

TIPS, TRICKS, AND REMINDERS

EDNC EVOUCHER

1



CJA-20
WORKFLOW

2



CJA 21
VOUCHER
WORKFLOW

3

ADDRESSES IN BILLING INFORMATION IN EVOUCHER

- Use USPS standardized abbreviations
- Omit punctuation
- Suite or room numbers should be entered on the line above the street address for long addresses (i.e., line address will exceed 35 characters)
- May be entered in all-caps

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BILLING ADDRESS IN EVOUCHER

Street address without abbreviations and with punctuation

ABC Law Firm
12345 Northeast Meeting Boulevard, Suite #321
Raleigh, NC 27601

Street address with abbreviations and omitting punctuation

ABC LAW FIRM
12345 NE MEETING BLVD STE 321
RALEIGH NC 27601-1441

5

CHECKING AND MODIFYING BILLING ADDRESS



6

MISSING OR LOST CHECK?

- Verify that your billing address in eVoucher is correct
- Wait 30 days after the check was issued, then email April Bunn, Alyssa Hockaday, and John Patterson with the voucher number and payee's name, and confirm that billing address is correct
- April_Bunn@fd.org,
Alyssa_Hockaday@nced.uscourts.gov,
John_Patterson@nced.uscourts.gov

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RELIEF IN SIGHT?
ELECTRONIC FUNDS TRANSFER UPDATE

Provisions in both the House and Senate versions of appropriations bills to amend 18 U.S.C. § 3006A(d)(1) to add language aimed at allowing payments to law firms

Standalone bill with the same provisions has been referred to the House Judiciary Committee

8

AUTHS

Almost all requests for expert/investigative services must be filed in eVoucher

The EDNC Ex Parte Request for Services Form must be attached to the AUTH

If the AUTH is denied or approved for an amount less than requested, to preserve the issue for the record file a motion to reconsider using the Ex Parte Motion for Expert, Investigative or Other Services Event

9

CJA-21 VOUCHERS

- Link to any approved AUTHs
- Enter services/expenses on behalf of expert
- After an attorney submits a CJA-21 voucher on behalf of an expert, the voucher appears in the attorney's My Submitted Documents section as "submitted to attorney." The attorney must open the CJA-21 voucher and perform the second level approval/submit on the Confirmation page.

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CJA 20 VOUCHERS

- Save your work often!
- Use the quick review panel on the left side to monitor vouchers total
- Budget Reports

CJA-20 Attorney Enters

Def: Beard, willis

Link to CM/ECF

Voucher #:
Start Date:
End Date:

Services: \$34,336.90

Expenses: \$0.00

Representation Fee Limit: \$12,800.00

Fee Amount Remaining After Approved and Pending: (\$21,536.90)

CJA-20 Information Overview

Def: Beard, willis

Voucher #

Start Date

End Date

Services: \$34,336.90

Expenses: \$0.00

Representation Fee Limit: \$12,800.00

Fee Amount Remaining After Approved and Pending: (\$21,536.90)

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IMPORTING SERVICE ENTRIES ON CJA-20 VOUCHERS

- Best to start on a new or empty CJA-20 voucher
- Requires a Comma Separated Values (CSV) file with a header row
- Header row must contain four mandatory column headings:
 - Date
 - Hours
 - Description
 - Service Type (e.g., "I6b" or "I6b. Obtaining and Reviewing Records")
- Each service line entry must have data in each of the mandatory columns

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TRANSCRIPTS

An AUTH 24 must be approved, even if the transcript is ordered for an appeal at the Fourth Circuit

Wait to create the CJA-24 voucher until after the AUTH 24 is approved

If submitting a CJA-24 voucher for a contract court reporter, the attorney also must perform the second level approval for the voucher to be submitted to the court

