

How to Create a New CJA-20 Voucher

Step 1

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

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

Step 2

The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20, unless you see an existing CJA-20 voucher that you have already created in the Vouchers on File section. If you have an associate on your voucher, they appear on the Basic Info page of your voucher. For more information on adding services/expenses on a CJA-20/30 voucher, review the Attorney Associates Functionality job aid.

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

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

BUDGETAUTH [Create](#)
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

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

CJA-24 [Create](#)

Appointment Info

1. CIR. DIST. DIST. CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. APPEALS DIST. DEF. NUMBER	4. OTHER DIST. DEF. NUMBER
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-08806-1-AA	5. TYPE PERSON REPRESENTED Adult Defendant	6. REPRESENTATION TYPE Criminal Case
7. IN CASE MATTER OF (Case Name) USA v. Watson	8. FANSEN CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12-1738 P MORTGAGE DISCRIMINATION			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-2623 Cell phone: 210-255-1234 Email: jna_omelia@atlx.accounts.gov			
13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> E. Learned Counsel/Digital Only Counsel <input checked="" type="checkbox"/> G. Appointing Counsel <input type="checkbox"/> F. Sub for Paid Attorney <input type="checkbox"/> H. Sub for Retained Attorney <input type="checkbox"/> I. Sub for Pre Se <input type="checkbox"/> J. Sub for Pre Se <input type="checkbox"/> K. Administrative <input type="checkbox"/> L. Sub for Federal Defender <input type="checkbox"/> M. Sub for Retained Attorney <input type="checkbox"/> N. Sub for Pre Se <input type="checkbox"/> O. Administrative			
14. LAW FIRM NAME AND MAILING ADDRESS			
15. COURT ORDER Prese Attorney's Name Department Name Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 03/03/14 New Pre Task Date Expense: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08806-AA Start: 01/23/2020 End:	Thomas Watson (# 1) Claimed Amount: 5,000.00	AUTH Computer Forensics Expert	Submitted to Court 0101.0000034	01/23/2020
1:14-CR-08806-AA Start: 03/24/2014 End: 03/18/2014	Thomas Watson (# 1) Claimed Amount: 21,260.00	CJA-20 Andrew Anders	Submitted to Court 0101.0000072 FINAL PAYMENT	01/26/2017

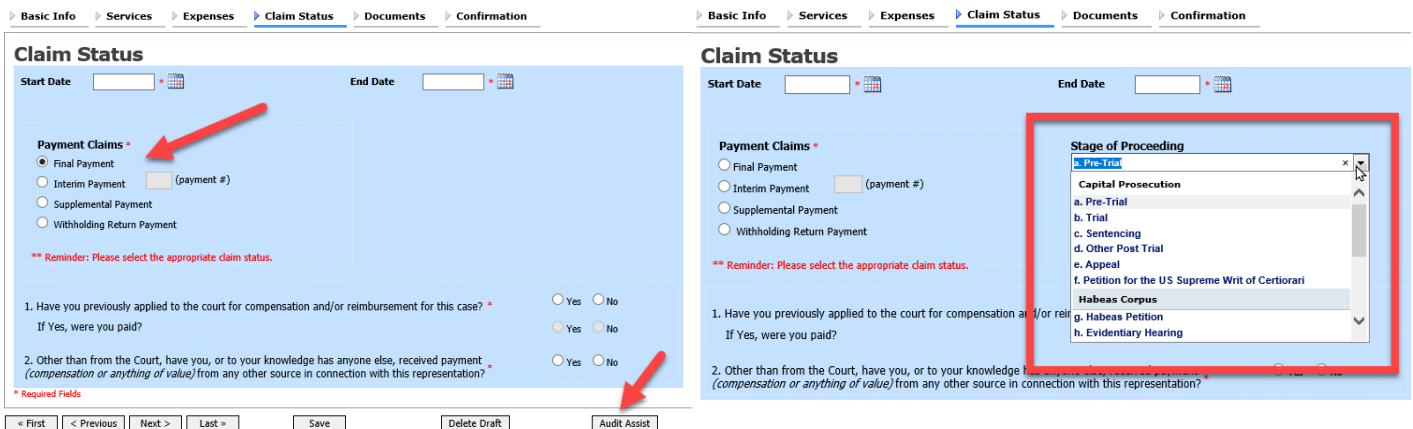
Step 3

On the **Services** and **Expenses** tabs, enter your expenses and save your work.

Next, click the **Claim Status** tab, and set the claim start and end dates of services or expenses billed. The Payment Claims section must be completed; be sure to click the appropriate radio button. If you click the **Interim Payment** radio button, you must also specify the payment number. You are also required to answer the two questions at the bottom of the screen.

Note: For CJA-30s, you must make a selection from the **Stage of Proceeding** drop-down list.

You can continue to add items and edit the voucher until you are ready to submit the claim to the court. **Note:** At any time, click **Audit Assist** to view any errors or warnings.



If you save your voucher and do not submit it to the court, you will find your voucher in the My Active Documents section at the top left of your home page. To continue working with the voucher, in the Status column, click the **Edit** link.

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

If you are an associate for the case and wish to edit your own services/expenses, you must contact the primary attorney who can add “can edit” rights for you.

The services and expenses entries, by default, are grouped and sorted chronologically by date, oldest to newest. However, to group and sort by a particular category, drag the desired column header up to the blue “group by” area to group by any other column you choose. Next, click the **Expenses** tab, and repeat the steps for grouping.

Services

Date: 01/25/2022 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$148.00 per hour.

* Required Fields

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

Description	Service Type	Date	Hrs	Rate	Amt
Plea	a. Arraignment and/or Plea	01/05/2022	3.0	\$148.00	\$444.00
Travel	d. Travel Time	01/07/2022	0.5	\$148.00	\$74.00
Motion	c. Motion	01/10/2022	1.0	\$148.00	\$148.00
Interview	a. Interviews and Conferences	01/12/2022	1.0	\$148.00	\$148.00
Interview	a. Interviews and Conferences	01/24/2022	1.5	\$148.00	\$222.00
Research	c. Legal Research and Brief Writing	01/25/2022	2.0	\$148.00	\$296.00

These services are sorted by service type. Click the plus icon (+) to expand each type.

Service Type					
Description	Date	Hrs	Rate	Amt	
[-] Service Type: a. Arraignment and/or Plea					
Plea	01/05/2022	3.0	\$148.00	\$444.00	
[-] Service Type: a. Interviews and Conferences					
Interview	01/12/2022	1.0	\$148.00	\$148.00	
Interview	01/24/2022	1.5	\$148.00	\$222.00	
[+] Service Type: c. Legal Research and Brief Writing					
[+] Service Type: c. Motion					
[+] Service Type: d. Travel Time					