



UNITED STATES DISTRICT COURT DISTRICT OF SOUTH DAKOTA



CJA eVoucher

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Court Appointment

When an appointment is made, an email will be generated and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

To: [F. Lee Bailey],

Date: 4/28/2010 10:23:55 AM.

This is to inform you that the U.S. District Court for the District of Nevada has appointed you to represent Eric Cartmann in case USA vs. Eric Cartmann 2:00-CR-00001 before this court.

You may access this appointment via the CJA eVoucher program at <http://vqsap01/CJATraining>.

Regards,
U.S. District Court for the District of Nevada

To access the CJA eVoucher program, either click on the link provided in the email or use your browser to access the system at the web address provided. You will be taken to the CJA login page. Enter the Username and Password you were provided and press [Log In](#)



CJA eVoucher

USER LOGIN

Existing user? Please log in.

Username:

Password:

[Log In](#)

[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.

If you forgot your login you may click on

[Forgot your login?](#)

And enter your Username or email address to retrieve your information.

Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username: and/or

Email:

[Recover Logon](#)

Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for anyone else. Likewise, no-one else will have access to your information.

Home Operations Reports CMECF Links Help logout
Welcome Stephanie R. Amiotte (Attorney)

> [Home](#)

Welcome Stephanie R. Amiotte: [My Profile](#)

My Appointments: [View](#)

Search Existing Appointments: [Search](#)

My Active Documents

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

| Case | Defendant | Type | Status |
|--|---|--------------------------------|---|
| 4:14-CR-40062... Start: 08/01/2014 End: 08/21/2014 | Panfilo Martinez-Marti... Claimed Amount: 189... | CJA-20 Stephanie R. Amiotte | Voucher Entry Edit |

Page 1 of 1 (1 items)

My Proposed Assignments

| Appointments | Defendant |
|--|-----------|
| All cases have been currently assigned | |
| No data | |

Appointments' List

| Appointments | Defendant |
|--|--|
| Case: 4:14-CR-40062-LLP-JES Defendant #: 1 Case Title: USA v. Martinez-Martinez Attorney: Stephanie Amiotte | Defendant: Panfilo Martinez-Martinez Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 06/01/14 Pres. Judge: Lawrence Piersol Adm./Mag Judge: John Simko |

Page 1 of 1 (1 items)

My Submitted Documents

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

| Case | Defendant | Type | Status |
|--|-----------|------|--------|
| No rows have been recorded on the database | | | |
| No data | | | |

My Service Provider's Documents

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

| Case | Defendant | Type | Status |
|--|---|---|---|
| 4:14-CR-40062... Start: 07/01/2014 End: 07/17/2014 | Panfilo Martinez-Mar... Claimed Amount: 20... Approved Amount: 2... | CJA-21 Deyanira Thorin Interpreter Translator | Voucher Closed 0869.0000140 INTERIM PAYMENT 1 |
| 4:14-CR-40062... Start: 07/30/2014 End: 07/30/2014 | Panfilo Martinez-Mar... Claimed Amount: 54.75 Approved Amount: 0... | CJA-24 Jill Connelly | Voucher Closed 0869.0000143 |

Page 1 of 1 (2 items)

Closed Documents

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

| Case | Defendant | Type | Status |
|--|--|---|---|
| 4:14-CR-40062... Start: 07/01/2014 End: 07/03/2014 | Panfilo Martinez-Mar... Claimed Amount: 2,4... Approved Amount: 2... | AUTH Interpreter Translator | Voucher Closed 0869.0000137 |
| 4:14-CR-40062... Start: 07/01/2014 End: 07/30/2014 | Panfilo Martinez-Mar... Claimed Amount: 39... Approved Amount: 3... | CJA-26 | Voucher Closed 0869.0000138 |
| 4:14-CR-40062... Start: 06/01/2014 End: 07/17/2014 | Panfilo Martinez-Mar... Claimed Amount: 8,9... Approved Amount: 7... | CJA-20 Stephanie R. Amiotte | Voucher Closed 0869.0000139 INTERIM PAYMENT 1 |
| 4:14-CR-40062... Start: 07/01/2014 End: 07/17/2014 | Panfilo Martinez-Mar... Claimed Amount: 20... Approved Amount: 2... | CJA-21 Deyanira Thorin Interpreter Translator | Voucher Closed 0869.0000140 INTERIM PAYMENT 1 |
| 4:14-CR-40062... Start: 07/25/2014 End: 07/29/2014 | Panfilo Martinez-Mar... Claimed Amount: 0.00 Approved Amount: 0... | AUTH-24 | Voucher Closed 0869.0000141 |
| 4:14-CR-40062... Start: 07/25/2014 End: 07/25/2014 | Panfilo Martinez-Mar... Claimed Amount: 2,4... Approved Amount: 2... | AUTH Investigator | Voucher Closed 0869.0000142 |
| 4:14-CR-40062... Start: 07/30/2014 End: 07/30/2014 | Panfilo Martinez-Mar... Claimed Amount: 54.75 Approved Amount: 0... | CJA-24 Jill Connelly | Voucher Closed 0869.0000143 |

Page 1 of 1 (7 items)

Folders on Home Page

Your home page has several folders to organize your information.

My Active Documents Contains vouchers or documents that you are currently working on or have been submitted for your approval by a service provider.

Appointments' List Contains your active appointments.

My Submitted Vouchers Contains vouchers for documents that you have completed or approved and have been submitted to the court.

My Service Provider's Vouchers Contains vouchers or documents for service providers that you are over seeing. (See Note below.)

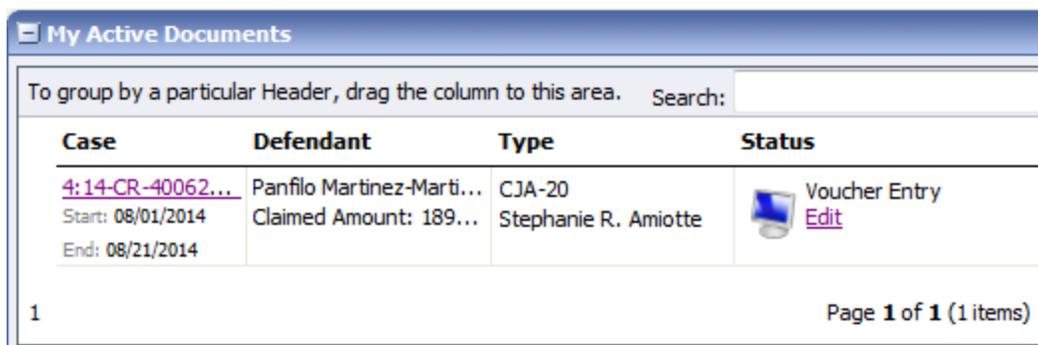
Closed Vouchers Contains vouchers or documents that have been approved or paid by the court. for your active appointments. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want.

My Proposed Assignments Contains information about appointments for which you have tentatively been selected for appointment

NOTE: You will be able to view vouchers from all service providers that you are over seeing. However the service providers will only be able to view their own information and vouchers.

All the folders display basic information regarding the Case Number, the Defendant, Type of Document, and the Status of the Document. (The status tells you where the document/voucher is in the process, i.e., you are still entering information, it has been submitted to the attorney, it has been submitted to the court or it is closed.)

To view a specific voucher, click on the [Case Number](#) or the voucher number (i.e., [0978.0001007](#))



| Case | Defendant | Type | Status |
|--|---|--------------------------------|---|
| 4:14-CR-40062... Start: 08/01/2014 End: 08/21/2014 | Panfilo Martinez-Marti... Claimed Amount: 189... | CJA-20 Stephanie R. Amiotte |  Voucher Entry Edit |

1 Page 1 of 1 (1 items)

Adjusting Views. You can change the way information is displayed in the folders.

