	
<p>A CJA 21 Voucher will open.</p> <p>Follow the menu bar along the top to enter time and expense information for this voucher.</p>	
<p>You may also navigate through the voucher using the navigation bar located at the bottom of the screen.</p>	

STEP	
<p>The eVoucher program will date the voucher start date with today's date.</p> <p>To enter and save services or expenses prior to today's date, edit the start date of the voucher on the Claim Status screen.</p>	
<p>SERVICES</p> <ol style="list-style-type: none"> 1. Type the date of services. 2. Type the number of hours (in tenths of an hour) 3. Type the authorized rate. 4. Type a concise description of the services provided. 5. Click ADD. 	
<p>The service will be added to the voucher.</p> <p>Click SAVE from the bottom navigation menu</p>	

STEP																			
<p>To edit a previously added entry, click on the entr from the added section.</p> <p>The information will repopulate the top blue section of the services screen.</p> <p>Make your edits and relick the Add button.</p>	 <p>Services * Required Fields</p> <p>Date: 03/01/2011 * Hours: 5 * Rate: 60 * Description: Interview Witnesses</p> <p>Buttons: Add, Delete Item</p> <p>Drag a column to this area to group by it.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Hrs</th> <th>Rate</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>03/01/2011</td> <td>Interview Witnesses</td> <td>5</td> <td>60</td> <td>300.00</td> </tr> </tbody> </table>	Date	Description	Hrs	Rate	Amt	03/01/2011	Interview Witnesses	5	60	300.00								
Date	Description	Hrs	Rate	Amt															
03/01/2011	Interview Witnesses	5	60	300.00															
<p>EXPENSES</p> <ol style="list-style-type: none"> 1. Enter the date the expense was incurred 2. Select the Expense type from the drop down menu. 	 <p>Basic Info Services Expenses Claim Status</p> <p>Expenses * Required Fields</p> <p>Date: 03/01/2011 * (1) Expense Type: Travel Miles (2) * Miles: * Amount: *</p> <p>Expense Type options: Travel Miles, Travel Misc., FAX, Long Distance Charges, Photocopies, Postage, Other Expenses</p>																		
<ol style="list-style-type: none"> 3. Type the number of miles if claiming mileage. 4. Type in the dollar amount of expense if claiming another expense type. 5. Type in a description of the expense. If adding mileage, indicate to/from locations. <p>Click ADD.</p> <p>Click SAVE.</p>	 <p>Expenses * Required Fields</p> <p>Date: 03/01/2011 * Expense Type: Travel Miles * Miles: 50 * rate per mile is 0.5100 (3) Amount: (4) Description: Travel from Boise to Caldwell and return (5)</p> <p>Buttons: Add, Remove</p> <p>Drag a column to this area to group by it.</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Date</th> <th>Description</th> <th>Mile</th> <th>Rate</th> <th>Am</th> </tr> </thead> <tbody> </tbody> </table>	Expense Type	Date	Description	Mile	Rate	Am												
Expense Type	Date	Description	Mile	Rate	Am														
<p>Note: All entered expenses will be added to the itemized list. You may sort any of these items by clicking on the header name.</p> <p>Additionally, you may group any of the items by dragging the header to the “Group By” bar.</p>	 <p>Expenses * Required Fields</p> <p>Date: 03/03/2011 * Expense Type: * Miles: * rate per mile is 0.5100 Amount: *</p> <p>Buttons: Add, Remove</p> <p>Drag a column to this area to group by it. (Red arrow points to this bar)</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Date ↑</th> <th>Description</th> <th>Mile</th> <th>Rate</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>Travel Miles</td> <td>03/02/2011</td> <td>Travel from Boise to Caldwell and return</td> <td>30</td> <td>0.51</td> <td>23.30</td> </tr> <tr> <td>Photocopies</td> <td>03/03/2011</td> <td>Copies of Court Records</td> <td>0</td> <td>0</td> <td>15.00</td> </tr> </tbody> </table>	Expense Type	Date ↑	Description	Mile	Rate	Amt	Travel Miles	03/02/2011	Travel from Boise to Caldwell and return	30	0.51	23.30	Photocopies	03/03/2011	Copies of Court Records	0	0	15.00
Expense Type	Date ↑	Description	Mile	Rate	Amt														
Travel Miles	03/02/2011	Travel from Boise to Caldwell and return	30	0.51	23.30														
Photocopies	03/03/2011	Copies of Court Records	0	0	15.00														

