

Creating a CJA 20 Voucher for Payment in eVoucher

When an attorney is first appointed to a case, the attorney will receive an email notifying him/her of the appointment and a link to eVoucher to access the information. eVoucher will also be a web link on the home page for the Southern District of Indiana (www.insd.uscourts.gov) under the <Attorneys> tab (just click on [eCJA Login](#)).

To: Paul McCartney,

Date: 6/10/2011 9:15:51 AM.

This is to inform you that the U.S. District Court, the Southern District of Indiana has appointed you to represent CLYDE BARROW in case USA VS BARROW 1:11-CR-00900 before this court.

You may access this appointment via the CJA eVoucher program at <http://usdoweb.insd.circ7.dcn/CJA>.

Regards,
U.S. District Court, the Southern District of Indiana

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

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Login to the eVoucher system to begin:



CJA eVoucher

USER LOGIN CJA 1.1 3/24

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

You will then be taken to your home screen. It will identify you as an attorney and identify you by name in the upper right hand corner of the screen.

Select the case you would like to work on:

The screenshot shows the 'US Courts - CJA eVoucher' web application. The main content area includes several sections:

- My Active Vouchers:** A table with columns Case, Defendant, Type, and Status. It contains the message: "No rows have been recorded on the database".
- My Proposed Assignments:** A table with columns Appointments and Defendant. It contains the message: "All cases have been currently assigned".
- Appointments List:** A table with columns Appointments and Defendant. It contains one entry:

Appointments	Defendant
Case: 1:11-CR-00900-SEB-KPF Defendant #: 1 Case Title: USA VS BARROW Attorney: Paul McCartney	Defendant: CLYDE BARROW Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 06/10/11 Pres. Judge: Sarah Evans Barker Adm./Mag Judge: Kennard P Foster
- My Submitted Vouchers:** A table with columns Case, Defendant, Type, and Status. It contains the message: "No rows have been recorded on the database".
- My Service Provider's Vouchers:** A table with columns Case, Defendant, Type, and Status. It contains the message: "No rows have been recorded on the database".

Select **Create** on the CJA-20 line:

The screenshot shows the 'Appointment Info' page. On the left sidebar, under 'Create New Voucher', the 'CJA-20' option is circled in red. The main content area displays the following information:

1. CIR./DIST./DIV. CODE 0736	2. PERSON REPRESENTED CLYDE BARROW	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:11-CR-00900-1-SEB-KPF	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA VS BARROW	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-1100.F ROBBERY, BANK			
12. ATTORNEY'S NAME AND MAILING ADDRESS Paul McCartney - Bar Number: 123456 64 East Abbey Road Suite 1964 Indianapolis IN 46204 Phone: 317-229-3700 - Fax: 317-229-3740		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Kennard P Foster Date of Order 6/10/2011 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

At the bottom, there is a 'Vouchers on File' section with a table that contains the message: "No rows have been recorded on the database".

You will have 6 tabs/headings at the top of the page to complete: **Basic Info, Services, Expenses, Claim Status, Documents & Confirmation**

[Basic Info](#)
[Services](#)
[Expenses](#)
[Claim Status](#)
[Documents](#)
[Confirmation](#)

BASIC INFO

Verify or change your preferred payment information (based on how your attorney profile is set up) in the **Basic Info** tab.

Basic Info

1. CIR./DIST./DIV.CODE 0756	2. PERSON REPRESENTED CLYDE BARROW		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:11-CR-00900-1-SEB-KPF	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA VS BARROW	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
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14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payee

McCartney & Lennon, PC
 SSN/EIN: **.***4567
 64 East Abbey Road
 Suite 1964
 Indianapolis, IN
 46204 - USA
 Phone: 317-229-3700
 Fax: 317-229-3740

Then select

SERVICES

Under the **Services** tab, you will enter all of your work done on the case – In Court and Out of Court.

Fill in the **Date**, **Service Type**, **Hours** worked and a **Description** of the work performed (all fields marked with a red * Required Field indicator).

The rate will automatically adjust based on the date the service was provided and calculations will automatically generate.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

* Required Fields

Date: 05/13/2011 *
Service Type: a. Interviews and Conferences *
Doc. # (ECF): Pages:
Hours: .2 * at rate 125.00
Description: telephone conference with USAO about charges *
Add Delete Item

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

Service Type	Date	Description	Hrs	Rate	Amt
b. Obtaining and Revie...	05/11/2011	review indictment	.6	125	75.00
a. Interviews and Confe...	05/10/2011	met with client	.5	125	62.50
a. Arraignment and/or P...	05/10/2011	court initial appearance	1.0	125	125.00

Then select

When you are finished entering in services, select

EXPENSES

Fill in the **Date**, **Expense Type**, **Miles** (if selecting travel miles), **Amount** (if entering a miscellaneous expense) and a **Description** of the work performed (all fields marked with a red * Required Field indicator).

