## eVoucher 6.11

# Import Your Service Entries

Starting with eVoucher release version 6.6, attorneys can import service entries to a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format. This allows attorneys using commercially available timekeeping and billing systems to create an output file from that system that can then be imported into the **Services** tab of a CJA-20/30 voucher—so attorneys don't have to manually enter each service line.

Exporting a .csv file from a timekeeping or billing system may not export to a correct format and may need to be customized to match the required format as illustrated in the sample spreadsheets provided. You can enter data directly into the sample templates manually or using copy/paste.

#### **IMPORTANT NOTES:**

- Court staff are not responsible for helping attorneys create or download .csv files.
- As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

#### Step 1

On the Home page, expand the **Appointments' List** section and locate the appropriate appointment. Click the case link.

🗏 Appointments' List	
	Search:
Appointments	Defendant
Case: 1:14-CR-08805-AA	Defendant: Jebediah Branson
Defendant #: 1	Representation Type: Criminal Case
Case Title: USA v. Branson	Order Type: Appointing Counsel
Attorney: Andrew Anders	Order Date: 03/03/14
<u>Representation ID: 2</u>	Pres. Judge: Albert Albertson
Appointment ID: 4	Adm./Mag Judge:
Case: 1:14-CR-08806-AA	Defendant: Thomas Watson
Derendant #: 1	Representation Type: Criminal Case
Case Title: USA v. Watson	Order Type: Appointing Counsel
Attorney: Andrew Anders	Order Date: 03/03/14
<u>Representation ID: 4</u>	Pres. Judge: Albert Albertson
Appointment ID: 2	Adm./Mag Judge:
Case: 1:14-CR-08808-AA	Defendant: Thomas Howell
Defendant #: 1	Representation Type: Criminal Case
Case Title: USA v Howell	Order Type: Appointing Counsel
Attorney: Andrew Anders	Order Date: 03/03/14
<u>Representation ID: 10</u>	Pres. Judge: Albert Albertson
Appointment ID: 8	Adm./Mag Judge:
Case: 1:14-CR-08808-AA	Defendant: Thomas Howell
Defendant #: 1	Representation Type: Criminal Case
Case Title: USA v Howell	Order Type: Associate
Attorney: Andrew Anders	Order Date: 08/21/18
Representation ID: 10	Pres. Judge: Albert Albertson
Appointment ID: 103	Adm./Mag Judge:





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.

**Note:** If you have a previously created CJA-20, review the Import Service Entries on Previously Created CJA-20s section below.

Appointment	Appointment	Info					
summary about this	1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESEN Thomas Watson	TED			VOUCHER NUMB	ER
appointment, including a list of	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUM 5:08-CR-00806-14-	IBER AA	5. APPEALS. DKT/DEF	NUMBER	6. OTHER. DKT/D	EF.NUMBER
appointment and links to create	7. IN CASE/MATTER OF(Case Name USA v. Watson	<ul> <li>8. PAYMENT CATEGO Felony (including p of alleged felony)</li> </ul>	RY re-trial diversion	9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case	
<u>     View Representation</u>	11. OFFENSE(S) CHARGED 12:1738.P MORTGAGE DISC 12. ATTORNEY'S NAME AND MAIL David Dd Attorney - Bar Num	RIMINATION LING ADDRESS ber: 1234123		13. COURT ORDER	_		0
Create New Voucher	2500 Main St San Antonio TX 78209	001.1254125		A Associate	C Co-Counsel	D Federal Defender	F Subs for Federal     Defender     P Subs for Poteined
AUTH Create Authorization for Expert and other Services	Phone: 2105552500 Email: <u>daviddattorney@gmail</u>	com		(Capital Only)	Counsel T Retained Attorney	Attorney U Subs for Pro Se	Attorney
AUTH-24 Create Authorization for payment of transcript				Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Ju	udge or By Order of (	the Court	
BUDGETAUTH Create Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	14. LAW FIRM NAME AND MAILIN	NG ADDRESS		Albert Albertson Date of Order 3/3/2014 RepaymentYES	Nune I	Pro Tunc Date	
CJA-20 <u>Create</u>	Vouchers on File						
Appointment of and Authority to Pay Court-Appointed Counsel	To group by a particular Hea	der, drag the column to thi	s area.			Search:	
C1A-21 Create	Case	Defendant	Туре	Sta	itus		Date Entered
Authorization and Voucher for Expert and other Services	5:08-CR-00806-AA- Start: End:	Thomas Watson (# 14) Claimed Amount: 0.00	CJA-20 David Dd Atto	orney	Voucher Entry Edit	y	06/06/2024
CJA-24 Create Authorization and Voucher for Payment of Transcript	1					P	age <b>1</b> of <b>1</b> (1 items)