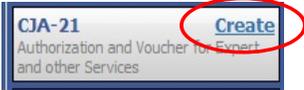
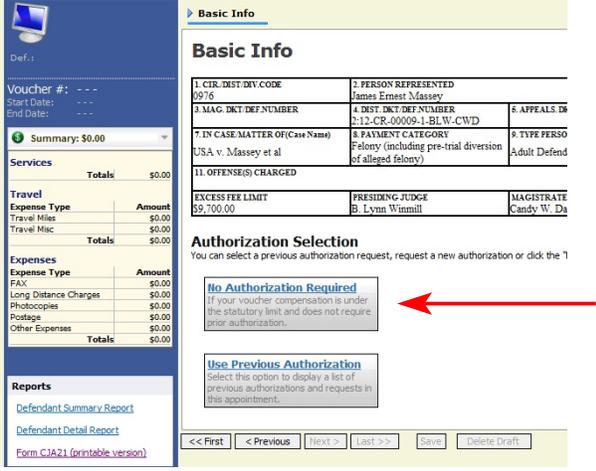
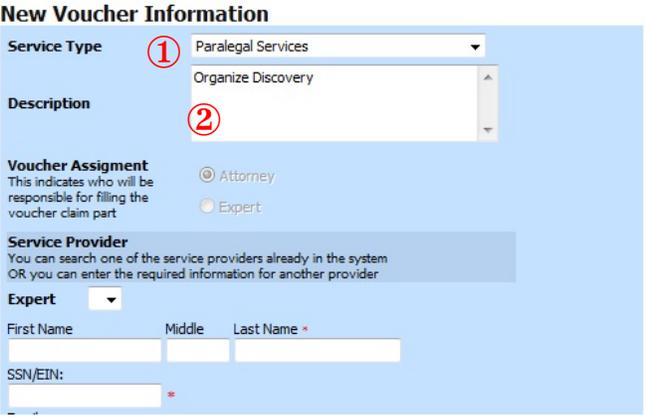
STEP	
<p>The eVoucher program also maintains a running balance in the left-hand panel.</p>	
<p>CLAIM STATUS</p> <p>When ready to submit the voucher for payment, edit the claim status screen to indicate final or interim payments.</p> <p>Click SAVE.</p>	
<p>DOCUMENTS</p> <p>Upload copies of any receipts.</p> <p>Upload a copy of the expert's billing statement, or time slips.</p> <p>Click SAVE.</p>	

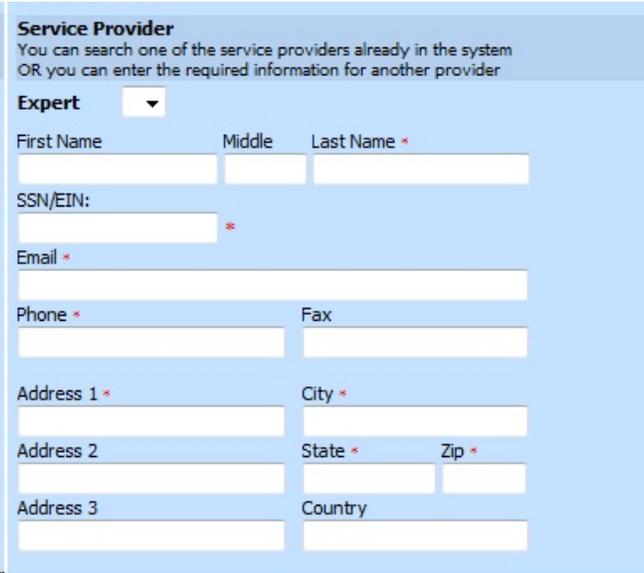
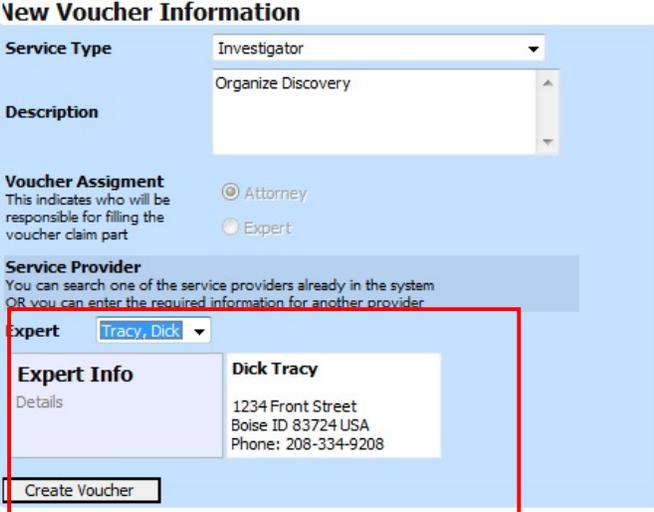
STEP	
<p>Confirming Voucher</p> <p>Unless the expert has been provided access to enter their own time and expenses, the attorney will be entering in the data and confirming the correctness of the entries on behalf of the expert.</p> <p>To access the expert's confirmation screen, click on the Last button located along the bottom menu bar.</p>	
<p>A CJA 21 Voucher screen will appear.</p> <p>Scroll to the bottom of the Voucher screen.</p> <p>Check the affirmation box regarding the correctness of the statements. <i>You are affirming on behalf of the expert.</i></p> <p>Click Submit.</p>	
<p>A Success screen will appear.</p>	

