

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

[Home](#)
[Operations](#)
[Reports](#)
[Links](#)
[Help](#)
[Sign out](#)

**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

[BUDGET AUTH](#) 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**

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| 1. CLK DIST DIST CODE<br>1001                                                                                                                                                                                                                 | 2. PERSON REPRESENTED<br>Thomas Watson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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VOUCHER NUMBER                             |
| 4. DIST DIST DIST NUMBER<br>1:14-CR-08806-1-AA                                                                                                                                                                                                | 5. APPEALS DIST DIST NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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OTHER DIST DIST NUMBER                     |
| 7. IN CASE MATTER OF (Case Name)<br>USA v. Watson                                                                                                                                                                                             | 8. JUDICIAL CATEGORY<br>Felony (including pre-trial diversion of alleged felony)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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TYPE PERSON REPRESENTED<br>Adult Defendant |
| 10. OFFENSE(S) CHARGED<br>12-1738 P.MORTGAGE DISCRIMINATION                                                                                                                                                                                   | 11. REPRESENTATION TYPE<br>Criminal Case                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623<br>Cell phone: 210-255-1234<br>Email: <a href="mailto:jana_omelau@ao.uscourts.gov">jana_omelau@ao.uscourts.gov</a> | 13. COURT ORDER<br><input type="checkbox"/> A. Associate<br><input type="checkbox"/> C. Co-Counsel<br><input type="checkbox"/> D. Federal Defender<br><input type="checkbox"/> E. Learned Counsel (Digital Only)<br><input checked="" type="checkbox"/> F. Appointing Counsel<br><input type="checkbox"/> G. Sub for Paul Attorney<br><input type="checkbox"/> H. Sub for Retained Attorney<br><input type="checkbox"/> I. Sub for Pro Se<br><input type="checkbox"/> J. Sub for Pro Se<br><input type="checkbox"/> K. Sub for Pro Se<br><input type="checkbox"/> L. Sub for Pro Se<br><input type="checkbox"/> M. Sub for Pro Se<br><input type="checkbox"/> N. Sub for Pro Se<br><input type="checkbox"/> O. Sub for Pro Se<br><input type="checkbox"/> P. 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Sub for Pro Se<br><input type="checkbox"/> UF. Sub for Pro Se<br><input type="checkbox"/> UG. Sub for Pro Se<br><input type="checkbox"/> UH. Sub for Pro Se<br><input type="checkbox"/> UI. Sub for Pro Se<br><input type="checkbox"/> UJ. Sub for Pro Se<br><input type="checkbox"/> UK. Sub for Pro Se<br><input type="checkbox"/> UL. Sub for Pro Se<br><input type="checkbox"/> UM. Sub for Pro Se<br><input type="checkbox"/> UN. Sub for Pro Se<br><input type="checkbox"/> UO. Sub for Pro Se<br><input type="checkbox"/> UP. Sub for Pro Se<br><input type="checkbox"/> UQ. Sub for Pro Se<br><input type="checkbox"/> UR. Sub for Pro Se<br><input type="checkbox"/> US. Sub for Pro Se<br><input type="checkbox"/> UT. Sub for Pro Se<br><input type="checkbox"/> UY. Sub for Pro Se<br><input type="checkbox"/> UV. Sub for Pro Se<br><input type="checkbox"/> UV. Sub for Pro Se<br><input type="checkbox"/> UW. Sub for Pro Se<br><input type="checkbox"/> UX. Sub for Pro Se<br><input type="checkbox"/> UY. Sub for Pro Se<br><input type="checkbox"/> UZ. Sub for Pro Se<br><input type="checkbox"/> VA. Sub for Pro Se<br><input type="checkbox"/> VB. Sub for Pro Se<br><input type="checkbox"/> VC. Sub for Pro Se<br><input type="checkbox"/> VD. Sub for Pro Se<br><input type="checkbox"/> VE. Sub for Pro Se<br><input type="checkbox"/> VF. Sub for Pro Se<br><input type="checkbox"/> VG. Sub for Pro Se<br><input type="checkbox"/> VH. Sub for Pro Se<br><input type="checkbox"/> VI. Sub for Pro Se<br><input type="checkbox"/> VJ. Sub for Pro Se<br><input type="checkbox"/> VK. Sub for Pro Se<br><input type="checkbox"/> VL. Sub for Pro Se<br><input type="checkbox"/> VM. Sub for Pro Se<br><input type="checkbox"/> VN. Sub for Pro Se<br><input type="checkbox"/> VO. Sub for Pro Se<br><input type="checkbox"/> VP. Sub for Pro Se<br><input type="checkbox"/> VQ. Sub for Pro Se<br><input type="checkbox"/> VR. Sub for Pro Se<br><input type="checkbox"/> VS. Sub for Pro Se<br><input type="checkbox"/> VT. Sub for Pro Se<br><input type="checkbox"/> VU. Sub for Pro Se<br><input type="checkbox"/> VU. Sub for Pro Se<br><input type="checkbox"/> VW. Sub for Pro Se<br><input