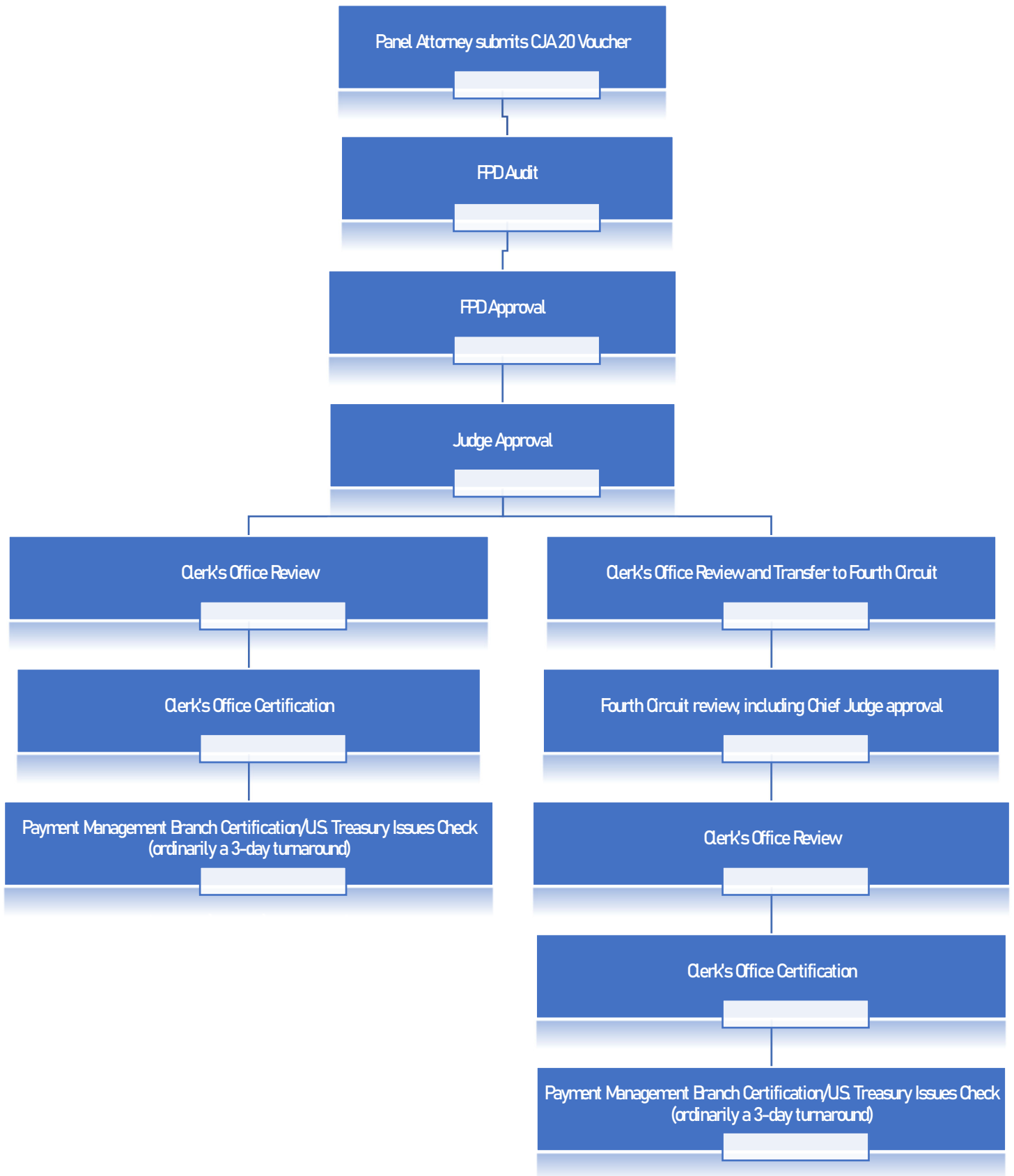
13

QUESTIONS?