### Step 3

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters Voucher	Basic Info Services	Expenses Claim Status	5 Document	s 🌔 Confir	mation	
	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER NUM	BER
Def.: Thomas Watson	0542	Thomas Watson	ADDEALS DUT DEE	NID (DED	COTHER DUT	DEENINGER
	5. MAG. DR1/DEF.NUMBER	5:08-CR-00806-14-AA	S. AFFEALS, DK1/DEF	NUMBER	6. OTHER. DRI	DEFINUMBER
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REP	RESENTED	10. REPRESENT	ATION TYPE
	USA v. Watson	of alleged felony)	Adult Defendant		Criminal Case	
Voucher #:	11. OFFENSE(S) CHARGED	or uneged totolly)			1	
Start Date:	12:1738.P MORTGAGE DISCRIN	AINATION	11 COURT ORDER			
End Date:	David Dd Attorney - Bar Number:	1234123	13. COURT ORDER	_		T Subs for Federal
	2500 Main St		A Associate	C Co-Counsel	Defender	Defender
Services: \$0.00	San Antonio TX 78209 Phone: 2105552500		L Learned Counsel	O Appointing	P Subs for Pane	el 🔲 R Subs for Retained
	Email: daviddattorney@gmail.com	1	(Capital Only)	T Ratainad	U Subs for Pro	Attorney
S Expenses: \$0.00			S Pro Se	Attorney	Se	□ X Administrative
			☐ Y Standby Counsel			
Representation Fee Limit:			Prior Attorney's Name			
\$10,300.00			Appointment Dates			
Fee Amount Remaining After Approved			Albert Albertson	lage or by Order of	the Court	
and Pending:	14. LAW FIRM NAME AND MAILING A	DDRESS	Date of Order	Nune I	Pro Tunc Date	
\$10,300.00			Banaymant VEC	lvo		
				180		
Tasks	Payment Details					
Link To Appointment	Select the payment det	ails. Payment accounts that	t are ready to i	use display	below. To s	see all payment
Link To Representation	accounts go to Vendor	Manager		use display	000000000	see an payment
	decounts, <u>go to vendor</u>	Handger				
Actions	David D Attornov			•		
Import Service Entries (.csv)	David D Attorney			•		
Reports	David D Attornev					
Defendant Summany Budget Peport	TIN (SSN):					
Derendant Summary Budget Report	111 (351).					1





The Services page appears. To view or download a sample .csv file, click the **sample spreadsheet** link. Click **Additional Information** to view instructions for importing time from a .csv file.

Basic Info	Services	xpenses b	Claim Status	Documents	Confirmation	
Service	es					
eVoucher now format. The CS and service typ	provides the ability to im V file must contain all re e values.	port service time e quired column hea	entries exported from dings and data types	a law firm billing s . Please download	y r sample spreadsheet f	Separated Values (CSV) the correct column headings
contents of the	imported CSV file.	art with a blank vo	oucher. Otherwise, a	existing service er	tries on the voucher will be	overwritten with the
- Additional Inf	ormation					
Each service	line entry must have o	lata in the follow	ving columns:			
<ul> <li>Date</li> <li>Hours</li> <li>Descrip</li> <li>Service</li> </ul>	otion 2 Type (EXAMPLES: "16b	" or "16b. Obtainin	g and Reviewing Re	cords")		
The following	) columns do not requ	ire data, but sho	uld be included in	the header row:		
<ul> <li>Doc#</li> <li>Pages</li> </ul>						
For additional i	nformation refer to the e	Voucher Online He	elp.			
CSV file when Date, Hours, D 1/4/2021,1.0,M 1/4/2021,.5,Re 1/5/2021,1.2,"H	n opened in a text edit escription, Service Type, let with client,16a. Inten viewed Indictment,16b, Hearing on Motion to Dis	or might look lik Doc#, Pages views and Conferer 4,25 miss, including wa	<b>ke this:</b> nces,, it time",15c,,			
			Import Service	Entries (.csv)		
Date	9/3/2021 *		Description			
Service Type			•			
Doc.# (ECF)	Pages	;				* *
Hours	* at \$1	55.00 per hour.				Add Remove
Required Fields						

**Note:** The sample spreadsheet is in Excel format. Once the file is populated with data, it must be saved in .csv format. View the appendix to see the required columns and information for the .csv file.