type="checkbox"/> VX. Sub for Pro Se<br><input type="checkbox"/> VY. Sub for Pro Se<br><input type="checkbox"/> VZ. Sub for Pro Se<br><input type="checkbox"/> WA. Sub for Pro Se<br><input type="checkbox"/> WB. Sub for Pro Se<br><input type="checkbox"/> WC. Sub for Pro Se<br><input type="checkbox"/> WD. Sub for Pro Se<br><input type="checkbox"/> WE. Sub for Pro Se<br><input type="checkbox"/> WF. Sub for Pro Se<br><input type="checkbox"/> WG. Sub for Pro Se<br><input type="checkbox"/> WH. Sub for Pro Se<br><input type="checkbox"/> WI. Sub for Pro Se<br><input type="checkbox"/> WJ. Sub for Pro Se<br><input type="checkbox"/> WK. Sub for Pro Se<br><input type="checkbox"/> WL. Sub for Pro Se<br><input type="checkbox"/> WM. Sub for Pro Se<br><input type="checkbox"/> WN. Sub for Pro Se<br><input type="checkbox"/> WO. Sub for Pro Se<br><input type="checkbox"/> WP. Sub for Pro Se<br><input type="checkbox"/> WQ. Sub for Pro Se<br><input type="checkbox"/> WR. Sub for Pro Se<br><input type="checkbox"/> WS. Sub for Pro Se<br><input type="checkbox"/> WT. Sub for Pro Se<br><input type="checkbox"/> WY. Sub for Pro Se<br><input type="checkbox"/> WZ. Sub for Pro Se<br><input type="checkbox"/> XA. Sub for Pro Se<br><input type="checkbox"/> XB. Sub for Pro Se<br><input type="checkbox"/> XC. Sub for Pro Se<br><input type="checkbox"/> XD. Sub for Pro Se<br><input type="checkbox"/> XE. Sub for Pro Se<br><input type="checkbox"/> XF. Sub for Pro Se<br><input type="checkbox"/> XG. Sub for Pro Se<br><input type="checkbox"/> XH. Sub for Pro Se<br><input type="checkbox"/> XI. Sub for Pro Se<br><input type="checkbox"/> XJ. Sub for Pro Se<br><input type="checkbox"/> XK. Sub for Pro Se<br><input type="checkbox"/> XL. Sub for Pro Se<br><input type="checkbox"/> XM. Sub for Pro Se<br><input type="checkbox"/> XN. Sub for Pro Se<br><input type="checkbox"/> XO. Sub for Pro Se<br><input type="checkbox"/> XP. Sub for Pro Se<br><input type="checkbox"/> XQ. Sub for Pro Se<br><input type="checkbox"/> XR. Sub for Pro Se<br><input type="checkbox"/> XS. Sub for Pro Se<br><input type="checkbox"/> XT. Sub for Pro Se<br><input type="checkbox"/> XU. Sub for Pro Se<br><input type="checkbox"/> XV. Sub for Pro Se<br><input type="checkbox"/> XV. Sub for Pro Se<br><input type="checkbox"/> XW. Sub for Pro Se<br><input type="checkbox"/> XX. Sub for Pro Se<br><input type="checkbox"/> XY. Sub for Pro Se<br><input type="checkbox"/> XZ. Sub for Pro Se<br><input type="checkbox"/> YA. Sub for Pro Se<br><input type="checkbox"/> YB. Sub for Pro Se<br><input type="checkbox"/> YC. Sub for Pro Se<br><input type="checkbox"/> YD. Sub for Pro Se<br><input type="checkbox"/> YE. Sub for Pro Se<br><input type="checkbox"/> YF. Sub for Pro Se<br><input type="checkbox"/> YG. Sub for Pro Se<br><input type="checkbox"/> YH. Sub for Pro Se<br><input type="checkbox"/> YI. Sub for Pro Se<br><input type="checkbox"/> YJ. Sub for Pro Se<br><input type="checkbox"/> YK. Sub for Pro Se<br><input type="checkbox"/> YL. Sub for Pro Se<br><input type="checkbox"/> YM. Sub for Pro Se<br><input type="checkbox"/> YN. Sub for Pro Se<br><input type="checkbox"/> YO. Sub for Pro Se<br><input type="checkbox"/> YP. Sub for Pro Se<br><input type="checkbox"/> YQ. Sub for Pro Se<br><input type="checkbox"/> YR. Sub for Pro Se<br><input type="checkbox"/> YS. Sub for Pro Se<br><input type="checkbox"/> YT. Sub for Pro Se<br><input type="checkbox"/> YU. Sub for Pro Se<br><input type="checkbox"/> YV. Sub for Pro Se<br><input type="checkbox"/> YV. Sub for Pro Se<br><input type="checkbox"/> YW. Sub for Pro Se<br><input type="checkbox"/> YX. Sub for Pro Se<br><input type="checkbox"/> YY. Sub for Pro Se<br><input type="checkbox"/> YZ. Sub for Pro Se<br><input type="checkbox"/> ZA. Sub for Pro Se<br><input type="checkbox"/> ZB. Sub for Pro Se<br><input type="checkbox"/> ZC. Sub for Pro Se<br><input type="checkbox"/> ZD. Sub for Pro Se<br><input type="checkbox"/> ZE. Sub for Pro Se<br><input type="checkbox"/> ZF. Sub for Pro Se<br><input type="checkbox"/> ZG. Sub for Pro Se<br><input type="checkbox"/> ZH. Sub for Pro Se<br><input type="checkbox"/> ZI. Sub for Pro Se<br><input type="checkbox"/> ZJ. Sub for Pro Se<br><input type="checkbox"/> ZK. Sub for Pro Se<br><input type="checkbox"/> ZL. Sub for Pro Se<br><input type="checkbox"/> ZM. Sub for Pro Se<br><input type="checkbox"/> ZN. Sub for Pro Se<br><input type="checkbox"/> ZO. Sub for Pro Se<br><input type="checkbox"/> ZP. Sub for Pro Se<br><input type="checkbox"/> ZQ. Sub for Pro Se<br><input type="checkbox"/> ZR. Sub for Pro Se<br><input type="checkbox"/> ZS. Sub for Pro Se<br><input type="checkbox"/> ZT. Sub for Pro Se<br><input type="checkbox"/> ZU. Sub for Pro Se<br><input type="checkbox"/> ZV. Sub for Pro Se<br><input type="checkbox"/> ZV. Sub for Pro Se<br><input type="checkbox"/> ZW. Sub for Pro Se<br><input type="checkbox"/> ZX. Sub for Pro Se<br><input type="checkbox"/> ZY. Sub for Pro Se<br><input type="checkbox"/> ZZ. Sub for Pro Se |                                               |