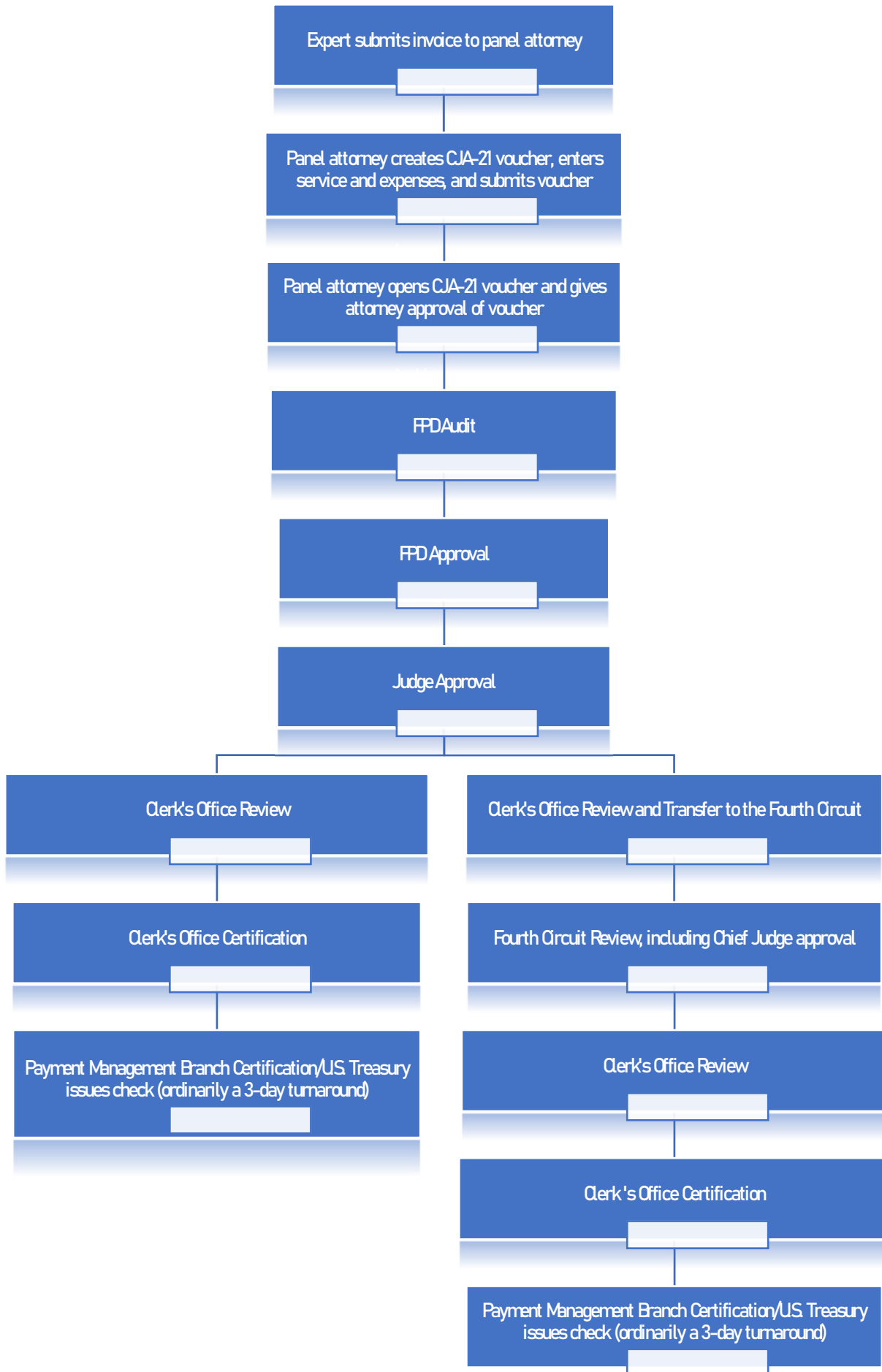
- Alyssa Hockaday
- Alyssa_Hockaday@ncced.uscourts.gov
- (919)645-1749