Before you can import your .csv file, you must create and save it on your computer. The **Date**, **Hours**, **Description**, and **Service Type** fields are required for import. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click Import Service Entries (.csv).

Basic Info	ces Expenses Cla	aim Status 🕨 Do	cuments Confirmation	
Services				
eVoucher now provides the format. The CSV file must c and service type values.	ability to import service time ent ontain all required column headir	tries exported from a langs and data types. Ple	w firm billing system and saved in Comma S ase download our sample spreadsheet for tl	eparated Values (CSV) he correct column headings
IMPORTANT: It is recomm of the imported CSV file.	nended to start with a blank voud	cher. Otherwise, all exis	ting service entries on the voucher will be o	verwritten with the contents
+ Additional Information				
		Import Service Entr	ries (.csv)	
Date 8/6/2021	*	Description		
Service Type				
Doc.# (ECF)	Pages			· *
Hours	* at \$155.00 per hour.			Add Remove
* Required Fields				
To group by a particular He	ader, drag the column to this are	a.		
Service Type	Date • Description			Hrs Rate Amt
	N	(Empty	)	
No data to paginate	$\rightarrow$		Go to page: View item	s per page: <u>10 25 50 100</u>

**Note:** The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

### Step 6

Your file directory browser opens. Click the correct .csv file, and then click **Open**.









A success message appears, indicating the number of entries that were imported and saved to the services table.

<u>⊳</u> Ba	asic Info Service	5 Expe	nses Valaim Status	Documents Confirmation				
	•							
	Service 13 entri	entries h es have be	ave been updated! en successfully added from	CJA-20 Service Time Import_correct	.csv	and sav	ed to t	he services table below. <u>Click here</u> to view a report for the entries imported.
S	ervices							
Da	ate 9/2/2021	*	L scription			*		
Se	ervice Type		- · ·					
Do	oc.# (ECF)	Pages			_	*	*	
Ho	ours	at \$155.00	per hour.	4	dd	Remove		
T Door	uterri Elalde							
То	group by a particular Head	er, drag the co	olumn to this area.					
Se	ervice Type	Date	Description		Hrs	Rate	Amt	
e.	Investigative or Other Work	07/01/2021	Test		0.1	\$155.00	\$15.50	
а.	Arraignment and/or Plea	07/02/2021	Test		0.2	\$155.00	\$31.00	
d.	Travel Time	07/02/2021	Test		0.3	\$155.00	\$46.50	
Ь.	Obtaining and Reviewing							

# Import Service Entries with Associates

To use the Import Service Entries feature on vouchers with associates, the lead attorney MUST import their entries first or they will overwrite the associate attorney's entries.

### Step 1

The lead attorney imports their service entries to the voucher, leaving the field next to the associate's name set to the default **Not on Voucher** in the Associate's Info section, by following the steps in the Import Your Service Entries section above.

CJA-20 Attorney Enters	Basic Info	Expenses Claim Stat	us Documents	s ▶ Confir	mation	
Voucher	Basic Info					
	1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED			VOUCHER NUMB	ER
Det.: Jessica Hall	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:12-CR-03242-3242-AA	8. APPEALS. DKT/DEF.	NUMBER	6. OTHER. DKT/D	EF.NUMBER
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name) USA v Hall	8. PAYMENT CATEGORY Felony (including pre-trial diversio	9. TYPE PERSON REPR Adult Defendant	ESENTED	10. REPRESENTA Criminal Case	TION TYPE
Voucher #:	11. OFFENSE(S) CHARGED	of alleged felony)				
Start Date:	12:1730.M SUSPEND OR REMOVI	E DIRECTOR OR OFFICER	11 COURT OPPER			
End Date:	David Dd Attorney - Bar Number: 12 2500 Main St	134123	AAmociate	C Co-Counsel	D Federal Defender	F Subs for Federal
Services: \$0.00 🗸	San Antonio TX 78209 Phone: 2105552500		L Learned Countel (Capital Only)	O Appointing Countel	P Subs for Panel Attorney	R Subs for Retained
Expenses: \$0.00	Email: daviddattorney@gmail.com		S Pro Se	T Retained Attorney	U Subs for Pro Se	C X Administrative
			└─ Y Standby Counsel			
Representation Fee Limit:			Prior Attorney's Name			
\$10,300.00			Appointment Dates Signature of Presiding Juc	ige or By Order of t	he Court	
Fee Amount Remaining After Approved	14. LAW FIRM NAME AND MAILING ADD	RESS	Albert Albertson Date of Order	Nune P	ro Tunc Date	
\$10.072.00			6/3/2024			
			Repayment UYES	NO		
Tasks	Associate Info					
Link To Appointment	Eddie Associate Not on Vo	ucher 🗸				
Link To Representation						
Actions	December 10 stalls					
Import Service Entries (.csv)	Payment Details					
	Select the payment detail	ils. Payment accounts th	at are ready to u	ise display	below. To s	ee all payment
Reports	accounts, <u>go to Vendor N</u>	<u>lanager</u>				
Defendant Summary Budget Report Totals only of budget info for defendant	David D Attorney		4	•		
Defendant Detail Budget Report	David D Attorney					
Detail budget info for defendant	TIN (SSN): •••-••60					







