

Creating a CJA 20 or CJA 30 with Aggregate Data for Time Prior to 5/9/2016

Introduction

The District of South Carolina is implementing CJA eVoucher on Monday, **May 9, 2016**. Any paper vouchers must be received by **April 8, 2016**. Any vouchers submitted after **April 8, 2016**, must be submitted via CJA eVoucher.

Time expended **before May 9, 2016**, may be entered either on a line-by-line basis or in the aggregate for each service type and payment rate. See below for instructions on inputting aggregate time entries.

Creating a CJA 20/CJA 30

On your *Home* page, locate the appointment in the *Appointments List*. Click the case hyperlink.

Appointments	Defendant
Case: 4:15-AP-04236 Defendant #: 1 Case Title: US vs. John Doe Attorney: Test Attorney	Defendant: John Doe Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 01/01/14 Pres. Judge: William B. Traxler Adm./Mag Judge: CJA Budgeting Attorney

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The *Appointment Info* displays and you will see any vouchers which have been previously created for this appointment. Select the CJA-20 Create (or CJA-30 Create) link.

Appointment	Appointment Info									
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 <table border="0"> <tr> <td>AUTH Authorization for Expert and other Services</td> <td>Create</td> </tr> <tr> <td>CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel</td> <td>Create</td> </tr> <tr> <td>CJA-30</td> <td>Create</td> </tr> </table>	AUTH Authorization for Expert and other Services	Create	CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create	CJA-30	Create	1. CIR./DIST./DIV. CODE 04AC	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER	
	AUTH Authorization for Expert and other Services	Create								
	CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create								
	CJA-30	Create								
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER	5. APPEALS. DKT/DEF NUMBER 4:15-AP-04236-1	6. OTHER. DKT/DEF NUMBER							
7. IN CASE/MATTER OF(Case Name) US vs. John Doe	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	9. TYPE PERSON REPRESENTED Appellant	10. REPRESENTATION TYPE Appeal of a Trial Disposition							
11. OFFENSE(S) CHARGED										
12. ATTORNEY'S NAME AND MAILING ADDRESS Test Attorney 1100 East Main Street Richmond VA 23219 Phone: 804-916-2700		13. COURT ORDER <input type="checkbox"/> * Expert Only <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								

Entering Aggregate Data

Note: Aggregate data can only be entered for time billed before **5/9/2016**. All time billed after 5/9/2016 must be entered line-by-line.

1. Select the **Services** tab across the top.
2. Enter the last date of service for the rate period for which you are entering time. **Note:** If you are entering time across multiple rate periods, you will have to make an entry for each

rate period in each service type category. The rate will automatically change based on the date entered.

3. Select the *Service Type*.
4. Enter the aggregate number of hours claimed during a rate period for the service type.
5. Add **See Worksheet** in the *Description* box.
6. Select **Add**.
7. **IMPORTANT! There is no auto save feature in CJA eVoucher.** Select the **Save** button at the bottom of the screen often to save your data. If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select **Stay on this Page**

Example 1 – Entry for all Legal Research and Brief Writing time prior to 8/1/2015, during the \$127.00 rate period.

Example 2 – Entry for all Legal Research and Brief Writing time during the \$126.00 rate period.

8. Complete steps 1 through 7 above for all rate periods and service types.
9. The entries will appear in the lower portion of the screen.

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Interviews and Conferences	06/25/2015	See Worksheets	5.6	127.0000	711.20
a. Interviews and Conferences	12/31/2014	See Worksheets	3.0	126.0000	378.00
c. Legal Research and Brief Writing	12/31/2014	See Worksheets	12.0	126.0000	1512.00
c. Legal Research and Brief Writing	06/25/2015	See Worksheet	45.0	127.0000	5715.00

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« First < Previous Next > Last » **Save** Delete Draft

- Once all aggregate Service data has been entered, select the **Expenses** tab to record any expenses incurred before 5/9/2016. Complete all necessary information for each expense entry.

Expenses

Date: 6/26/2015

Expense Type: [Dropdown]

Miles: [Input] at \$0.5750 per mile.

Amount: [Input]

Description: [Text Area]

Buttons: Add, Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Long Distance Charges	06/26/20...	See worksheets	0	0	6.75

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Navigation: << First, < Previous, Next >, Last >>, Save, Delete Draft

- On the **Claim Status** tab, change the Start date to the earliest date for which you have entered services or expenses.

Claim Status

Start Date: 12/31/2015

End Date: 6/26/2015

- Select **Documents**.
- Browse** and locate your worksheets. All documents must be in PDF format and 10MB or smaller. You can upload multiple files.
- Enter a **Description**.
- Select **Upload**.
- The document description will appear below. Select **View** to confirm you uploaded the correct document. If necessary, select **Delete**.
- Select **Save** at the bottom of the screen.

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File: C:\Users\QuellaJ\Desktop [Browse...]

Description: Worksheets for Work Prior to 8/1/2015

Buttons: Upload, Delete, View

- If you are ready to submit your voucher for final payment, go to the confirmation page. If you will submit later, select **Home** in the upper left corner of the screen. **Make sure you have clicked Save before navigating away from the voucher!** If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select **Stay on this Page**.