- **Sorting.** Click on the column header to sort by that column (clicking once will sort it low to high, clicking twice will sort it high to low).
- **Change Size of Column.** Move your cursor to the line between columns until you see an arrow. Hold your left click down and drag the line in the desired direction.
- **Group by Column Header.** Click on the header for the column you would like to group by (i.e., if you want the documents grouped by case, click on the “Case” header. If you want all the documents grouped by the kind of document it is, click on the “Type” header.) Keeping the left click down, drag the column header into the identified area above the grid. To remove the grouping, drag and drop the header to its original position.
- **Closing Folder.** Click on the “-” next to the name of the folder you would like to close. Click on the “+” to open the folder.
- **Moving Folders.** Click on the title of the folder you want to move, keeping the left click down, drag the folder to the desired location and let go.

Menu Bar. You can use the menu bar at the top of the screen to access other functions of the program.

- **Home.** Takes you to your home page.
- **Operations.** Takes you to your appointments.
- **Reports.** Takes you to reports you can select and run.
- **CMECF.** Takes you to a screen to run docket sheets and access documents
- **Links.** Takes you to “Links” to other CJA related information
- **Help.** Takes you to “My Profile” (another way to access your profile)
 - “Contact Us” a means to email the court.
 - “Privacy” the court’s privacy statement
- **Logout.** Logs you out and closes the program.



Profile Maintenance

Home Operations Reports Help [logout](#)

> [Home](#) Welcome F. Lee Bailey (Attorney)



ATTORNEY

| | |
|-------------------------------|----------------------------|
| Welcome F. Lee Bailey: | My Profile |
| My Appointments: | View |
| Search Existing Appointments: | Search |

To change your login information, password, personal information, and billing information; click on [My Profile](#) and then [Edit](#) for the section you would like to change.

| | | |
|--|--|---|
| Login Info Your Login information | UserName FLeeBailey CM/ECF Access is NOT validated | Edit |
| Attorney Info Your personal info | Bar Number: 1111 Your Name: F. Lee Bailey <i>Your Contact Info:</i> Phone: 702-111-1111 Fax: Cindy_Jensen@mvd.uscourts.gov <i>Your Address:</i> 123 Las, NV 89101 USA | Edit |
| Billing Info List all available billing info records | Your default billing info is: Baily's Law Firm SSN/EIN:***-**-1111 123 Las, NV 89101 - USA Phone: 702-222-2222 Fax: | Select Add Edit |

Login Info:

- To change your Username, type the new username in the "Username" field and press [change](#).
- To change your Password, type the new password in both the "Password" and "Confirm" fields and press [reset](#).
- The CM/ECF Username and Password fields are used to synchronize your rights between CJA eVoucher and CM/ECF.

Login Info
Your Login information

Username [change](#)

Password * [Reset](#)

Confirm * [cancel](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

[Close](#)

Attorney Info:

It is the attorney's responsibility to maintain accurate contact information. Enter the desired information in the fields and press **Save**

| | | | | |
|--|---|----------------|---------------------|-------------|
| Attorney Info Your personal info | Bar Number 1111 | | | Save |
| | First Name F. Lee | Middle | Last Name Bailey | cancel |
| | Email Cindy_Jensen@nvdc.uscourts.gov | | | |
| | Phone 702-111-1111 | Fax | | |
| | Address 1 123 | City Las | | |
| | Address 2 | State NV | Zip 89101 | |
| | Address 3 | Country USA | | |
| | | | | |
| | | | | |
| | | | | |

Billing Info:

It is the attorney's responsibility to maintain accurate billing information.
You may have multiple billing records, i.e., tax number and/or addresses.

Note: You must have billing information before a voucher can be paid.

| | | |
|--|---|---------------|
| Billing Info List all available billing info records | Please select your Default Billing Info: | Select |
| | <input checked="" type="radio"/> Baily's Law Firm SSN/EIN:***-**-1111 123 Las, NV 89101 - USA Phone: 702-222-2222 Fax: | Add |
| | <input type="radio"/> F. Lee Bailey SSN/EIN:***-**-1111 123 Oak Las Vegas, NV 89101 - USA Phone: 702-111-1111 Fax: | Edit |
| | | Delete |
| | | cancel |

To add a billing record press **Add**

Enter the desired information in the fields and press **Save**

| | | | |
|--|-----------|---------|-------------|
| Billing Info List all available billing info records | Name | SSN/EIN | Save |
| | Phone | Fax | cancel |
| | Address 1 | | |
| | Address 2 | | |
| | Address 3 | | |
| | City | State | ZipCode |
| | Country | | |
| | | | |
| | | | |
| | | | |

To edit a billing record, click on the for the record you would like to edit. Press |
Make the desired changes and press

Identify the billing information you would like to serve as your default by clicking on the for the desired record and then clicking on The default billing record will be identified with a

Holding Period: At this time the District of South Dakota is not utilizing this feature

CLE Records

You can keep track of your CJA related CLE credits via the “Continuing Legal Education” section at the bottom of the page. At this time the District of South Dakota is not requiring this.

Continuing Legal Education

No info has been stored.
Please click VIEW to type your info.

To enter a CLE credit, click on

Continuing Legal Education

Search:

| Files | Credit | Date | Hours | Subject |
|-------------------------------|--------|------|-------|---------|
| No Continuing Legal Education | | | | |

No data

Click on Choose the type of credit by clicking on the arrow. Enter the date, the number of hours and a description of the program and click on

Continuing Legal Education

Credit:

Date:

Hours:

Description:

Document: After you will save the information about this Continuing Education, you will be able to upload related documents.

Add a PDF document as an attachment by clicking on **Browse...** and locating and clicking on your document. The document will appear in the grid below. Click on **Save** to complete the entry.

Continuing Legal Education

Document successfully uploaded.

Credit: Sentencing

Date: 11/22/2010

Hours: 1

Description: Sentencing Guidelines Review

Document:

| File | Delete |
|-----------------------------------|--------------------------|
| Sentencing Guidelines 11 2010 CLE | <input type="checkbox"/> |
| 1 | Page 1 of 1 (1 items) |

All your entries will be displayed in the grid and can be accessed, edited, or deleted by clicking on the entry and choosing the action you want to take.

Continuing Legal Education

Document successfully uploaded.

Credit: Sentencing

Date: 11/22/2010

Hours: 1

Description: Sentencing Guidelines Review

Document:

| File | Delete |
|-----------------------------------|--------------------------|
| Sentencing Guidelines 11 2010 CLE | <input type="checkbox"/> |
| 1 | Page 1 of 1 (1 items) |

Appointments

You can view your active appointments by either holding your mouse over the **Operations** tab and then clicking on **My Appointments** or looking in the **Appointments' List** folder.

| Appointments' List | |
|---|--|
| Appointments | Defendant |
| Case: 2:10-CR-00160-ECR-RJJ Defendant #: 1 Case Title: USA v. John Smith Attorney: F. Lee Bailey | Defendant: John Smith Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/12/10 Pres. Judge: Edward C. Reed, Jr. Adm./Mag Judge: Robert J. Johnston |
| Case: 2:00-CR-00001-RLH-LRL Defendant #: 1 Case Title: USA vs. Eric Cartmann Attorney: F. Lee Bailey | Defendant: Eric Cartmann Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/01 Pres. Judge: Roger L. Hunt Adm./Mag Judge: Lawrence R. Leavitt |

You can review a specific appointment by clicking on the [Case Number](#). Information about the appointment, as well as any vouchers or documents associated with the appointment, will be displayed.

