

eVOUCHER: ATTORNEY

CJA-20: APPOINTMENT OF AND AUTHORITY TO PAY COURT-APPOINTED COUNSEL

Rules for Use

- Always create a voucher when you are ready to start recording time, services or expenses. Do not wait until it is time for final payment. You can save it without submitting it for payment.
- If you are submitting a voucher AND it is a Death Penalty case, do not use the CJA-20. Instead, use the CJA-30.
- If your voucher will exceed \$9,900, you must attach a letter justifying why.
- If your voucher will exceed \$39,000, you should attach the case budget that's been approved by the 10th Circuit. Please refer to the eVoucher Administrative Guide and the eVoucher Case Budgeting instructions on our website at www.oknd.uscourts.gov for further information.
- At any time prior to submitting the voucher, you may delete the voucher by clicking **Delete Draft**.
- There is NOT AN AUTOSAVE function on this program. You must click SAVE periodically in order to save your work.

Instructions

- **Note:** To save a voucher without submitting it, follow the instructions below and simply click **Save** on each screen after you enter information, but do not click **Submit** on the **Confirmation** screen. The information you have entered will be saved even if you close the voucher and log out. If you save your voucher and do not submit it to the court, you will find your voucher in the **My Active Documents** section of your Home page.
1. On the **Home** page, from the Appointments list, select your case.
 2. On the **Appointment Info** screen, you will either:
 - **Create a new CJA-20 voucher** if it's your first instance of recording counsel time, services, or expenses for this appointment. In the **Create New Voucher** section on the left, click **Create** next to **CJA-20** to begin a voucher for payment of court-appointed counsel.
 - **Edit an existing CJA-20 Voucher** to enter additional counsel time, services, or expenses for this appointment. If you have an existing CJA-20 voucher in the Vouchers on File section, click the **Edit** hyperlink for that voucher in the Status column to view the document and add information.

3. The **Basic Info** screen appears with the information displayed in paper voucher format. Click the **Claim Status** tab and set the Claim Start Date to the first day of services or expenses billed. (It defaults to the current date.)
4. Click **Next** or click the **Services** tab on the progress bar to enter required information for services. Line item entries should be entered on the **Services** tab. **Hints:** You may add dates in any order and sort in chronological order at any time by clicking on the **Date** column header. You can double-click on an entry to edit it.
 - a. **Date:** Enter the date of service. The default date is the current date. You may type in a date or click the calendar icon to select a date from the pop-up calendar.
 - b. **Service Type:** Click the drop-down arrow to select from a list of In Court and Out of Court Services.
 - c. **Hours:** Enter hours of service in tenths of an hour.
 - d. **Rate:** Enter the rate.
 - e. **Description:** Enter a description of the service.
 - f. Click **Add**. The item will be added to the voucher and will appear at the bottom of the services section.
 - g. Click **Save**.
 - h. Repeat steps **a-g** until you have entered information for all services.
5. Click **Next** or click the **Expenses** tab on the progress bar to enter required information for expenses. Line item entries should be entered on the **Expenses** tab. **Hints:** You may add dates in any order and sort in chronological order at any time. You can double-click on an entry to edit it.
 - a. **Date:** Enter the date of the expense. The default date is always the current date. You may type in a date or click the calendar icon to select a date from the pop-up calendar.
 - b. **Expense Type:** Click the drop-down arrow to select from a list of possible expenses:
 - **Travel Miles:** Enter the round trip mileage in the Miles field.
 - **Travel Misc.**
 - **FAX:** If FAX is selected as the expense, indicate the number of pages and the rate charged per page in the Description field for that line item.
 - **Long Distance Charges**
 - **Photocopies:** If Photocopies is selected as the expense, indicate the number of pages and the rate charged per page in the Description field for that line item.
 - **Postage**
 - **Other Expenses**
 - c. **Miles:** If Travel Miles is selected, enter the round trip mileage.
 - d. **Description:** If FAX or Photocopies are selected as the expense, indicate the number of pages and the rate charged per page for each applicable line item.

- e. Click **Add**. The item will appear at the bottom of the services section.
 - f. Click **Save**.
 - g. Repeat steps **a-f** until you have entered information for all expenses.
6. Click **Next** or click the **Claim Status** tab on the progress bar to enter required payment information.
- a. **Start Date:** If not already entered, enter the start date now from service or expenses, whichever date is earliest. **Note:** If unsure, go back to the **Expenses** and **Services** sections and click the **Date** column header to sort showing the earliest date first.
 - b. **End Date:** Enter the end date from service or expenses, whichever date is most recent.
 - c. **Payment Claims:** Select an option:
 - **Final Payment:** Final Payment is requested after all services have been completed.
 - **Interim Payment:** If using this type of payment, indicate the number of the requested payment in the box. **Note:** Interim payments are *not* typically granted in non-budgeted cases. Please refer to the eVoucher Administrative Guide for details. If interim payments have been granted in a budgeted case, the case budget approved by the 10th Circuit must be included as an attachment to this voucher.
 - **Supplemental Payment:** After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.
 - d. Click **Save**.
7. Click **Next** or click the **Documents** tab on the progress bar to attach documents. Attach any documentation that supports the voucher. **Reminders:** If your voucher will exceed \$9,900, you must attach a letter justifying why. If your voucher will exceed \$39,000, you should attach the case budget that's been approved by the 10th Circuit. **Note:** Documents are limited to PDF files, and must be 10 MB or less:
- a. Click **Browse** to locate your file.
 - b. Add a Description of the attachment.
 - c. Click **Upload**. The attachment and description will be uploaded and appear in the bottom of the Description section.
 - d. Click **Save**.
8. Click **Next** or click the **Confirmation** tab on the progress bar to review and submit the voucher. For Final Payment, **make sure all records have been entered before completing this step**. **Note:** If all records have not been entered yet, make sure you have clicked **Save** and exit out of the voucher without submitting it.

- a. Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time-stamped.
 - b. Click **Submit**.
9. A confirmation screen appears, indicating that the previous action was successful and the CJA-20 has been submitted. **Important!** Write down the voucher number or print the page for reference.
10. Click **Home Page** to return to the home page. The voucher will appear in the **My Submitted Documents** section on your **Home** page.

Revision History

Date	Description
2/2016	Original Version
4/2016	Updated