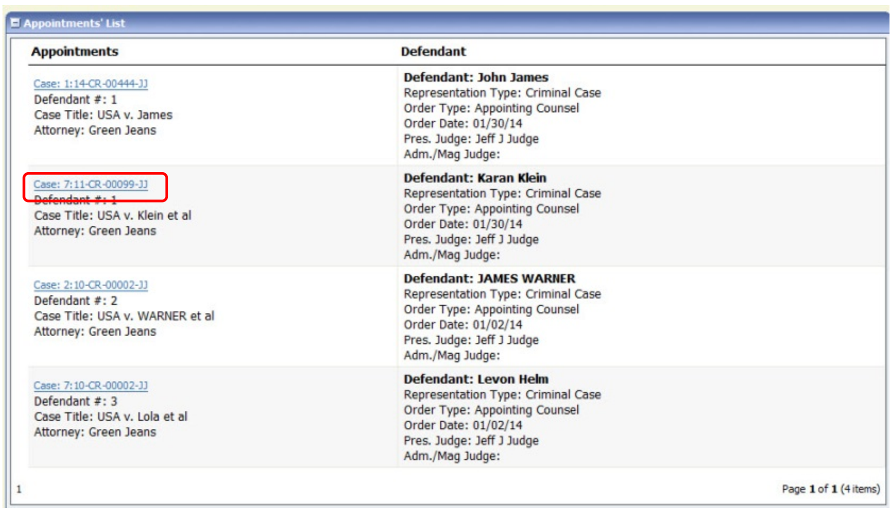
How to Create a New CJA-20 Voucher

Step 1

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

Figure 1: Appointments List


Appointments' List

Appointments	Defendant
Case: 1:14-CR-00444-JJ Defendant #: 1 Case Title: USA v. James Attorney: Green Jeans	**Defendant: John James** Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:11-CR-00099-JJ Defendant #: 1 Case Title: USA v. Klein et al Attorney: Green Jeans	**Defendant: Karan Klein** Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 2:10-CR-00002-JJ Defendant #: 2 Case Title: USA v. WARNER et al Attorney: Green Jeans	**Defendant: JAMES WARNER** Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
Case: 7:10-CR-00002-JJ Defendant #: 3 Case Title: USA v. Lola et al Attorney: Green Jeans	**Defendant: Levon Helm** Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:

1 Page 1 of 1 (4 items)

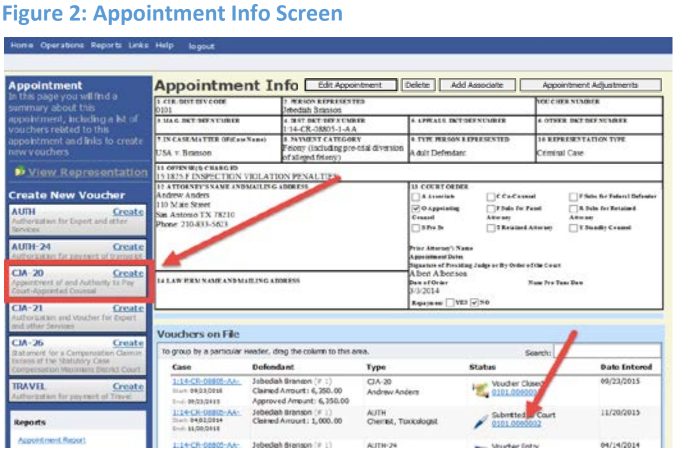
The Appointment Info page displays any vouchers that were created for this appointment.

Step 2

In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20, unless you see an existing CJA-20 voucher that you have already created in the Vouchers on File section.

If you have an associate on your voucher, they appear on the Basic Info page of your voucher. For more information on adding services/expenses on a CJA-20/30, review the Attorney Associates Functionality job aid.

Figure 2: Appointment Info Screen



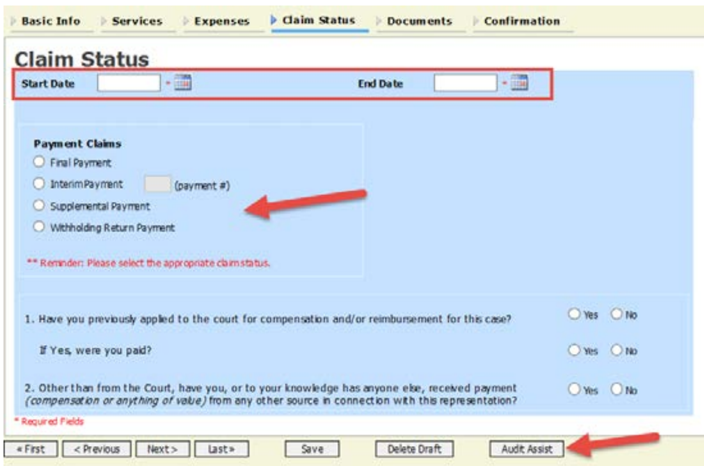
Administrative Office of the United States Courts
Department of Technology Services

Step 3

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

Next, click the **Claim Status** tab, and set the claim start and end dates of services or expenses billed. In the Payment Claims section, be sure to click the appropriate radio button. You may continue to add items and edit the voucher until you are ready to submit the claim to the court. **Note:** At any time, click **Audit Assist** to view any errors or warnings.