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

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case
Compensation Maximum: District Court

Reports

[Appointment Report](#)
Appointment Report for Attorneys

Appointment Info

| | | | |
|---|---|--|--|
| 1. CIR. DIST/DIV. CODE 0978 | 2. PERSON REPRESENTED Eric Cartmann | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF. NUMBER | 4. DIST. DKT/DEF. NUMBER 2:00-CR-00001-1-RLH-LRL | 5. APPEALS DKT/DEF. NUMBER | 6. OTHER DKT/DEF. NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann | 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 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER; 18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111 | | 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"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order Nunc Pro Tunc Date 1/1/2001 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Vouchers on File

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

| Case | Defendant | Type | Status |
|---|---|-------------------------|---------------------------------------|
| 2:00-CR-00001-RLH-LRL Start: 01/01/2001 End: 04/29/2010 | Eric Cartmann (# 1) Claimed Amount: 126.75 | CJA-20 F. Lee Bailey | Voucher Entry Edit |

Page 1 of 1 (1 items)

You can review representation information by clicking on **View Representation**

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

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](#)
Authorization and Voucher for Payment of Transcript

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Appointment Info

| | | | | | |
|---|--|--|--|---|--|
| 1. CIR./DIST./DIV.CODE 0978 | | 2. PERSON REPRESENTED Eric Cartmann | | VOUCHER NUMBER | |
| 3. MAG. DKT./DEF.NUMBER | | 4. DIST. DKT./DEF.NUMBER 2:00-CR-00001-1-RLH-LRL | | 5. APPEALS. DKT./DEF.NUMBER | |
| 6. OTHER. DKT./DEF.NUMBER | | 7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann | | 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 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER:18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111 | | 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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order Nunc Pro Tunc Date 1/1/2001 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | | | |

Vouchers on File

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

| Case | Defendant | Type | Status |
|---|---|-------------------------|---|
| 2:00-CR-00001-RLH-LRL Start: 01/01/2001 End: 04/29/2010 | Eric Cartmann (# 1) Claimed Amount: 126.75 | CJA-20 F. Lee Bailey | Voucher Entry Edit |

Page 1 of 1 (1 items)

The representation information will also display the default excess fee limit, presiding judge and magistrate judge as well as co-counsel and any previous counsel.

Representation
In this page you can access information of an existing representation.

Representation Info

| | | | | | |
|---|-----------------|--|--------------|---|--|
| 1. CIR./DIST./DIV.CODE 0978 | | 2. PERSON REPRESENTED Eric Cartmann | | VOUCHER NUMBER | |
| 3. MAG. DKT./DEF.NUMBER | | 4. DIST. DKT./DEF.NUMBER 2:00-CR-00001-1-RLH-LRL | | 5. APPEALS. DKT./DEF.NUMBER | |
| 6. OTHER. DKT./DEF.NUMBER | | 7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann | | 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 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER:18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER | |
| EXCESS FEE LIMIT \$9,700.00 | | PRESIDING JUDGE Roger L. Hunt | | MAGISTRATE JUDGE Lawrence R. Leavitt | |
| DESIGNEE | | | | | |
| App.ID | Attorney | Order Type | Order | Email | |
| 261 | F. Lee Bailey | Appointing Counsel | 01/01/01 | Cindy_Jensen@nvd.uscourts.gov | |

You can also run reports and create new vouchers and documents from this page.

To leave this page and return to your "Home" page, click on Home on the menu bar at the top of the page.



Create a Voucher / Document (CJA 20)

Note: All voucher types and documents function primarily the same. The following instructions, while showing a CJA 20, pertain to all the voucher/document types. The few differences for other types of vouchers/documents will be identified and discussed in a separate section for each voucher/document.

- Locate the appointment for which you want to create the voucher.
- Click on the [Case Number](#) .

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

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](#)
Authorization and Voucher for Payment of Transcript

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Appointment Info

| | | | |
|---|---|--|--|
| 1. CIR./DIST./DIV.CODE 0978 | 2. PERSON REPRESENTED Eric Cartmann | VOUCHER NUMBER | |
| 3. MAG. DKT./DEF.NUMBER | 4. DIST. DKT./DEF.NUMBER 2:00-CR-00001-1-RLH-LRL | 5. APPEALS. DKT./DEF.NUMBER | 6. OTHER. DKT./DEF.NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann | 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 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER:18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111 | | 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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order Nunc Pro Tunc Date 1/1/2001 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Vouchers on File

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

| Case | Defendant | Type | Status |
|---|---|--|---|
| 2:00-CR-00001-RLH-LRL Start: 01/01/2001 End: 04/29/2010 | Eric Cartmann (# 1) Claimed Amount: 126.75 | CJA-20 F. Lee Bailey | Voucher Entry Edit |
| 2:00-CR-00001-RLH-LRL Start: 04/29/2010 End: 04/29/2010 | Eric Cartmann (# 1) Claimed Amount: 955.65 | CJA-21 Hubert J. Goodrich Investigator | Submitted to Attorney 0978.0001007 |

Page 1 of 1 (2 items)

- Click on **“Create”** for the type of voucher or document you want to create.

Navigate between the pages of the voucher by clicking on the tab for pages as listed on the top:

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

or move directionally on the bottom:

[<< First](#)
[< Previous](#)
[Next >](#)
[Last >>](#)
[Save](#)
[Delete Draft](#)

The following information will be displayed for all vouchers.

 **CJA-20**
Attorney Enters
Def.: Panfilo Martinez-Martinez

[Link to CM/ECE](#)

Voucher #:
Start Date: 8/21/2014
End Date: 8/21/2014

 **Services: \$0.00**

| In Court Services | | |
|----------------------------|------------|---------------|
| Service | Hours | Amt. |
| Arraignment and/or Plea | 0 | \$0.00 |
| Bail and Detention Hearing | 0 | \$0.00 |
| Motion Hearings | 0 | \$0.00 |
| Trial | 0 | \$0.00 |
| Sentencing Hearing | 0 | \$0.00 |
| Revocation Hearings | 0 | \$0.00 |
| Appeals Court | 0 | \$0.00 |
| Other | 0 | \$0.00 |
| Totals | 0.0 | \$0.00 |

| Out of Court Services | | |
|----------------------------------|------------|---------------|
| Service | Hours | Amt. |
| Interviews and Conferences | 0 | \$0.00 |
| Obtaining and Reviewing Records | 0 | \$0.00 |
| Legal Research and Brief Writing | 0 | \$0.00 |
| Travel Time | 0 | \$0.00 |
| Investigative and Other Work | 0 | \$0.00 |
| Totals | 0.0 | \$0.00 |

 **Expenses: \$0.00**

| Travel | |
|---------------|---------------|
| Expense Type | Amount |
| Travel Miles | \$0.00 |
| Travel Misc | \$0.00 |
| Totals | \$0.00 |

| Expenses | |
|-----------------------|---------------|
| Expense Type | Amount |
| Fax | \$0.00 |
| Long Distance Charges | \$0.00 |
| Photocopies | \$0.00 |
| Postage | \$0.00 |
| Other Expenses | \$0.00 |
| Totals | \$0.00 |

Reports

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Form CJA20](#)

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Shows the type of voucher or document and the state it is in.

Shows the voucher # (note: a voucher number is assigned when the voucher is submitted) and the period of time the voucher covers.

Click on the ▼ to display a running total of the items entered for services on the voucher.

Click on the ▼ to display a running total of the items entered for expenses on the voucher.

Click on the name of a report you would like to run for this appointment.

Basic Info:

The [Basic Info](#) page will come up.