STEP	
<p>ATTORNEY’S CONFIRMATION</p> <p>The expert’s voucher will reappear in the attorney’s “My Active Vouchers” folder.</p> <p>The attorney must affirm the voucher a second time, now on behalf of the attorney.</p> <p>This step remains the same for the vouchers affirmed by the attorney on the expert’s behalf, or for those vouchers when the expert completes the data entry for.</p> <p>Therefore, repeat the confirmation steps a second time - this time as the attorney’s confirmation of the services provided.</p>	 <p>The screenshot shows a window titled "My Active Vouchers" with a table of voucher entries. The table has four columns: Case, Defendant, Type, and Status. The first row shows a case with defendant Marisela Isela Q... and type CJA-21, with a status of "Submitted Attorney" and a claimed amount of 0976.0000. The second row shows a case with defendant Marisela Isela Q... and type CJA-20, with a status of "Voucher Entry" and an "Edit" link. The third row shows a case with defendant James Ernest M... and type CJA-21, with a status of "Submitted Attorney" and a claimed amount of 0976.0000. A red circle highlights the "Submitted Attorney" status and the claimed amount for the third row. The interface also includes a "FINAL PAYMENT" button and an "INTERIM PAYMENT" button. The page number "1" and "Page 1 of 1 (3 items)" are visible at the bottom.</p>

CJA 21 Voucher without Prior Authorization

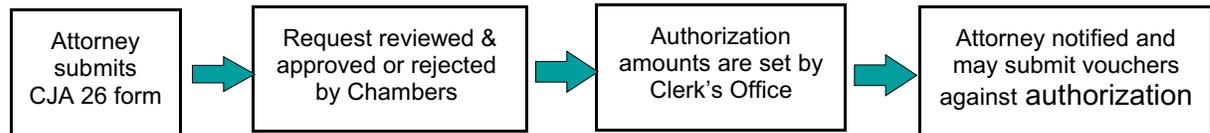
1. The attorney will initiate the CJA 21 voucher.
2. The expert or attorney will complete the voucher.
3. The attorney must submit the voucher to the court.

STEP	
<p>Open the Appointment record.</p> <p>Click on Create from the CJA 21 Voucher template found on the Appointment screen.</p>	
<p>Click on</p> <p>No Authorization Required</p>	
<ol style="list-style-type: none"> 1. Select Service Type from drop-down menu. 2. Type in Description of Services. 	

STEP	
<p>Note: The eVoucher program searches the database for experts who perform the specific service type selected in Step #1. If the expert has never submitted a voucher in the eVoucher system, nor received prior authorization, their name may not appear in the Expert field.</p> <p>Therefore, the attorney will enter the expert's information on this screen.</p> <p>Note: No vouchers may be submitted until the expert's information has been approved by the court .</p>	
<p>If the expert already exists in the database, the expert information will be available to select from the drop-down list.</p> <p>Since the eVoucher program associates the expert with the type of service they provide, if they are being employed for a service other than their normal service type, the name may not appear.</p> <p>Contact the court to add the service type to the expert's user record.</p> <p>Click Create Voucher and continue as previously explained in creating a CJA 21 voucher with prior approval.</p>	

CJA 26 - Excess and Interim Payment Request Process Overview

Before an attorney may submit a CJA-20 voucher in excess of the statutory maximum, or submit interim vouchers, the judge's authorization must be obtained. The process moves the request from attorney to chambers for the approval step, and finally to the Clerk's office for system update. In the eVoucher system, the authorization will then appear in the appointment for that defendant, and is viewable by the court and by the attorney.