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CJA-20 Voucher Processing



CJA-21 Voucher Processing



eVoucher 6.9

Service Provider Authorizations

NOTE: With the exception of capital habeas cases, all requests for authorization of funds for investigative, expert, or other services must first be submitted via eVoucher, and not by initially filing a motion in CM/ECF. The AUTH must include a completed [EDNC Ex Parte Request for Services Form](#) attached to the Documents tab. If the AUTH is denied or approved for an amount less than requested by the attorney, the attorney must then file a Motion to Reconsider in CM/ECF using the Ex Parte Motion for Investigative, Expert, or Other Services event to preserve the issue in the record.

In habeas cases challenging the death penalty, the attorney should first file a motion for authorization of funds in CM/ECF. See 18 U.S.C. § 3599(f). If the motion is granted, the attorney should attach the order granting the motion to the AUTH in the Documents tab in eVoucher.

Requesting an Authorization for a Service Provider

Step 1

In the Appointments' List section of your Home page, click the case number link.

Home Operations Reports Links Help Sign out	
Home	
My Active Documents	
Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

In the Appointment section, click the AUTH **Create** link

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 Authorization for Expert and Other Services	Create																				
AUTH-24 Authorization for payment of transcript	Create																				
BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create																				
Appointment Info																					
<table border="1"> <tr> <td>1. CIR/DIST/DIV CODE</td><td>2. PERSONAL</td></tr> <tr> <td>0101</td><td>Jebediah Br</td></tr> <tr> <td>3. MAG. DKT/DEF NUMBER</td><td>4. DIST. DKT</td></tr> <tr> <td></td><td>1:14-CR-08</td></tr> <tr> <td>7. IN CASE/MATTER OF(Case Name)</td><td>8. PAYMENT</td></tr> <tr> <td>USA v. Branson</td><td>Felony (incl of alleged fe</td></tr> <tr> <td>11. OFFENSE(S) CHARGED</td><td>15.1825 F INSPECTION VIOLATION PENALTY</td></tr> <tr> <td>12. ATTORNEY'S NAME AND MAILING ADDRESS</td><td></td></tr> <tr> <td>Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov</td><td></td></tr> <tr> <td>14. LAW FIRM NAME AND MAILING ADDRESS</td><td></td></tr> </table>		1. CIR/DIST/DIV CODE	2. PERSONAL	0101	Jebediah Br	3. MAG. DKT/DEF NUMBER	4. DIST. DKT		1:14-CR-08	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT	USA v. Branson	Felony (incl of alleged fe	11. OFFENSE(S) CHARGED	15.1825 F INSPECTION VIOLATION PENALTY	12. ATTORNEY'S NAME AND MAILING ADDRESS		Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		14. LAW FIRM NAME AND MAILING ADDRESS	
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14. LAW FIRM NAME AND MAILING ADDRESS																					

eVoucher 6.9

Service Provider Authorizations

Step 3

Click the **Create New Authorization** link.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

Step 4

On the Basic Info page, enter the information requested for the authorization.

In the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, enter the appropriate information; the **Authorized Amount** field is not editable. Then click the **Service Type** drop-down arrow and select the applicable service type.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	5. APPEALS. DKT. DEF. NUMBER	VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-06805-1-AA	6. OTHER. DKT. DEF. NUMBER	
7. IN CASE MATTER OF (Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@actx.uscourts.gov		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$

Authorized Amount \$ Deactivated

Basis of Estimate

Description

Service Type

Notes

« First < Previous Next > Last » Save Delete Draft Audit Assist

Note: To attach multiple supporting documents, click the **Documents** tab. You **MUST** attach the EDNC Ex Parte Request for Services Form in the Documents tab. You may attach additional supporting documents, if necessary. Include a description for each document as you load it.

eVoucher 6.9

Service Provider Authorizations

Step 5

Click the **Confirmation** tab. Add any notes to your submission, select the **I swear and affirm...** check box, and then click **Submit**. Upon submission, the authorization date automatically updates to the current date.