The Basic Info page displays information regarding the appointment.

CJA-20 Voucher
Voucher Entry

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

Voucher #:
Start Date: 4/30/2010
End Date: 4/30/2010

Services: \$0.00

Expenses: \$0.00

Reports

[Defendant Summary Report](#)

[Defendant Detail Report](#)

[Form CJA20](#)

Basic Info

| | | | |
|---|---|--|--|
| 1. CIR. DIST. DIV. CODE 0978 | 2. PERSON REPRESENTED Eric Cartmann | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF. NUMBER | 4. DIST. DKT/DEF. NUMBER 2:00-CR-00001-1-RLH-LRL | 5. APPEALS. DKT/DEF. NUMBER | 6. OTHER. DKT/DEF. NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann | 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 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111 | | 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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order: 1/1/2001 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Payment Info

Preferred Payee: F. Lee Bailey

F. Lee Bailey
 SSN/EIN:***-**-1111
 123 Oak
 Las Vegas, NV
 89101 - USA
 Phone: 702-111-1111
 Fax:

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

Select the Preferred Payee for the voucher by clicking on the arrow. A list of the available billing records will be displayed. Click on the payee for this voucher.

Payment Info

Preferred Payee: F. Lee Bailey

F. Lee Bailey

Bailey's Law Firm

123 Oak
 Las Vegas, NV
 89101 - USA
 Phone: 702-111-1111
 Fax:

Entering Services:

Navigate to the **Services** tab.

Services
* Required Fields

Date: 4/29/2010 *
Service Type: *
Description: *
Doc. # (ECF):
Pages:
Hours: * at rate 125.00
Add Delete Item

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

| Service Type | Date | Description | Hrs | Rate | Amt |
|--------------|------|-------------|-----|------|-----|
|--------------|------|-------------|-----|------|-----|

Page 1 of 0 (0 items)

- Date: Enter the date the service was provided (you can either type in the date or click on the calendar and select a date)
- Service Type . Click on the ▼ and select (click on) the type of service from the drop-down list.
- Description. Type a description of the service provided.
- Hours. Type the number of hours (note: it must be in 10ths of an hour, i.e., .1)
- Press **Add** and the entry will appear in the grid below.
- Edit. Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press **Add**

When you have finished making entries, press **Save** to save your entries.

Note: Press **Delete Item** to remove an item from the grid.

Entering Expenses:

Navigate to the **Expenses** tab.

Expenses

* Required Fields

Date *  *

Expense Type * Description *

Miles rate per mile is 0.8500 Amount

Note: The rate per mile is tied to the date and will automatically be applied.

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
|--------------|------|-------------|------|------|-----|

Page 1 of 0 (0 items)

- Date: Enter the date the expense was incurred (you can either type in the date or click on the calendar and select a date)
- Expense Type . Click on the  and select (click on) the type of expense from the drop-down list.
- Description. Type a description of the expense.
- Miles. Type the number of miles claimed (only if the entry is for "Travel Miles")
- Amount. Enter the amount of the expense (do **not** use the "\$" sign or commas.)
- Press and the entry will appear in the grid below.
- Edit. Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press

When you have finished making entries, press to save your entries.

Note: Press to remove an item from the grid.

Claim Status:

Navigate to the [Claim Status](#) tab.

Claim Status

Start Date *  End Date * 

Payment Claims

Final Payment

Interim Payment (pmt.number)

Supplemental Payment

Have you previously applied to the court for compensation and/or reimbursement for this? Yes No

If Yes, were you paid? Yes No

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

- Start Date: Enter the beginning date for the time period covered by this voucher (you can either type in the date or click on the calendar and select a date).
- End Date: Enter the ending date for the time period covered by this voucher.
- Payment Claims: Click on the appropriate type of claim. If it is an interim payment make sure you enter the interim payment number in the (pmt.number) box.
- Compensation Questions: Click on the answer to the questions.

Documents:

Navigate to the [Documents](#) tab.

Supporting Documents

File Upload

File

Description

| Description | Delete | View |
|----------------------------|------------------------|----------------------|
| Receipts | Delete | View |
| Justification for Services | Delete | View |

All documents uploaded to the system must be in the PDF format.

- File. Use the [Browse...](#) to access your directory of files. Identify the PDF file you want to upload and click on it. The file path will be displayed in the “File” field.
- Description. Type in a description/name for the document being uploaded.
- Upload. Press [Upload](#) the file will appear in the grid below.

Delete. You can delete a document by pressing [“Delete”](#).

View. You can view a document by pressing [“View”](#).

Confirmation:

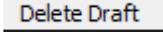
Navigate to the [Confirmation](#) tab.

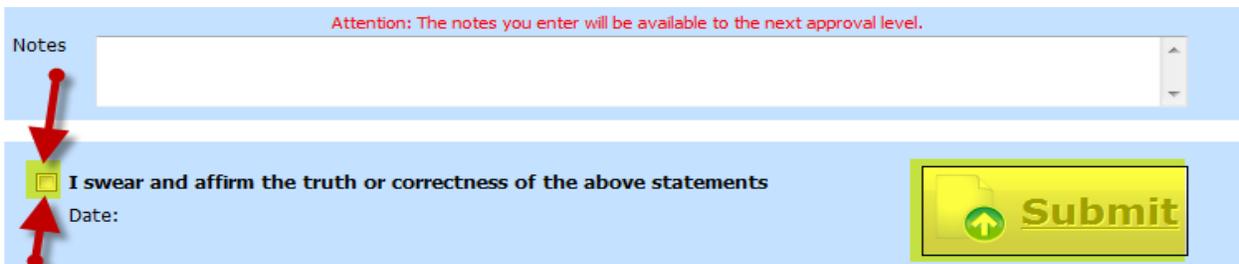
The “Confirmation” page will display the data that has been entered in the format of the voucher. As the voucher is “signed” the signature/approval information will be included on the voucher.

Submit Voucher.

At the bottom of the confirmation page you will be asked to check the box to swear to the correctness of the voucher. Click on the to sign the voucher. The  will be highlighted. Click on the button to submit the voucher to the court.

Note: Once the voucher has been submitted, you will be able to view it but you will not be able to change it, unless it is returned to you by the court.

Delete Voucher. You can delete a draft voucher by clicking on  You can not delete a voucher that has been submitted to the court unless it is returned to you.



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

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

Date:



Edit Voucher:

You can work on your voucher over time adding services, expenses and documents as needed.

To edit a voucher:

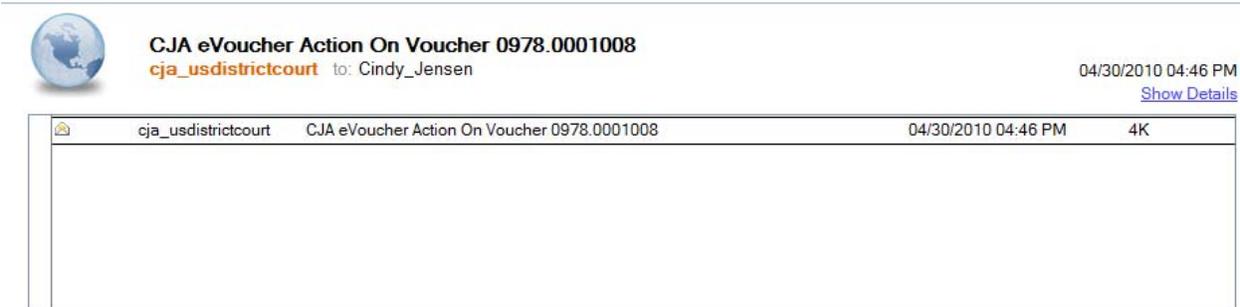
- Click on “[Edit](#)” for the voucher you want to access.
- Make your additions per the foregoing instructions.