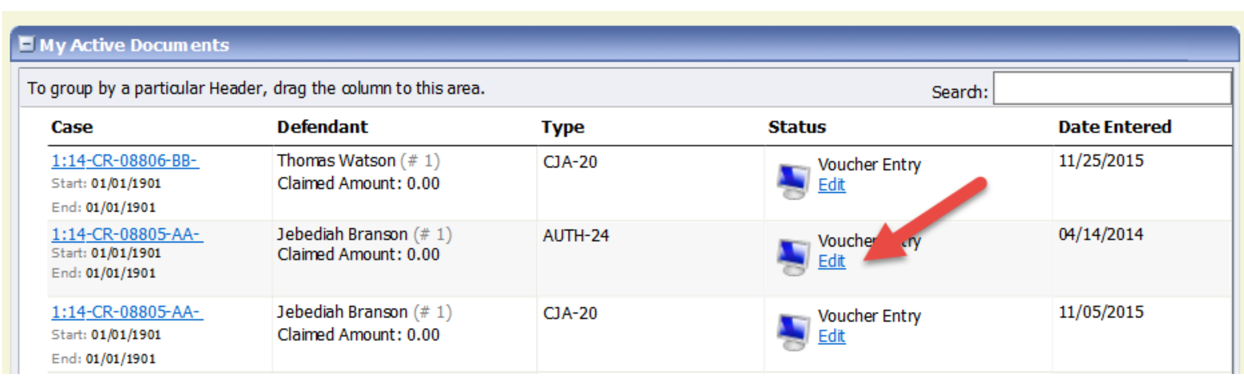
Figure 3a: Claim Status Tab



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

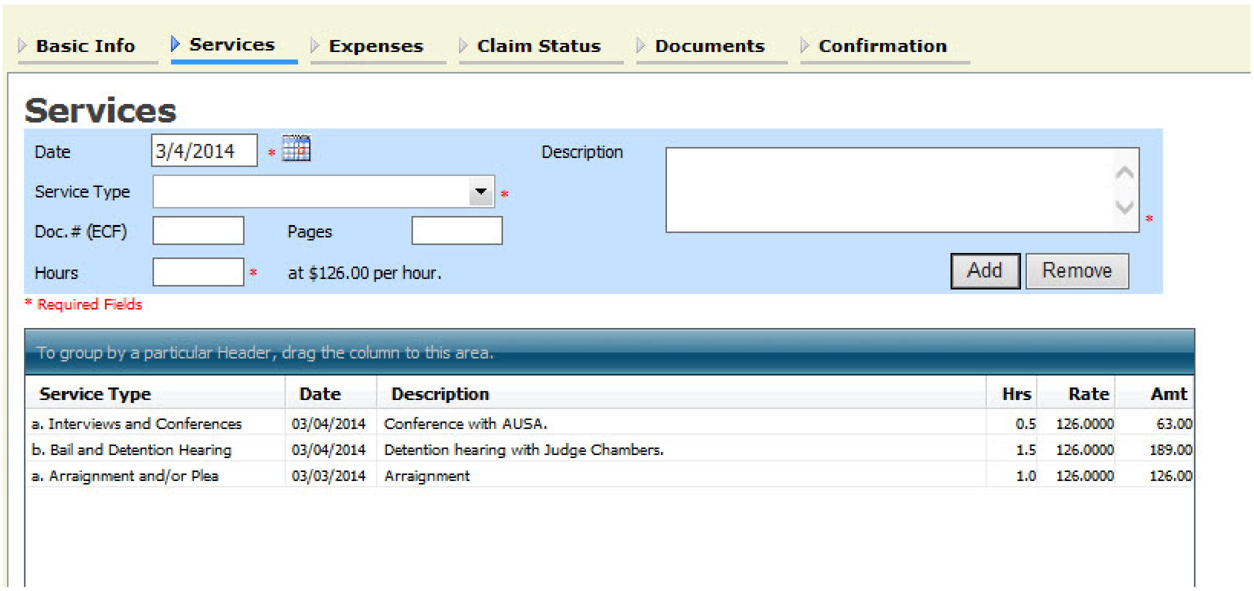
If you are an associate for the case and wish to edit your own services/expenses, you must contact the primary attorney who can add “can edit” rights for you.

Figure 3b: My Active Documents



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

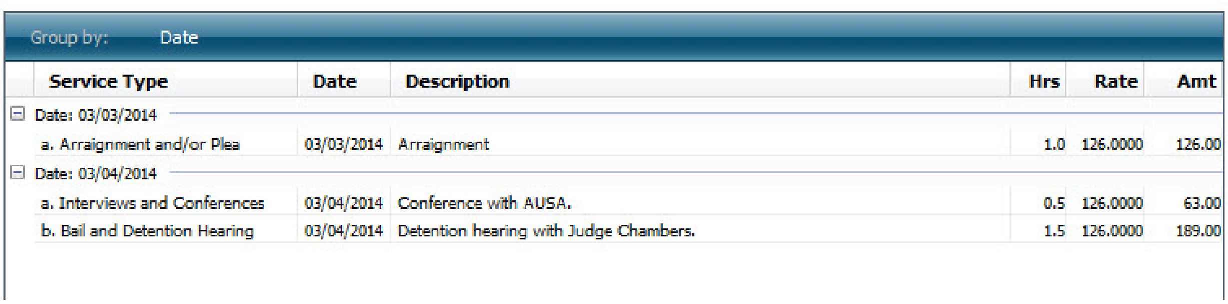
Figure 4a: Services Tab



Service Type	Date	Description	Hrs	Rate	Amt
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00

These services are now sorted by date.

Figure 4b: Services Tab



Service Type	Date	Description	Hrs	Rate	Amt
Date: 03/03/2014					
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00
Date: 03/04/2014					
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00