On successful import, in the Associate Info section, the lead attorney must select **On Voucher**, **Can Edit** from the drop-down list next to the associate's name.

Associate Info Eddie Associate On Voucher, Can Edit 🗸	
Payment Details Select the payment details. Payment accounts that are ready to us accounts, <u>go to Vendor Manager</u>	e display below. To see all payment
David D Attorney 🗘	]

## Step 3

The associate can then sign in to eVoucher and import their service entries as shown above, or add them manually.

Kerry Kriger (Attorney)							
Home Operations Repo	orts Links Help S	Sign out					
CJA-20 Attorney Enters	Basic Info	Expenses	5 Claim Status				
[Read Only] Def.: Thomas Watson	Services						
Link to CM/ECF Voucher #: Start Date: 11/15/2018	Date         8/26/2022         1           Service Type	Pages	Description *		Add	Pomeric	
End Date: 11/15/2018 Services: \$300.00	* Required Fields	at \$100.00 per	nour.		Add	Kemove	
Expenses: \$8.03	To group by a particular Header	, drag the colum	n to this area.				
Representation Fee Limit: \$11,500.00	b. Bail and Detention Hearings	Date A D 11/15/2018 Ba	escription		3.0	\$100.00	<b>Amt</b> \$300.00
Fee Amount Remaining After Approved and Pending: \$11,500.00	Page 1 of 1 (1 items) 🧹 🛛	[1] >		Go to page: View items	per pag	e: <u>10 25</u>	<u>50 100</u>
Tasks Link To Appointment				+ <b>t</b> -			
Actions <u>Import Service Entries (.csv)</u>							
	« First < Previous Next	> Last »	Save				





# Import Services Entries on Previously Created CJA-20s -

### Step 1

If you already have a CJA-20 created and are adding time to your services, on the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

avid D Attorney (At	torney)			
ome Operatio	ns Reports Links	Accounts Help	o Sign out	
ne	_			
group by a particular H	eader, drag the column to this are	еа.	Search:	
Case	Defendant	Туре	Status	Date Entered
1:12-CR-03242-AA- Start: End:	Jessica Hall (# 3242) Claimed Amount: 200.00	AUTH David D Attorney Chemist/Toxicologist	Voucher Entry Edit	06/05/2024
1:12-CR-03242-AA- Start: End:	Jessica Hall (# 3242) Claimed Amount: 0.00	CJA-20 David D Attorney	Vouche Pary Edit	06/05/2024
<u>1:12-CR-03242-AA-</u> Start: End:	Jessica Hall (# 3242) Claimed Amount: 0.00	CJA-20 David D Attorney	Voucher Entry Edit	06/05/2024