Remember to  the voucher each time you work on it.

| | | | |
|--|--|-------------------------|---|
| 2:00-CR-00001-RLH... Start: 01/01/2001 End: 04/29/2010 | Eric Cartmann (# 1) Claimed Amount: 12... | CJA-20 F. Lee Bailey |  Voucher Entry Edit |
|--|--|-------------------------|---|

Returned Voucher / Document:

If the Court needs to return a document, an email will be generated and sent by the system notifying you of the reason the document is being returned and any instructions from the Court.



The screenshot shows an email header with the following details:

- Sender:** cja_usdistrictcourt
- Subject:** CJA eVoucher Action On Voucher 0978.0001008
- Recipient:** Cindy_Jensen
- Date:** 04/30/2010 04:46 PM
- Size:** 4K



The email body contains the following text:

To: [F. Lee Bailey],
Date: 4/30/2010 4:49:10 PM.

Document 0978.0001008 submitted for your appointment in case USA vs. Eric Cartmann 2:00-CR-00001 is being returned to you for the following reason(s):

Please attach justification for the services and resubmit the voucher.

The document can be accessed via the CJA eVoucher program at <http://vgsap01/CJATraining>.

Please make the requisite changes and resubmit the document to the court.

Regards,
U.S. District Court for the District of Nevada

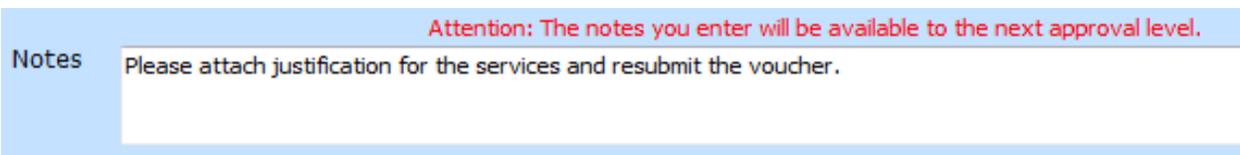
The document will appear in **gold** in the **My Active Vouchers** folder on your home page.

The voucher will retain the voucher number it received when it was submitted and the status will return to



You may access the voucher by clicking on the **voucher number**.

The Court's notes can be found on the Confirmation page.



The screenshot shows a "Notes" field with a red warning message above it:

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

Notes: Please attach justification for the services and resubmit the voucher.

Authorization for Service Providers

Expert services which are expected to exceed \$800 must have prior court approval. Court approval is obtained via an “Authorization”.

Follow the instructions to “**Create a Voucher / Document**” and select the option.

AUTH
Authorization for Expert and other
Services
Create

AUTH
Attorney Enters

Def.: Panfilo Martinez-Martinez

[Link to CM/ECF](#)

Voucher #:
Request Date:1/1/1901
Decision Date:1/1/1901

Reports

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Basic Info
Documents
Confirmation

Basic Info

| | | | |
|---|---|---|--|
| 1. CIR. DIST/DIV. CODE 0869 | 2. PERSON REPRESENTED Panfilo Martinez-Martinez | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF NUMBER | 4. DIST. DKT/DEF NUMBER 4:14-CR-40062-1-LLP-JES | 5. APPEALS. DKT/DEF NUMBER | 6. OTHER. DKT/DEF NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA v. Martinez-Martinez | 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 8-1326A.F & U.S.C. § 1326(a) Illegal Reentry After Deportation | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Stephanie R. Amiotte 2913 E 57th St. Sioux Falls SD 57108 Phone: (605) 275-6767 | | 13. COURT ORDER <input type="checkbox"/> A Associate <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"/> Y StandBy Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court John Simlko Date of Order Nunc Pro Tunc Date 6/1/2014 Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$

Authorized Amount \$

Basis of Estimate

Description

Service Type

Requested Provider

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

- Enter the **total** “Estimated Amount”
- Enter the “Description” of services
- Select the “Service Type” by clicking on the and select the type of service from the drop-down list.
- Enter the name of the “Requested Provider”
- Prepare and attach a “Memorandum Re Services Other Than Counsel” as appropriate. (Use the upload feature on the “Documents” page.)
- Submit the request to the Court.

When the Court has approved the Authorization, it will move from your “My Submitted Vouchers” folder to your “Closed Vouchers” folder. NOTE: you will not be able to create a CJA 21 using this authorization until it has been approved.

CJA 21 Specifics

Follow the instructions to “**Create a Voucher / Document**” and select the option.

CJA-21 Create
 Authorization and Voucher for Expert and other Services

CJA-21 Voucher

Voucher #: ---
Start Date: ---
End Date: ---

Summary: \$0.00

Services

| | | |
|---------------|--|--------|
| Totals | | \$0.00 |
|---------------|--|--------|

Travel

| Expense Type | Amount | |
|---------------|--------|--------|
| Travel Miles | \$0.00 | |
| Travel Misc | \$0.00 | |
| Totals | | \$0.00 |

Expenses

| Expense Type | Amount | |
|-----------------------|--------|--------|
| FAX | \$0.00 | |
| Long Distance Charges | \$0.00 | |
| Photocopies | \$0.00 | |
| Postage | \$0.00 | |
| Other Expenses | \$0.00 | |
| Totals | | \$0.00 |

Reports

[Defendant Summary Report](#)

[Defendant Detail Report](#)

[Form CJA21](#)

Basic Info

| | | | |
|--|---|---|--|
| 1. CIR./DIST./DIV.CODE 0978 | 2. PERSON REPRESENTED Eric Cartmann | VOUCHER NUMBER | |
| 3. MAG. DKT./DEF.NUMBER | 4. DIST. DKT./DEF.NUMBER 2:00-CR-00001-1-RLH-LRL | 5. APPEALS. DKT./DEF.NUMBER | 6. OTHER. DKT./DEF.NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann | 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 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER | | | |
| EXCESS FEE LIMIT \$9,700.00 | PRESIDING JUDGE Roger L. Hunt | MAGISTRATE JUDGE Lawrence R. Leavitt | DESIGNEE |

Authorization Selection

You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

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

If the request does not require advance authorization (\$800 or under) click on

[No Authorization Required](#)

If you have a previous authorization click on [Use Previous Authorization](#)

23

Authorization Selection

You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

Existing Requests for Authorization

ID Number: 1009
Order Date: 01/01/2001 Service Type: Investigator
Authorized Amount: 25000 Estimated Amount: 25000

New Voucher Information

Service Type

Description

Voucher Assignment
This indicates who will be responsible for filling the voucher claim part

Attorney
 Expert

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert

First Name Middle Last Name

SSN/EIN: *

Email *

Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

All approved authorizations associated with the appointment will be displayed.
Click to highlight the authorization to which you will be associating the CJA 21.

Existing Requests for Authorization

ID Number: 1009
Order Date: 01/01/2001 Service Type: Investigator
Authorized Amount: 25000 Estimated Amount: 25000

The service type will roll-over from the authorization selected. If no authorization is being used, you will use the drop-down box to select the service type.

- Enter a “Description” of the service to be provided on the CJA 21.
- Click on the ▼ to select the Expert from the drop-down list.

Note: Only experts registered with the service type selected will appear in the drop-down box.

Note: See below to enter an expert not on the drop-down list .

- Contact information for the expert selected will be displayed.
- If the selected expert has been given permission to enter their own vouchers, “Voucher Assignment” will be activated .

Voucher Assignment
This indicates who will be responsible for filling the voucher claim part

Attorney
 Expert

- Click on “Attorney” if you will be entering the CJA 21 voucher information on behalf of the expert. Click on “Expert” if you would like the expert to enter the CJA 21 voucher information.