Expenses

* Required Fields

Date: 05/31/2011 *
Expense Type: Travel Misc. *
Miles: rate per mile is 0.5000
Amount: 8.00 *
Description: parking *
Add Remove

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	05/31/2011	travel to jail	15	0.5	7.50

Then select

When you are finished entering in expenses, select

CLAIM STATUS

Adjust your start and end dates based on the period of work you provided.

Select your Payment Claims type (typically Final Payment) and answer the following three questions:

The screenshot shows the 'Claim Status' form. At the top, there are two date pickers: 'Start Date' set to 5/10/2011 and 'End Date' set to 6/10/2011. Below this is a section for 'Payment Claims' with three radio button options: 'Final Payment' (selected), 'Interim Payment' (with a text input for 'pmt.number'), and 'Supplemental Payment'. Below the radio buttons are three questions, each with 'Yes' and 'No' radio button options. The first question is 'Have you previously applied to the court for compensation and/or reimbursement for this?'. The second is 'If Yes, were you paid?'. The third is 'Other than from the Court, have you, or to you knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?'. At the bottom of the form are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. Red arrows point to the date pickers, the 'Final Payment' radio button, and the 'No' radio buttons for the three questions.

When you are finished, select

Supporting Documents

You may upload any type of supporting documentation – letters, receipts, etc.

The screenshot shows the 'Supporting Documents' form. At the top is a 'File Upload' section with a 'File' input field containing 'H:\Barrow copy receipt.pdf' and a 'Browse...' button. Below it is a 'Description' input field containing 'receipt for copies provided on case'. At the bottom right of the upload section is an 'Upload' button. Below the upload section is a table with columns for 'Description', 'Delete', and 'View'. The table currently shows 'No Attachments'. Red arrows point to the 'Browse...' button, the 'Description' input field, and the 'Upload' button.

Simply browse for the correct file, fill in a description and select

[Upload](#)

When you are finished, select

[Next >](#)

CONFIRMATION

On the confirmation screen, carefully review your information – start & end dates, billing information, etc.

You may make notes on the voucher to the Judge reviewing it.

Notes

Attention: The notes you enter will be available to the next approval level.

You may also print a hard copy for your records by selecting the Form CJA20 report link on the left margin:

CJA-20
Voucher Entry

Def.: CLYDE BARROW

Voucher #:
Start Date: 5/10/2011
End Date: 6/10/2011

Services: \$1437.50

Expenses: \$20.50

Reports
[Form CJA20](#)

Basic Info Services Expenses Claim Status Documents **Confirmation**

Confirmation

1. CIR./DIST./DIV.CODE 0756	2. PERSON REPRESENTED CLYDE BARROW	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:11-CR-00900-1-SEB-KPF	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA VS BARROW	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
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Once you are confident in your voucher, select the “**I swear and affirm the truth or correctness of the above statements**” checkbox and select the [Submit](#) button.

I swear and affirm the truth or correctness of the above statements

Date: 6/10/2011 10:15:2

 **Submit**

If everything is formatted correctly you should receive a “Success” message (any errors will give you directions on what needs changed and allows you to amend your voucher in order to try again).

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0756.0000151

Back to:

[Home Page](#)

[Appointment Page](#)

Your home page will now show your submitted voucher and it's current status (Submitted to Court).

My Submitted Vouchers			
To group by a particular Header, drag the column to this area. Search: <input type="text"/>			
Case	Defendant	Type	Status
1:11-CR-009... Start: 05/10/2011 End: 06/10/2011	CLYDE BARRO... Claimed Amoun...	CJA-20 Paul McCartney	Submitted to Court  0756.0000151 FINAL PAYMENT

1 Page 1 of 1 (1 items)

*** NOTE*** The most common error message is forgetting to adjust your dates of service in the Claim Status tab. You will get a pink bar at the top of the page. Simply adjust your dates, Save, then attempt to submit again. ****A voucher is not submitted to the Court until you see the blue "success" screen.**

If you have any questions or concerns regarding voucher submissions, please feel free to contact:

Tricia Anderson – 317-229-3917 tricia_anderson@insd.uscourts.gov

or

Kim Clark – 317-229-3914 kim_clark@insd.uscourts.gov