**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<br>Start: 01/13/2020<br>End: 01/13/2020 | Thomas Watson (# 1)<br>Claimed Amount: 5,000.00  | AUTH<br>Computer Forensics Expert | Submitted to Court<br>0101.0000034                  | 01/23/2020   |
| 1:14-CR-08806-AA<br>Start: 03/04/2014<br>End: 03/18/2014 | Thomas Watson (# 1)<br>Claimed Amount: 21,260.00 | CJA-20<br>Andrew Anders           | Submitted to Court<br>0101.0000072<br>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.

| My Active Documents                                                       |                                                      |                                          |                                               |              |
|---------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------|-----------------------------------------------|--------------|
| To group by a particular Header, drag the column to this area.            |                                                      |                                          |                                               |              |
| Case                                                                      | Defendant                                            | Type                                     | Status                                        | Date Entered |
| <a href="#">1:13-CR-08842-II-</a><br>Start:<br>End:                       | Paul William Clark (# 1)<br>Claimed Amount: 0.00     | AUTH-24<br>David D Attorney              | Voucher Entry<br><a href="#">Edit</a>         | 12/02/2015   |
| <a href="#">1:13-CR-08842-II-</a><br>Start:<br>End:                       | Paul William Clark (# 1)<br>Claimed Amount: 0.00     | CJA-26<br>David D Attorney               | Voucher Entry<br><a href="#">Edit</a>         | 01/21/2016   |
| <a href="#">1:13-CR-08842-II-</a><br>Start: 04/04/2014<br>End: 03/01/2016 | Paul William Clark (# 1)<br>Claimed Amount: 1,200.00 | AUTH<br>David D Attorney<br>Investigator | Voucher Entry<br><a href="#">0101.0000019</a> | 03/01/2016   |
| <a href="#">1:13-CR-08842-II-</a><br>Start:<br>End:                       | Paul William Clark (# 1)<br>Claimed Amount: 0.00     | CJA-20<br>David D Attorney               | Voucher Entry<br><a href="#">Edit</a>         | 10/19/2021   |
| <a href="#">1:13-CR-08842-II-</a><br>Start:<br>End:                       | Paul William Clark (# 1)<br>Claimed Amount: 0.00     | CJA-20<br>David D Attorney               | Voucher Entry<br><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 \$148.00 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 | \$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                      |            |     |          |          |