Note: Not all experts will be given permission to enter vouchers. It is the attorney’s responsibility on their behalf.

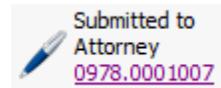
- Click on [Create Voucher](#)

Approval and Submission of CJA 21 Vouchers.

CJA 21 vouchers require two levels of submission or approval. The services must be submitted by the expert and it must be approved by the attorney.

Attorney Enters CJA 21 Voucher Information: The attorney will enter the services and expenses on behalf of the expert (based upon the documentation the expert provided the attorney.) The attorney will perform the first level of submission on behalf of the expert.

The voucher will appear in the attorney’s “My Active Vouchers” as



NOTE: Paralegals should enter their time in full. For attorneys submitting CJA 21 vouchers on behalf of service providers, you may enter 1 hour at the full rate. Ex.

| Services | | | |
|----------|-------------|-------------|--------------------------|
| Date | 9/15/2014 * | Description | See attached worksheet * |
| Hours | 1.0 * | | |
| Rate | 1800.00 * | | |

Add Remove

The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the “Confirmation” page and approving the voucher. The voucher will move to the attorney’s “My Submitted Vouchers” folder.

Expert Enters CJA 21 Voucher Information: The expert will perform the first level of submission and approval. The voucher will appear in “My Active Vouchers” on the approving attorney’s homepage with the status of “Submitted to Attorney”. The attorney will perform the second level of approval and submission as discussed.

Entering Expert Not in System.

If the expert you would like to use is not in the system, you can add payment information and create the CJA 21 Voucher by entering the required information on the “New Voucher Information” section.

New Voucher Information

Service Type [Dropdown]

Description [Text Area]

Voucher Assignment
This indicates who will be responsible for filling the voucher claim part

Attorney
 Expert

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert [Dropdown]

First Name [Text] Middle [Text] Last Name [Text]

SSN/EIN: [Text]

Email [Text]

Phone [Text] Fax [Text]

Address 1 [Text] City [Text]

Address 2 [Text] State [Text] Zip [Text]

Address 3 [Text] Country [Text]

[Create Voucher]

NOTE: While you can enter payment information for an expert which has not been approved by the Court and added to the system, you will not be able to submit a voucher for the expert until the Court approves the expert.

 You cannot submit a voucher for an expert that has not been approved by the court.

CJA 30 and 31 Specifics

CJA 30 vouchers function the same as CJA 20 vouchers other than:

- They have a different “Service Type” drop down list on the “Services” page .

| Service Type | Description |
|--------------|---|
| Doc. # (ECF) | In Court Services |
| Hours | a. In Court Hearings |
| | Out of Court Services |
| | b. Interviews and Conferences |
| | c. Witness Interviews |
| | d. Consulting with Investigators and Experts |
| | e. Obtaining and Reviewing Records |
| | f. Obtaining and Reviewing Evidence |
| | g. Consulting with Expert Counsel |
| | h. Legal Research and Writing |
| | i. Travel Time |
| | j. Other |

- CJA 30 and 31 vouchers have a mandatory “Stage of Proceeding” drop-down box on the “Claim Status” page which the other vouchers do not have.

Claim Status

Start Date 5/3/2010 * [Calendar Icon] End Date 5/3/2010 * [Calendar Icon]

Payment Claims

Final Payment

Interim Payment [] (pmt.number)

Supplemental Payment

Have you previously applied to the court for compensation and/or

If Yes, were you paid?

Other than from the Court, have you, or to your knowledge has a payment (*compensation or anything of value*) from any other source this representation?

Stage of Proceeding

Capital Prosecution

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

i. Dispositive Motions

j. Appeal

k. Petition for the US Supreme Writ of Certiorari

Other Proceeding

l. Stay of Execution

m. Appeal of Denial of Stay

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

Case Budgets and or Interim Payments CJA 26

When fees in excess of the case maximum are required, the attorney must prepare and submit a CJA 26 through the system. A **“Case Budget Authorization” proposal must also be completed and attached** as a PDF document.

Follow the instructions to **“Create a Voucher / Document”** and select the option.

CJA-26 [Create](#)
 Statement for a Compensation Claim in
 Excess of the Statutory Case
 Compensation Maximum: District Court

CJA-26 Voucher
Request
Authorization 26
Basic Info Justification Documents Confirmation

Voucher #:
Request Date: 1/1/1901
Decision Date: 1/1/1901

Reports

[Defendant Summary Report](#)

[Defendant Detail Report](#)

Basic Info

| | | | |
|---|---|--|--|
| 1. CIR./DIST./DIV.CODE 0978 | 2. PERSON REPRESENTED Eric Cartmann | VOUCHER NUMBER | |
| 3. MAG. DKT./DEF.NUMBER | 4. DIST. DKT./DEF.NUMBER 2:00-CR-00001-1-RLH-LRL | 5. APPEALS. DKT./DEF.NUMBER | 6. OTHER. DKT./DEF.NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA vs. Eric Cartmann | 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 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111 | | 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"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order Nunc Pro Tunc Date 1/1/2001 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Amount Requested

Amount Approved

Pre Trial Hours Trial Hours Sentencing Hours Other In-Court Hours Out-Of-Court Hours

Number of Counts Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

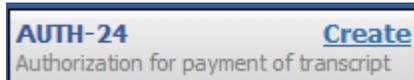
<< First < Previous Next > Last >> Save Delete Draft

- Enter the “Amount Requested”. This is the only field that the District of South Dakota requires. You do not need to complete the “Justification” page.
- Prepare and attach a “Case Budget Authorization” proposal available on our website. (Use the upload feature on the “Documents” page.)

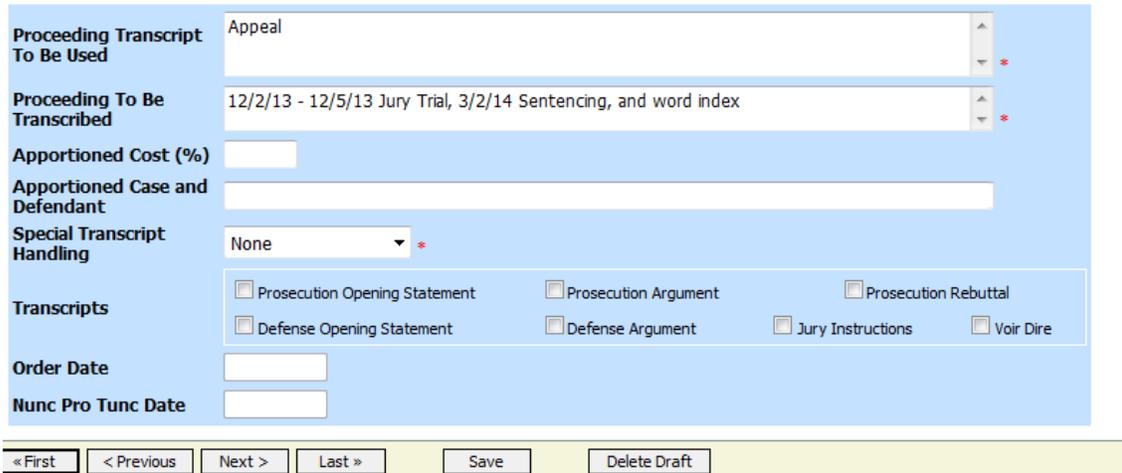
Interim Payments. If a request for interim payments is being made separate from a case budget, enter “0” in the “Amount Requested” field.

Note: At this time, the CJA 26 is used only as a means to submit the Memorandum Re Appointed Counsel to the Court.