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount

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

Public/Attorney Notes

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

Date:

Submit

Requesting Additional Funds

Step 1

If additional new amounts are requested, you can request to increase the amount approved on an existing authorization. Complete the first two steps as if you were creating a new authorization—but this time, click the **Request Additional Funds** link.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

Step 2

A list of all closed authorizations appears for this representation and appointment. Select the authorization you want to increase.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

Please Select the Authorization to request additional funds for:

ID Number: 932

Order Date: 12/15/2021

Authorized Amount: \$750.00

Grand Total Amount: \$1,100.00

Service Type: Psychologist

Estimated Amount: \$750.00

Notes:

Request for Additional Funds on existing Authorization

Order Date

Nunc Pro Tunc Date

Repayment

☐

Current Total Authorized

\$ 1100.00

Estimated Additional Amount

\$ *

Authorized Additional Amount

\$

☐ Deactivated

Basis of Estimate

Step 3

Then, create the authorization requesting an increase, as described in steps 1–5.

Click the existing authorization link to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can lead to unintended results.

Request for Additional Funds on existing Authorization [932](#)

Order Date

Nunc Pro Tunc Date

Repayment

☐

Current Total Authorized

\$ 1,100.00

Estimated Additional Amount

\$ 750.00 *

Authorized Additional Amount

\$

☐ Deactivated

Note: When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents. The original authorization is the one that holds the approved funds and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.

Creating a CJA-21 Voucher

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

To create a CJA-21 voucher and link it to the authorization, you must first select your appointment. On the Home page, in the Appointments' List section, click the defendant case number link.

Appointments' List	
Search:	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

To create the CJA-21 voucher, in the Appointment section, click the CJA-21 **Create** link.

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

Appointment
 In this pane, 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

Authorization for Expert and other Services

Create

AUTH-24

Authorization for payment of transcript

Create

BUDGETAUTH

Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

Create

CJA-20

Appointment of and Authority to Pay Court-Appointed Counsel

Create

CJA-21

Authorization and Voucher for Expert and other Services

Create

CJA-24

Authorization and Voucher for

Create

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-alleged felony)
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@actx.uscourts.gov	
14. LAW FIRM NAME AND MAILING ADDRESS	

Vouchers on File
 To group by a particular Header, drag the column to this:

Case	Defendant
1:14-CR-08805-AA- Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00
1:14-CR-08805-AA-	Jebediah Branson (# 1)

Step 3

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID Number

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 917 Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
ID Number: 920 Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.

Note: The **No Authorization Required** link is located below the authorization choices.

Associated Authorizations Unavailable

If there are no associated authorizations available, a “No Authorization Requests Found” message displays, and you must click the **No Authorization Required** link to proceed.

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-JL-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts et al	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 C.M.P. 18-13-3400 F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

No Authorization Requests Found

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.

Step 4

If using an approved authorization, you must select the appropriate authorization from the list before you can enter the new voucher information. When an authorization is selected, the cell turns light blue.

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization	
ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 186 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Step 5

The service type auto-populates based on the authorization selected. If no authorization is being used, click the **Service** Type drop-down arrow and select the service type. In the **Description** field, enter a description of the service to provided.

New Voucher Information	
Service Type	Chemist/Toxicologist *
Description	Toxicology report.

Complete the New Voucher Information section either by searching for an existing expert or entering the information for another provider that is not currently in the system.