## Step 2

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters Voucher	Basic Info	Expenses Claim Status	Documents	5	mation	
	Basic Info 1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED			VOUCHER NUMB	ER
Def.: Lamont Johnson	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:12-CR-03242-3242-A A	5. APPEALS. DKT/DEF.NUMBER		6. OTHER. DKT/DEF.NUMBER	
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name) USA v Hall	TIN CASE MATTER OF (Case Name) JSA v Hall 8. PAYMENT CATEGORY Felony (including pre-trial diversion A of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant		TION TYPE
Voucher #:	11. OFFENSE(S) CHARGED	VE DIRECTOR OR OFFICER			1	
Start Date:	12 ATTOPNEV'S NAME AND MAILING	ADDRESS	11 COUPT OPDER			
End Date:	David D Attorney - Bar Number: 1 1234 san antonio	5779050	AAssociate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
Services: \$0.00	El Paso TX 79901 Phone: 2105555555 - Fax: 915-532	2-0904	L Learned Countel (Capital Only)	O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retained Attorney
🚯 Expenses: \$0.00 👻	Email: <u>deadmail@support.aotx.usc</u>	courts, gov	S Pro Se	T Retained Attorney	U Subs for Pro Se	C X Administrative
Representation Fee Limit:			Y Standby Counsel			
\$2,900.00			Prior Attorney's Name Appointment Dates Signature of Presiding Juc	dge or By Order of (	the Court	
Fee Amount Remaining After Approved and Pending:	14. LAW FIRM NAME AND MAILING AI	DDRESS	Alexander F. Fisher Date of Order Nunc Pro Tunc Date			
\$1,390.40			3/15/2017 Repayment VES	NO		
Tasks	<b>Payment Details</b>					
Link To Appointment	Select the payment det	ails. Payment accounts that	are ready to u	ise display	below. To se	ee all payment
Link To Representation	accounts, <u>go to Vendor</u>	Manager		ice aiopiai)		
Actions Import Service Entries (.csv)	David D Attorney		(	•		
Reports	David D Attorney					
Defendant Summary Budget Report Totals only of budget info for defendant	TIN (SSN): •••-••60					



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## Step 3

The Services page appears. To view or download a sample .csv file, click the **sample spreadsheet** link. Click **Additional Information** to view instructions for importing time from a .csv file.

Basic Info 🕨 Ser	vices Expe	nses 🛛 🕨 Claim Status	Documents	Confirmation		
Services						
eVoucher now provides t format. The CSV file mus and service type values.	he ability to import s t contain all require	service time entries exported d column headings and data t	from a law firm billing s ypes. Please download	ys <del>can and saved an comp</del> a Separated or sample spreadsheet f	l Values (C t column h	SV) eadings
IMPORTANT: It is recor contents of the imported	mmended to start w CSV file.	ith a blank voucher. Otherwis	e, all existing service en	tries on the voucher will be overwritte	n with the	
- Additional Information				1		
Each service line entry	y must have data i	in the following columns:				
<ul> <li>Date</li> <li>Hours</li> <li>Description</li> <li>Service Type (EX</li> </ul>	(AMPLES: "16b" or "	16b. Obtaining and Reviewing	g Records")			
The following columns	s do not require d	ata, but should be include	d in the header row:			
<ul> <li>Doc#</li> <li>Pages</li> </ul>						
For additional information	n refer to the eVouc	her Online Help.				
CSV file when opened Date, Hours, Description, 1/4/2021,1.0,Met with cli 1/4/2021,.5,Reviewed In 1/5/2021,1.2,"Hearing or	in a text editor m , Service Type, Doc# ient,16a. Interviews dictment,16b,4,25 n Motion to Dismiss,	ight look like this: t, Pages and Conferences,, including wait time",15c,,				
		Import Ser	vice Entries (.csv)	-		
Date Q/3/20	021 *	Descript	tion			1
Service Type		*				
Doc.# (ECF)	Pages				Ŧ	*
Hours	* at \$155.00	per hour.		Add	Remove	•
Required Fields						
To group by a particular	Header, drag the co	lumn to this area.				
Service Type	Date	Description		Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court		0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court		1.0	\$155.00	\$155.0





Before you can import your .csv file, you must create and save it on your computer. The **Date**, **Hours**, **Description**, and **Service Type** fields are required for import. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click Import Service Entries (.csv).

Basic Info Services	Exper	ses Claim Status	Documents	Confirmation				
Services								
eVoucher now provides the abilit format. The CSV file must contai and service type values.	y to import s n all required	ervice time entries exported fro column headings and data type	m a law firm billing sy es. Please download o	stem and saved in Comma Sepa our sample spreadsheet for the co	rated \ orrect	/alues (C column h	SV) eadings	
IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.								
+ Additional Information								
			)					
		Import Servio	e Entries (.csv)					
	(77)WK						2	
Date 9/3/2021	*	Description	1			*		
Service Type	-	*				-		
Doc.# (ECF)	Pages					0		
Hours	at \$155.00	per nour.		_ <u>_</u>		Remove	<u> </u>	
Required Fields								
To group by a particular Header,	drag the col	umn to this area.						
Service Type	Date	Description			Hrs	Rate	Amt	
a. Arraignment and/or Plea	09/03/2021	Plea in court			0.5	\$155.00	\$77.50	
c. Motion	09/03/2021	in court			1.0	\$155.00	\$155.00	
a. Interviews and Conferences	09/03/2021	interview with client			4.0	\$155.00	\$620.00	

### Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 5–7 in the Import Your Service Entries section above.