CJA24 Authorization for Payment of Transcript



A button with a blue header 'CJA-24' and a grey body containing the text 'AUTH-24' and 'Authorization for payment of transcript'. A blue 'Create' link is positioned to the right of the text.



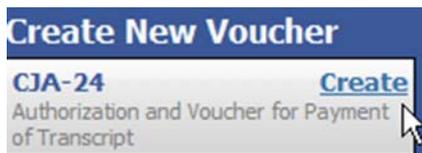
A form with a light blue background. It contains several fields: 'Proceeding Transcript To Be Used' (dropdown menu with 'Appeal'), 'Proceeding To Be Transcribed' (text field with '12/2/13 - 12/5/13 Jury Trial, 3/2/14 Sentencing, and word index'), 'Apportioned Cost (%)' (text field), 'Apportioned Case and Defendant' (text field), 'Special Transcript Handling' (dropdown menu with 'None'), and a 'Transcripts' section with six checkboxes: 'Prosecution Opening Statement', 'Prosecution Argument', 'Prosecution Rebuttal', 'Defense Opening Statement', 'Defense Argument', 'Jury Instructions', and 'Voir Dire'. At the bottom are 'Order Date' and 'Nunc Pro Tunc Date' text fields. A navigation bar at the bottom includes buttons for '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

- Enter the proceeding transcript is to be used.
- Enter the Proceeding to be transcribed. Include dates. Include whether you are requesting the word index or not.
- Determine whether you need to request any special handling or authorizations from the court.
- Submit the request to the Court.

When the Court has approved the Authorization, it will move from your “My Submitted Vouchers” folder to your “Closed Vouchers” folder.

NOTE: Some staff court reporters will be submitting the CJA 24 for payment through the eVoucher system. Other staff court reporters and all contract court reporters will be submitting their invoice directly to you for input into the eVoucher system. **If the staff court reporter submits the voucher to you electronically, you may skip to page 32**

- Click on the CJA-24 Create button on the left side of the screen.



A button with a blue header 'Create New Voucher' and a grey body containing the text 'CJA-24' and 'Authorization and Voucher for Payment of Transcript'. A blue 'Create' link is positioned to the right of the text. A mouse cursor is pointing at the 'Create' link.

- Click on the ID number that matches the authorization. Choose the court reporter from the expert drop down field. And click Create Voucher.

Authorization Selection

Select an approved authorization request for this CJA-24

| Existing Requests for Authorization | |
|---|--|
| ID Number: 141 Order Date: 06/01/2014 Authorized Amount: 0 | Service Type: Court Reporter / Transcript Estimated Amount: 0 |

New Voucher Information

Description

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Court Report/Transcriber Status
 Official Contract Transcriber Other

Service Provider
 You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert Connelly, Jill

| Expert Info | Jill Connelly |
|-------------|---|
| Details | 400 S Phillips Ave Sioux Falls SD 57104 uSA Phone: 605-330-6669 |

Create Voucher

- Click on the Services Tab and complete the boxes.

Basic Info | **Services** | Expenses | Documents | Confirmation

Services

Date: 7/29/2014 * Description:

Service Type:

Include Page Numbers:

No. of Pages: * Rate Per Page: *

Less Amount Apportioned:

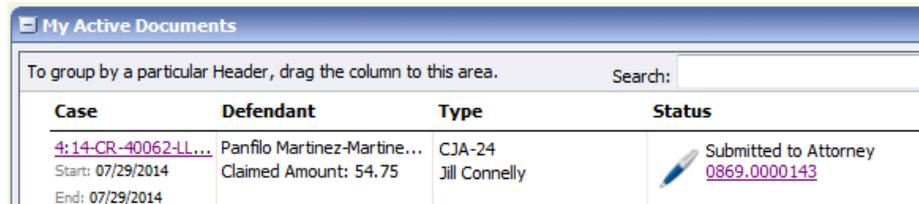
Less Amount Adjusted:

* Required Fields

- Be sure to click the Add button.
- Add any expenses or documents as needed.
- On the confirmation tab, review the amounts to verify everything is correct. Click on the check box and submit.

Attorney verification of CJA 24

You will receive an email that the CJA 24 has been submitted to you for review. The CJA 24 will now appear in your list of active documents on the home screen.

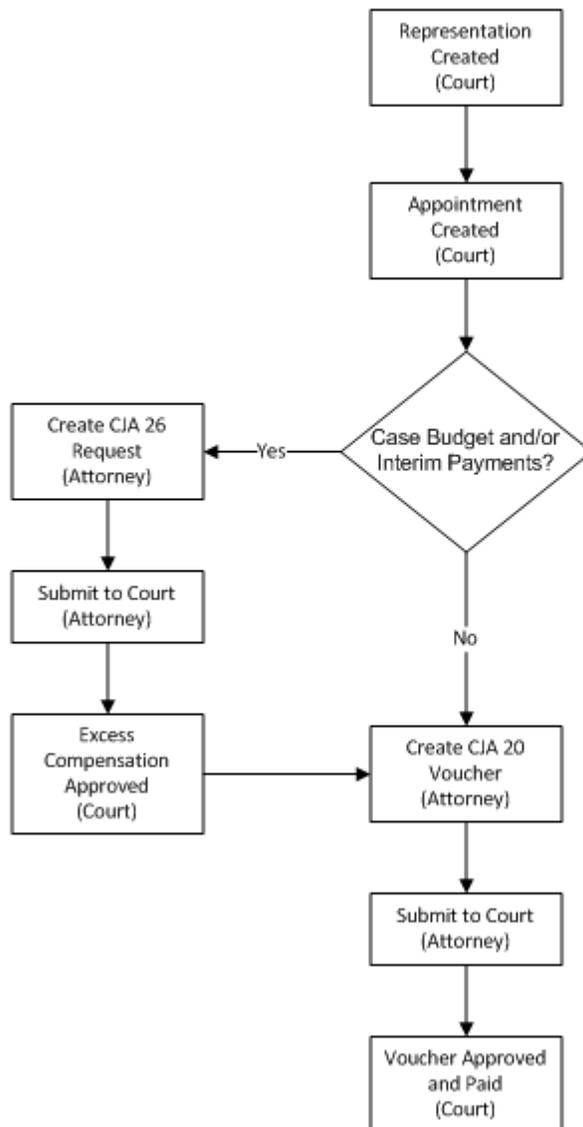


The screenshot shows a web interface titled "My Active Documents". At the top, there is a search bar and a note: "To group by a particular Header, drag the column to this area." Below this is a table with four columns: Case, Defendant, Type, and Status. The table contains one row of data.