New Voucher Information

Service Type Chemist/Toxicologist *

Description

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 * Last Name *

Email *

Phone * Fax

Address 1 * City *

Address 2 State (U.S. Only*) Zip *

Address 3 Country *

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

Create Voucher

Step 7

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become available. Assign the voucher by clicking the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

New Voucher Information

Service Type Chemist/Toxicologist *

Description

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 Astley, Abraham

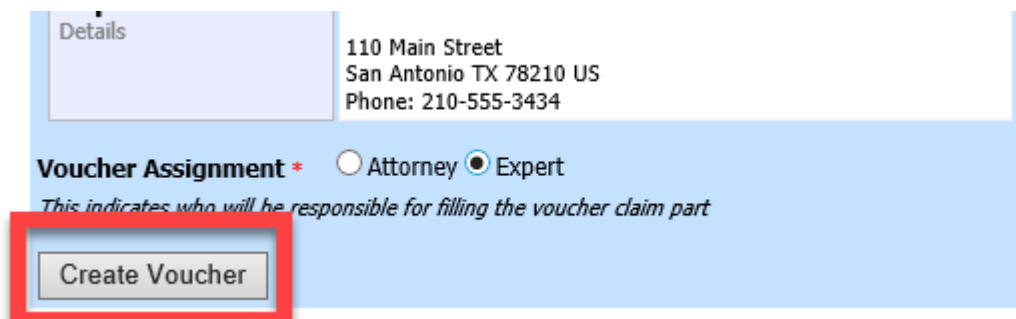
Expert Info
Details
Abraham Astley
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

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

Create Voucher

Step 8

Once you have made your selection, click **Create Voucher**.



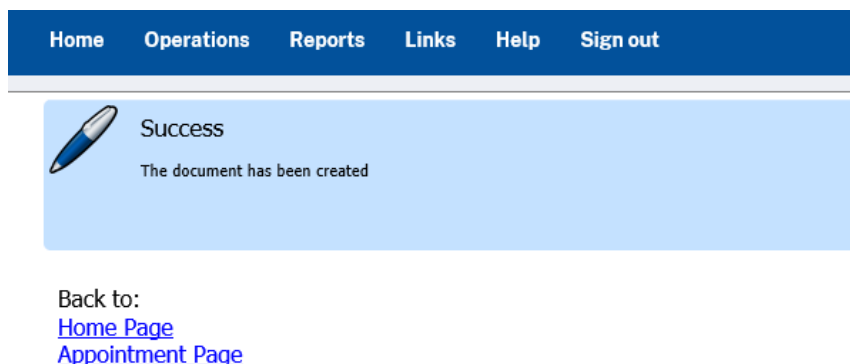
Details

110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

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

Create Voucher

If you indicated that the voucher is to be completed by the expert, a message appears stating that the voucher has been created and is on the expert's Home page. If you indicated that the voucher is to be completed by the attorney, the voucher opens for you to complete and submit on the expert's behalf.



Home Operations Reports Links Help Sign out

 **Success**
The document has been created

Back to:
[Home Page](#)
[Appointment Page](#)

Note: All CJA-21 vouchers, whether created and submitted by you or by the expert, are then returned to the My Service Providers' Voucher folder on your Home page. **When an attorney creates and submits a CJA-21 voucher on behalf of the expert, the submitted voucher will appear in the attorney's My Active Documents section as submitted to the attorney. The attorney must then perform the second-level approval/submission by clicking the voucher, navigating the Confirmation page, and approving the voucher, which then moves the voucher to the My Submitted Documents Section.**

Import Your Service Entries

Starting with eVoucher release version 6.6, attorneys can import service entries to a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format. This allows attorneys using commercially available timekeeping and billing systems to create an output file from that system that can then be imported into the **Services** tab of a CJA-20/30 voucher—so attorneys don't have to manually enter each service line.

Exporting a .csv file from a timekeeping or billing system may not export to a correct format and may need to be customized to match the required format as illustrated in the sample spreadsheets provided. You can enter data directly into the sample templates manually or using copy/paste.

IMPORTANT NOTES:

- Court staff are not responsible for helping attorneys create or download .csv files.
- As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

Step 1

On the Home page, expand the **Appointments' List** section and locate the appropriate appointment. Click the case link.