Requests for Interim or Excess Payments

Where it is considered necessary and appropriate in a specific case, the presiding trial judge may arrange for periodic or interim payments to counsel. This payment option is designed to strike a balance between the interest in relieving court-appointed attorneys of financial hardships in extended and complex cases, and the practical application of the statutorily imposed responsibility of the judge to provide a meaningful review of claims for excess compensation.

Relevant Factors for granting a Motion for Interim Payments

Relevant factors in designating the case as extended or complex may be:

- The number of defendants in the case.
- Unusual characteristics of the defendant (unable to speak English, mentally deficient, particularly uncooperative).
- Location of defendant.
- Type and number of crimes charged.
- Complexity or novelty of legal issues.
- Number of witnesses presented by all parties.
- Amount of pretrial discovery and investigation required.
- Number of pretrial motions; length of hearings; nature of hearings.
- Will a trial be held and anticipated length of trial.
- Amount of trial preparation required.
- Complexity of issues or severity of potential sentence

Submitting the Request

An Authorization Request for interim payments, or for payment in excess of the statutory maximum, is submitted to the court through the CJA eVoucher program and no longer filed in CM/ECF. In a multi-defendant case, each attorney requesting interim or excess payments will need to submit their own request.

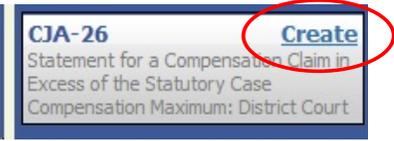
The Court authorizes the request within the eVoucher program. The 9th Circuit must also approve the authorization prior to submitting any vouchers.

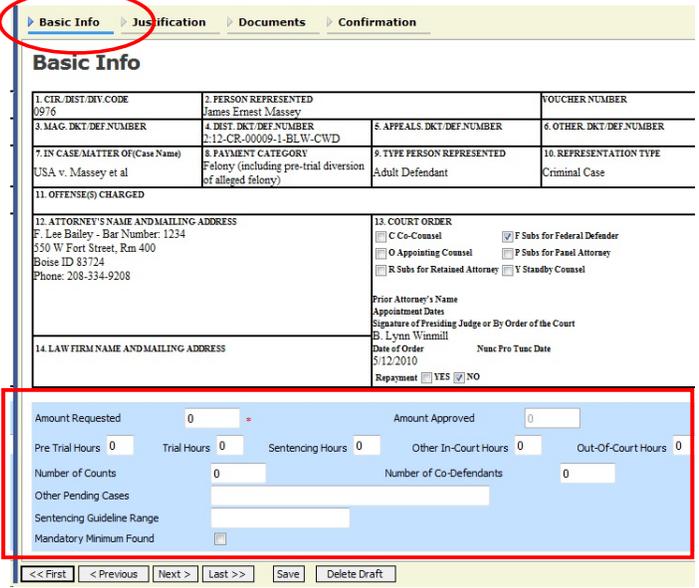
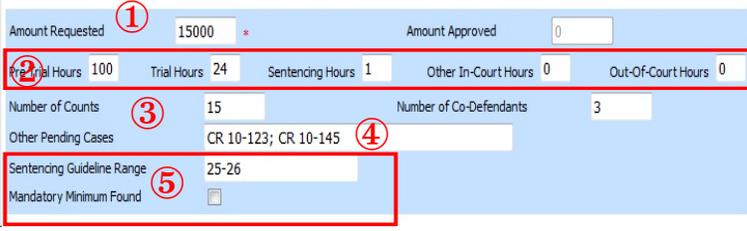
The Clerk's Office will enter an authorization with a "not-to-exceed" amount. An e-mail is generated notifying counsel that an authorization is approved.