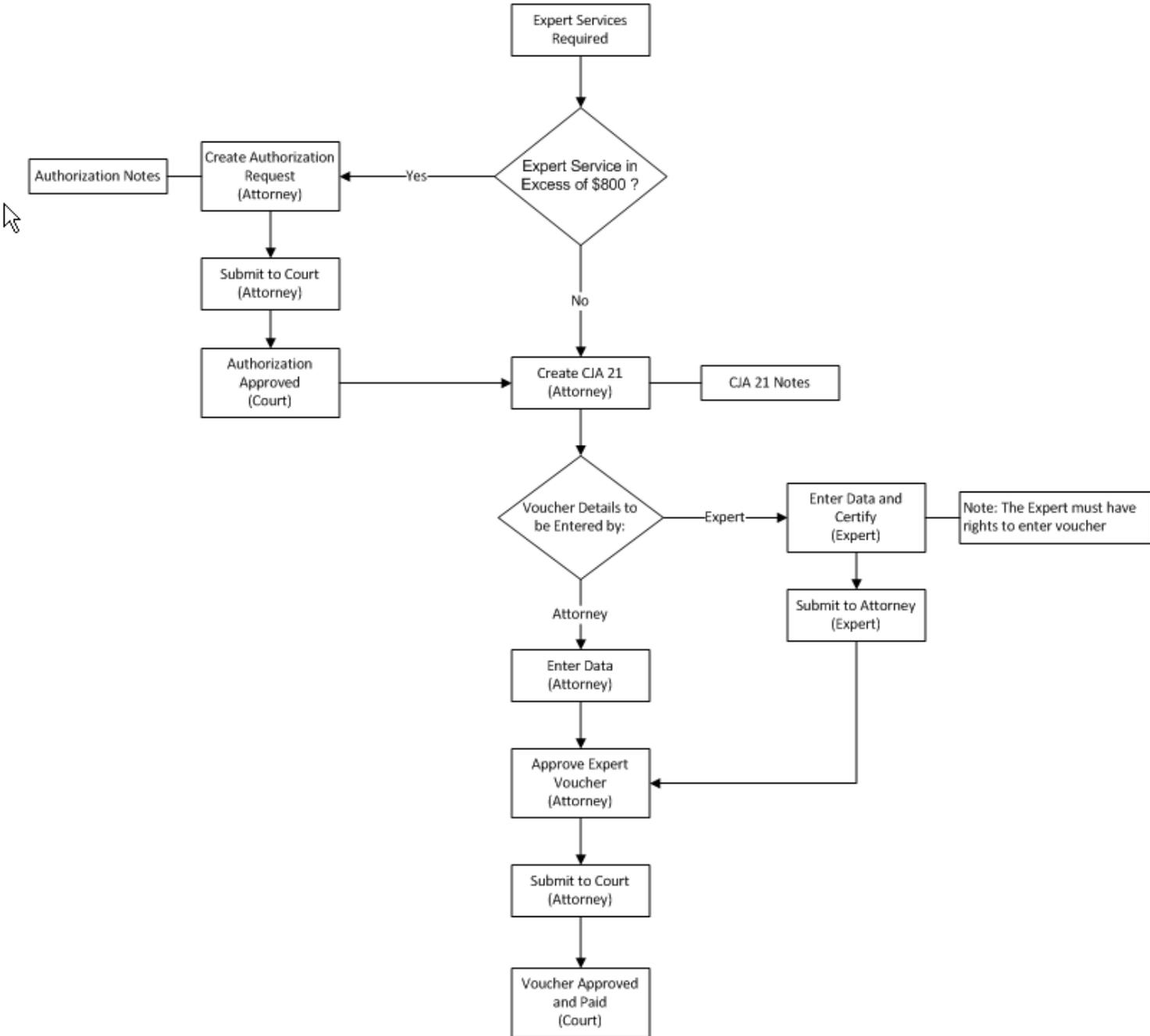
| Case | Defendant | Type | Status |
|---|--|-------------------------|--|
| 4:14-CR-40062-LL... Start: 07/29/2014 End: 07/29/2014 | Panfilo Martinez-Martine... Claimed Amount: 54.75 | CJA-24 Jill Connolly |  Submitted to Attorney 0869.0000143 |

- Confirm that the CJA 24 matches the transcript you received.
- Submit the voucher to the Court.

Attorney Compensation



Expert Compensation



eVoucher FAQs/Troubleshooting

The eVoucher program sometimes signs out even though I am entering data.

The eVoucher program only recognizes “action” items – like hitting the Save button – as activity and will periodically time out for security purposes. It is good practice to save your work often to prevent loss of data.

I have lost data even after I hit the “Save” button – what happened?

The probable culprit is an outdated web browser. Make sure you have a current version (on Windows, the site is best using Internet Explorer 8 or newer; with Apple, the site is best using Safari 5 or newer).

If you have an updated web browser, it may be a setting that needs to be changed. Contact the eVoucher help desk.

I don't see all my appointments on my Home page.

Court staff has to enter case information into the system. Contact the CJA department by phone or email.

I submitted a voucher but now it is back in My Active Vouchers but appears highlighted – what does that mean?

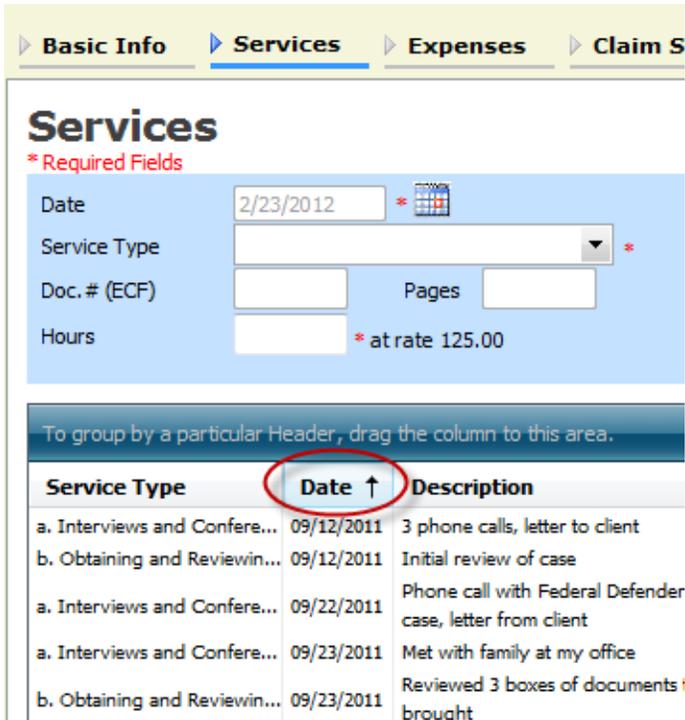
An entry that looks like the one below means that the voucher has been rejected by CJA court staff.

| | | | |
|---|--|--------------------------------|--|
| 4:14-CR-40009-KES-JES Start: 08/01/2014 End: 09/15/2014 | Jeremy L. DeBoer (# 1) Claimed Amount: 618.85 | CJA-20 Stephanie R. Amiotte |  Voucher Entry 0869.0000166 FINAL PAYMENT |
|---|--|--------------------------------|--|

When I start entering time, I get this error message:

 Service and/or Expenses are out of the Voucher Start and End Dates.

Go to the Claim Status section of the voucher. The start date and the end date in that section have to be the earliest and latest dates you entered in either the services or expenses section. To easily find out what the earliest and latest dates are, go to the Services (or Expenses) tab and click on the Date column heading once to sort by date chronologically:



Services

* Required Fields

Date: 2/23/2012 * 

Service Type: *

Doc. # (ECF): Pages:

Hours: * at rate 125.00

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

| Service Type | Date ↑ | Description |
|------------------------------|------------|---|
| a. Interviews and Confere... | 09/12/2011 | 3 phone calls, letter to client |
| b. Obtaining and Reviewin... | 09/12/2011 | Initial review of case |
| a. Interviews and Confere... | 09/22/2011 | Phone call with Federal Defender case, letter from client |
| a. Interviews and Confere... | 09/23/2011 | Met with family at my office |
| b. Obtaining and Reviewin... | 09/23/2011 | Reviewed 3 boxes of documents brought |

Click on Date again and it will sort in reverse chronological order. Once you have entered the correct start and end dates in the Claim Status section, refresh your browser and the error message will go away.

I received this error message and it prevents me from submitting my voucher.

 The date of this voucher is before the Appointment Date.

Contact the CJA department or email the eVoucher help desk. If deemed appropriate, staff will enter a nunc pro tunc date so that your voucher can be submitted with time prior to the date of your appointment.