Appointments' List	
Search:	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders Representation ID: 10 Appointment ID: 8	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders Representation ID: 10 Appointment ID: 103	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Associate Order Date: 08/21/18 Pres. Judge: Albert Albertson Adm./Mag Judge:

eVoucher 6.9

Importing Service Entries

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.

Note: If you have a previously created CJA-20, review the Import Service Entries on Previously Created CJA-20s section below.

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

BUDGETAUTH [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

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. APPEALS DKT. DEF. NUMBER 1:14-CR-08806-1-AA	4. OTHER DKT. DEF. NUMBER
5. MAG. DKT. DEF. NUMBER 1:14-CR-08806-1-AA	6. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Watson			
10. OFFENSE(S) CHARGED 12:1758 F.MORTGAGE DISCRIMINATION			
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@actx.uscourts.gov			
12. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Reapportionment ☐ YES ☒ NO			
14. LAW FIRM NAME AND MAILING ADDRESS			

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	Thomas Watson (# 1) Start: 01/23/2020 End:	AUTH Computer Forensics Expert	Submitted to Court 0101.0000034	01/23/2020
1:14-CR-08806-AA	Thomas Watson (# 1)	CJA-20	Submitted to Court	01/26/2017

Step 3

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00
Expenses: \$0.00

Representation Fee Limit: \$11,500.00

Fee Amount Remaining After Approved and Pending: \$11,500.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Actions
[Import Service Entries \(.csv\)](#)

Reports
[Form CJA20](#)
[Defendant Detail Budget Report](#)
Detail budget info for defendant

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. APPEALS DKT. DEF. NUMBER 1:14-CR-08805-1-AA	4. OTHER DKT. DEF. NUMBER
5. MAG. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	6. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Branson			
10. OFFENSE(S) CHARGED 15:1825 F. INSPECTION VIOLATION PENALTIES			
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@actx.uscourts.gov			
12. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Reapportionment ☐ YES ☒ NO			
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

Andrew Anders - Andrew Anders
Billing Code: 0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

« First < Previous Next > Last » Save Delete Draft Audit Assist

eVoucher 6.9

Importing Service Entries

Step 4

The Services page appears. To view or download a sample .csv file, click the **sample spreadsheet** link. Click **Additional Information** to view instructions for importing time from a .csv file.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

Date, Hours, Description, Service Type, Doc#, Pages
 1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
 1/4/2021,,5,Reviewed Indictment,16b,4,25
 1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

Import Service Entries (.csv)

Date	9/3/2021	Description	
Service Type			
Doc.# (ECF)		Pages	
Hours		at \$155.00 per hour.	
		Add	Remove

* Required Fields

Note: The sample spreadsheet is in Excel format. Once the file is populated with data, it must be saved in .csv format. View the appendix to see the required columns and information for the .csv file.

eVoucher 6.9

Importing Service Entries

Step 5

Before you can import your .csv file, you must create and save it on your computer. The **Date**, **Hours**, **Description**, and **Service Type** fields are required for import. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click **Import Service Entries (.csv)**.

The screenshot shows the 'Services' tab in the eVoucher system. At the top, there are tabs for Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The 'Services' tab is active. Below the tabs, there is a section titled 'Services' with a description: 'eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.' Below this, an 'IMPORTANT' note states: 'It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.' A link for '+ Additional Information' is provided. A red box highlights the 'Import Service Entries (.csv)' button. Below the button, there are input fields for Date (8/6/2021), Service Type (a dropdown menu), Description (a text area), Doc. # (ECF), Pages, and Hours (at \$155.00 per hour). There are 'Add' and 'Remove' buttons. Below the input fields, there is a table with columns: Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty, with '(Empty)' in the center. At the bottom, there is a 'Go to page:' field and a 'View items per page:' dropdown menu with options: 10, 25, 50, 100.

Note: The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

Step 6

Your file directory browser opens. Click the correct .csv file, and then click **Open**.