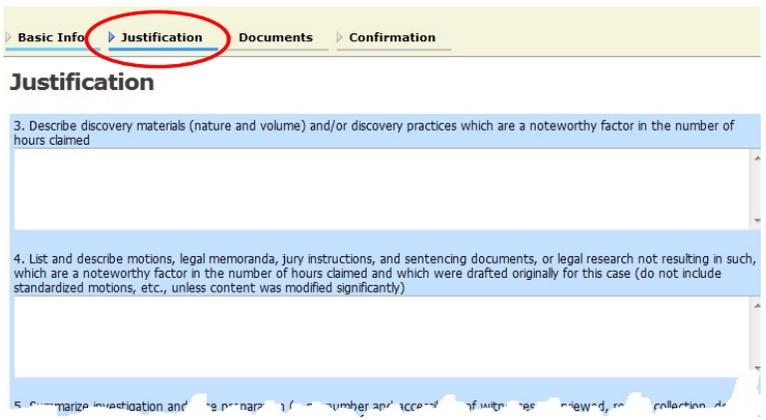
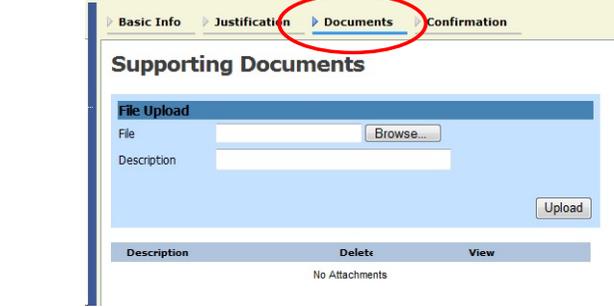
A voucher which exceeds the authorized amount can not be submitted without additional approval. The eVoucher program will decline the submission of a voucher in excess of the "not-to-exceed" amount. Therefore, it is recommended the attorney anticipate the total cost of the representation when requesting interim payments and to include that in the interim voucher request.

Authorization Request for Excess and Interim Payments

The primary cost in a criminal case is attorney time. To the extent counsel is able to advise the court when filing an authorization request for interim payment or for payment in excess of the statutory maximum, as to the expected quantity of discovery, the scope of the defense investigation, and the anticipated length of a trial, the court may have sufficient information to make a determination early in the case without requiring the attorney to make additional requests later.

STEP	
Open the Appointment record. Click on Create from the CJA 26 template located on the Appointment screen.	

STEP	
<p>Basic Info</p> <p>Enter data into the blue section at the bottom of the Basic Info screen.</p> <p>Click SAVE.</p>	 <p>The screenshot shows the 'Basic Info' tab selected. The bottom section, highlighted with a red box, contains the following fields:</p> <ul style="list-style-type: none"> Amount Requested: 0 Amount Approved: 0 Pre Trial Hours: 0 Trial Hours: 0 Sentencing Hours: 0 Other In-Court Hours: 0 Out-Of-Court Hours: 0 Number of Counts: 0 Number of Co-Defendants: 0 Other Pending Cases: [text input] Sentencing Guideline Range: [text input] Mandatory Minimum Found: <input type="checkbox"/>
<ol style="list-style-type: none"> 1. Enter total amount of Voucher(s) 2. Enter number of hours for pretrial, trial, sentencing, other in-court, and other out-of-court time. 3. Enter number of counts and number of defendants 4. Enter Other Pending cases this defendant is a party. 5. Enter the Sentencing Guidelines range and was the mandatory minimum sentence found. <p>Click SAVE.</p>	 <p>The screenshot shows the 'Basic Info' screen with the following fields highlighted by red circles and boxes:</p> <ul style="list-style-type: none"> Amount Requested: 15000 (circled 1) Pre Trial Hours: 100 (circled 2) Trial Hours: 24 (circled 2) Sentencing Hours: 1 (circled 2) Other In-Court Hours: 0 (circled 2) Out-Of-Court Hours: 0 (circled 2) Number of Counts: 15 (circled 3) Number of Co-Defendants: 3 (circled 3) Other Pending Cases: CR 10-123; CR 10-145 (circled 4) Sentencing Guideline Range: 25-26 (circled 5) Mandatory Minimum Found: <input type="checkbox"/> (circled 5)

STEP							
<p>Justification</p> <p>Answer the questions located on the Justification screen.</p> <p>Click SAVE.</p>	 <p>Basic Info Justification Documents Confirmation</p> <p>Justification</p> <p>3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed</p> <p>4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly)</p> <p>5. Summarize investigation and the primary purpose, number and accuracy of interviews, review, re-collection, etc.</p>						
<p>Supporting Documents</p> <p>You may upload any supporting documentation as necessary.</p>	 <p>Basic Info Justification Documents Confirmation</p> <p>Supporting Documents</p> <p>File Upload</p> <p>File <input type="text"/> <input type="button" value="Browse..."/></p> <p>Description <input type="text"/></p> <p><input type="button" value="Upload"/></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Delete</th> <th>View</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No Attachments</td> </tr> </tbody> </table>	Description	Delete	View	No Attachments		
Description	Delete	View					
No Attachments							
<p>Confirmation</p> <p>Scroll to the bottom of the screen.</p> <p>Click the box affirming the accuracy of your statements.</p> <p>Click Submit.</p>	 <p>Basic Info Justification Documents Confirmation</p> <p>Confirmation</p> <p>SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE COMPENSATION MAXIMUM: DISTRICT COURT</p> <p>THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE DEPENDENT OR COMPLEX CASE AND THAT THE EXCESS PAYMENT IS NOT</p> <p>Attention: The notes you enter will be available to the next approval level.</p> <p>Notes <input type="text"/></p> <p><input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements</p> <p>Date: 4/1/2011 12:38:56</p> <p><input type="button" value="Submit"/></p>						

Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program.

Viewable reports appear on the left-hand review panel.

Each panel, depending upon which screen you are viewing, may have different reports available.

Each Report will have a short description of the information received when viewing that report.

- The two main reports are the Defendant's
- Defendant Detailed Voucher Report
 - Summary Budget Report

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 Authorization for Expert and other Services	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-26 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	Create

Reports

- [Defendant Detailed Voucher Report](#)
Provides details on time spent and remaining money for attorney and authorized experts for this appointment.
- [Defendant Summary Budget Report](#)

Defendant Detailed Voucher Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the voucher submitted against those authorizations and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert services.

Counsel Budget												Defendant: Marisela Isela Quintana de Tarango	
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed	Amount Adjusted				
Budget Amount Requested:	\$50,000.00					CJA-28	0976.0000056	\$35,000.00	\$35,000.00				
Budget Amount Approved:	\$50,000.00					CJA-28	0976.0000077	\$15,000.00	\$15,000.00				
							Total:	\$50,000.00	\$50,000.00				

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: F. Lee Bailey (Appointing Counsel) Active											
12/21/2008 to 01/30/2009	0976.0000054	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$46,900.00	\$46,900.00
01/01/2011 to 02/28/2011	0976.0000058	\$62.50	\$5.10	\$10.00	\$77.60	\$0.00	\$0.00	\$0.00	\$0.00	\$46,900.00	\$46,837.50
		Total Pending:				\$77.60	Total Approved:		\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00				Amount Authorized: \$15,500.00				Attorney: F. Lee Bailey	
Vendor: (Investigator)											
No Voucher		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
		Pending For Vendor:				\$0.00	Approved For Vendor:		\$0.00		
		Total Pending:				\$0.00	Total Approved:		\$0.00	\$15,500.00	\$15,500.00

Defendant Summary Report

Same information as Detailed Report without the individual voucher data.

Counsel Budget										
Defendant: Marisela Isela Quintana de Tarango										
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted					
Budget Amount Requested:	\$50,000.00	CJA-28	0976.0000056	\$35,000.00	\$35,000.00					
Budget Amount Approved:	\$50,000.00	CJA-28	0976.0000077	\$15,000.00	\$15,000.00					
				Total:	\$50,000.00	\$50,000.00				
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Attorney: F. Lee Bailey (Appointing Counsel) Active										
				Total Pending:	\$77.60	Total Approved:		\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization										
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0976.0000055 Amount Requested: \$15,500.00 Amount Authorized: \$15,500.00 Attorney: F. Lee Bailey										
Vendor: (Investigator)										
				Pending For Vendor:	\$0.00	Approved For Vendor:		\$0.00		
				Total Pending:	\$0.00	Total Approved:		\$0.00	\$15,500.00	\$15,500.00

Links

Along the blue menu bar, the eVoucher program provides links to commonly used resources for CJA panel attorneys.



Attorney Resources	
CJA Atty Manual	District of Idaho CJA Attorney Manual
Guidelines	Defender Services Guide to Judiciary Policy
Psych Chart	Summary Chart for payment of psychiatric and related services

Forms	
Case Budget	Case Budgeting form for non-capital representations

General Orders	
GO 210	Criminal Justice Act Plan (2006)
GO 242	Revised Criminal Procedural Order (2010)
GO 251	2011 CJA Panel
GO 253	CJA Rates for Interpreters and Other Expert Services (2011)

Websites	
ED	Office of Defender Services - Legal, Policy & Training Branch
FDSI	Federal Defender Services of Idaho
FPDEW	Federal Defenders of Eastern Washington
Habeas	Capital Defense Network habeas assistance and training
USSC	United States Sentencing Commission