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# Fix Errors in Your .csv File -

Errors in the .csv file must be corrected and saved in the original .csv file before attempting another import. If there are problems with the .csv file, the error report displays errors.



Import your .csv file. If your import fails, a message appears at the top of the page, indicating the number of errors found.



Step 2

Click the **View Report** link to view errors.

Basic	Info	Services Claim Status Confirmation
	Ð	Import failed. 5 errors were found in <i>CJA-20 Service Time Import.csv</i> during import process. No data was updated.
Ser	vice	S

## Step 3

The error report opens, highlighting the errors in the file. Review the error report and correct the .csv file.

Errors	● Errors Only ○ Full Report												
	Case Number: 1:14-CR-08805		Person Represented: Jebediah Branson										
Row	Errors	ate	Hours	Description	Service Type	Doc#	Pages						
Row 3	Description is missing;	/2/2021	0.2		15a. Arraignment and/or Plea								
Row 9	Hours is missing;	/11/2021		Test	16c. Legal research and brief writing								
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	/12/2021	0.9	Test	15c. Motion Hearings	•	~						
Row 11	Date is missing;		1	Test;	16d. Travel time								
Row 12	Description has invalid character(s);	/14/2021	1.1	Test<>	16a. Interviews and Conferences								







Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Import Service Entries on Previously Created CJA-20s section above.



Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30, please see instructions for those documents.





# Appendix Excel File

For the .csv file to be successfully uploaded to and accepted by eVoucher, it must contain a header row. If the first row contains data rather than headings, the data in row 1 is ignored. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

Your Excel file should look similar to the image below, containing all four mandatory column headings: Date, Hours, Description, and Service Type. The **Doc. #** and **Pages** fields can be included as header rows; however, they are not required unless data is provided.

**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1 and 0.75 is rounded up to 0.8.

4	А	В	c	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work	1	
з	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignme	16b. Obtaining and reviewing records	5	
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA )	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
1.4						



## Save as a .csv File

To convert your Excel file into a .csv format, follow the steps below.

**Note:** Most commercially available spreadsheet applications allow users to save in .csv format.



On your Excel file, click the **File** tab.

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## Step 2

From the panel on the left, click **Save As**.







On the Save As page, click the drop-down arrow, select **CSV (Comma delimited) (\*.csv)**, and then click **Save**.

CJA-20 Service Time Import	
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Excel Workbook (*.xlsx)	
Excel Macro-Enabled Workbook (*.xlsm)	10
Excel Binary Workbook (*.xlsb)	
Excel 97-2003 Workbook (*.xls)	
CSV UTF-8 (Comma delimited) (*.csv)	
XML Data (*.xml)	
Single File Web Page (*.mht, *.mhtml)	
Web Page (*.htm, *.html)	
Excel Template (*.xltx)	PM
Excel Macro-Enabled Template (".xltm)	
Excel 97-2003 Template (*.xlt)	
Text (Tab delimited) (*.txt)	n
Unicode Text (*.txt)	
XML Spreadsheet 2003 (*.xml)	
Microsoft Excel 5 0/95 Workbook (* xls)	м
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DIF (Data Interchange Format) (*.dif)	
SYLK (Symbolic Link) (*.slk)	
Excel Add-in (*.xlam)	
Excel 97-2003 Add-in (*.xla)	
PDF (*.pdf)	
XPS Document (*.xps)	
Strict Open XML Spreadsheet (*.xlsx)	
OpenDocument Spreadsheet (*.ods)	

Your document has now been converted to a .csv file.

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- Quick access	^	Name ^	Date modified	Туре	Size
		💀 CJA-20 Service Time Import.csv	8/9/2021 10:01 AM	Microsoft Excel C	1 KB
	*	🕼 CJA-20 Service Time Import.xlsx	8/6/2021 2:27 PM	Microsoft Excel W	12 KB
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