

## 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' List	
Search: <input type="text"/>	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> Appointment ID: 4	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-AA</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders <a href="#">Representation ID: 4</a> Appointment ID: 2	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders <a href="#">Representation ID: 10</a> Appointment ID: 8	<b>Defendant: Thomas Howell</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders <a href="#">Representation ID: 10</a> Appointment ID: 103	<b>Defendant: Thomas Howell</b> 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, 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, see the Attorney Associates Functionality job aid.

<a href="#">Home</a> <a href="#">Operations</a> <a href="#">Reports</a> <a href="#">Links</a> <a href="#">Help</a> <a href="#">Sign out</a>	<h3>Appointment Info</h3> <table border="1"> <tr> <td>1. CLK DIST DIST CODE 1001</td> <td>2. PERSON REPRESENTED Thomas Watson</td> <td>3. VOUCHER NUMBER</td> </tr> <tr> <td>4. DIST DIST DIST NUMBER 1:14-CR-08806-1-AA</td> <td>5. APPEALS DIST DIST NUMBER</td> <td>6. OTHER DIST DIST NUMBER</td> </tr> <tr> <td>7. IN CASE MATTER OF (Case Name) USA v. Watson</td> <td>8. JUDICIAL CATEGORY Felony (including pre-trial diversion of alleged felony)</td> <td>9. TYPE PERSON REPRESENTED Adult Defendant</td> </tr> <tr> <td>10. OFFENSE(S) CHARGED 12-1738 P.MORTGAGE DISCRIMINATION</td> <td>11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-3623 Cell phone: 210-255-1234 Email: <a href="mailto:jana_omelau@usdc.southsdc.gov">jana_omelau@usdc.southsdc.gov</a></td> <td>12. COURT ORDER  <input type="checkbox"/> A. Associate  <input type="checkbox"/> B. Co-Counsel  <input checked="" type="checkbox"/> C. Appointing Counsel  <input type="checkbox"/> D. Federal Defender  <input type="checkbox"/> E. Learned Counsel (Digital Only)  <input type="checkbox"/> F. Pro Se  <input type="checkbox"/> G. Retained Attorney  <input type="checkbox"/> H. Statute for Pro Se  <input type="checkbox"/> I. Statute for Pro Se  <input type="checkbox"/> J. Administrative Counsel            Press Attorney's Name            Appointed Date:            Signature of Presiding Judge or By Order of the Court            Date of Order: 03/03/2014            Next Pre-Tax Date:            Expenses: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO         </td> </tr> <tr> <td>13. LAW FIRM NAME AND MAILING ADDRESS</td> <td colspan="2"></td> </tr> </table> <h3>Vouchers on File</h3> <p>To group by a particular Header, drag the column to this area. Search: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> <th>Date Entered</th> </tr> </thead> <tbody> <tr> <td>1:14-CR-08806-AA Start: 01/23/2020 End: 01/23/2020</td> <td>Thomas Watson (# 1) Claimed Amount: 5,000.00</td> <td>AUTH Computer Forensics Expert</td> <td>Submitted to Court 0101.0000034</td> <td>01/23/2020</td> </tr> <tr> <td>1:14-CR-08806-AA Start: 03/04/2014 End: 03/18/2014</td> <td>Thomas Watson (# 1) Claimed Amount: 21,260.00</td> <td>CJA-20 Andrew Anders</td> <td>Submitted to Court 0101.0000072 FINAL PAYMENT</td> <td>01/26/2017</td> </tr> </tbody> </table>	1. CLK DIST DIST CODE 1001	2. PERSON REPRESENTED Thomas Watson	3. VOUCHER NUMBER	4. DIST DIST DIST NUMBER 1:14-CR-08806-1-AA	5. APPEALS DIST DIST NUMBER	6. OTHER DIST DIST NUMBER	7. IN CASE MATTER OF (Case Name) USA v. Watson	8. JUDICIAL CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. OFFENSE(S) CHARGED 12-1738 P.MORTGAGE DISCRIMINATION	11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-3623 Cell phone: 210-255-1234 Email: <a href="mailto:jana_omelau@usdc.southsdc.gov">jana_omelau@usdc.southsdc.gov</a>	12. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> B. Co-Counsel <input checked="" type="checkbox"/> C. Appointing Counsel <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> E. Learned Counsel (Digital Only) <input type="checkbox"/> F. Pro Se <input type="checkbox"/> G. Retained Attorney <input type="checkbox"/> H. Statute for Pro Se <input type="checkbox"/> I. Statute for Pro Se <input type="checkbox"/> J. Administrative Counsel Press Attorney's Name Appointed Date: Signature of Presiding Judge or By Order of the Court Date of Order: 03/03/2014 Next Pre-Tax Date: Expenses: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	13. LAW FIRM NAME AND MAILING ADDRESS			Case	Defendant	Type	Status	Date Entered	1:14-CR-08806-AA Start: 01/23/2020 End: 01/23/2020	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: 03/04/2014 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
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## 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.

**Claim Status**

Start Date: [ ] End Date: [ ]

**Payment Claims \***

☒ Final Payment

☐ Interim Payment (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

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

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

If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? \* Yes No

\* Required Fields

< First < Previous Next > Last > Save Delete Draft Audit Assist

**Claim Status**

Start Date: [ ] End Date: [ ]

**Payment Claims \***

☐ Final Payment

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**Stage of Proceeding**

a. Pre-Trial

Capital Prosecution

a. Pre-Trial

b. Trial

c. Sentencing

d. Other Post Trial

e. Appeal

f. Petition for the US Supreme Writ of Certiorari

Habeas Corpus

g. Habeas Petition

h. Evidentiary Hearing

If you save your voucher and do not submit it to the court, it appears 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.

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:13-CR-08842-II-</a>	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24 David D Attorney	Voucher Entry <a href="#">Edit</a>	12/02/2015
<a href="#">1:13-CR-08842-II-</a>	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26 David D Attorney	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:13-CR-08842-II-</a>	Paul William Clark (# 1) Start: 04/04/2014 End: 03/01/2016 Claimed Amount: 1,200.00	AUTH David D Attorney Investigator	Voucher Entry <a href="#">0101.0000019</a>	03/01/2016
<a href="#">1:13-CR-08842-II-</a>	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-20 David D Attorney	Voucher Entry <a href="#">Edit</a>	10/19/2021
<a href="#">1:13-CR-08842-II-</a>	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-20 David D Attorney	Voucher Entry <a href="#">Edit</a>	10/19/2021

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 \$158.00 per hour. Add Remove

\* 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	\$158.00	\$474.00
Travel	d. Travel Time	01/07/2022	0.5	\$158.00	\$79.00
Motion	c. Motion Hearings	01/10/2022	1.0	\$158.00	\$158.00
Interview	a. Interviews and Conferences	01/12/2022	1.1	\$158.00	\$173.80
Interview	a. Interviews and Conferences	01/24/2022	1.5	\$158.00	\$237.00
Research	c. Legal Research and Brief Writing	01/25/2022	2.0	\$158.00	\$316.00

Page 1 of 1 (6 items) < [1] > Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

These services are sorted by service type. Click the plus sign 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					