The screenshot shows a file directory browser window titled 'Open'. The address bar shows 'External Users > time import'. The file list shows a single file named 'CJA-20 Service Time Import.csv' with a date modified of '8/9/2021 10:01 AM' and a type of 'Microsoft Excel'. A red arrow points to this file. The 'File name' field at the bottom is empty, and the file type is set to 'Microsoft Excel Comma Separated Values (.csv)'. The 'Open' button is highlighted with a red box. In the background, the eVoucher 'Confirmation' page is visible, showing the same 'Import Service Entries (.csv)' button and input fields as in the previous screenshot.

eVoucher 6.9

Importing Service Entries

Step 7

A success message appears, indicating the number of entries that were imported and saved to the services table.

Basic Info Services Expenses Claim Status Documents Confirmation

Service entries have been updated!
13 entries have been successfully added from *CIA-20 Service Time Import_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

Services

Date: 9/2/2021
Service Type: [dropdown]
Doc.# (ECF): [text]
Pages: [text]
Hours: [text] at \$155.00 per hour.
Add Remove

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
e. Investigative or Other Work	07/01/2021	Test	0.1	\$155.00	\$15.50
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$155.00	\$31.00
d. Travel Time	07/02/2021	Test	0.3	\$155.00	\$46.50
b. Obtaining and Reviewing					

Import Service Entries with Associates

To use the Import Service Entries feature on vouchers with associates, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries.

Step 1

The lead attorney imports their service entries to the voucher, leaving the **Associate Info** field set to the default **Not on Voucher** by following the steps above.

CIA-20 Attorney Enters

Def: Thomas Watson

[Link to CM/ECF](#)

Voucher #: [text]
Start Date: [text]
End Date: [text]

Services: \$0.00
Expenses: \$0.00

Representation Fee Limit: \$11,500.00
Fee Amount Remaining After Approved and Pending: \$11,242.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Actions
[Import Service Entries \(.csv\)](#)

Reports
[Form CIA20](#)
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Defendant Summary Budget Report](#)
Table only of budget info for

Basic Info

1. CIR. DIST. DIV. CODE 0101	3. MAG. DKT. DEF. NUMBER 11-14-CR-08506-1-AA	5. APPEALS DKT. DEF. NUMBER	VOUCHER NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Watson	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 12. 1738 P. MORTGAGE DISCRIMINATION			
13. COURT ORDER ☐ A. Associate ☐ C. Co-Counsel ☐ D. Federal Defender ☐ E. Learned Counsel (Capital Only) ☐ F. Sub for Pretrial Attorney ☐ G. Pro Se ☐ H. Standby Counsel ☒ I. Appointing Counsel ☐ J. Sub for Post Attorney ☐ K. Sub for Retained Attorney ☐ L. Administrative Prior Attorney's Name: [text] Appointment Date: [text] Signature of Presiding Judge or By Order of the Court: [text] Date of Order: 9-3-2014 Name Pro Tunc Date: [text] Repayment: ☐ YES ☒ NO			
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_cornelas@acdc.uscourts.gov			

Payment Info
Preferred Payee: Andrew Anders - Andrew Anders
Billing Code: 0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax: [text]

Associate Info
Kerry Kriger
Not on Voucher

« First < Previous Next > Last » Save Delete Draft Audit Assist

Step 2

On successful import, in the Associate Info section, the lead attorney must select **On Voucher, Can Edit** from the drop-down list next to the associate's name.

Payment Info
Preferred Payee: Andrew Anders - Andrew Anders
Andrew Anders - Andrew Anders
Billing Code: 0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Associate Info
Kerry Kriger
On Voucher, Can Edit

« First < Previous Next > Last » Save Delete Draft Audit Assist

Step 3

The associate can then sign in to eVoucher and import their service entries as shown above, or add them manually.

Kerry Kriger (Attorney)

Home Operations Reports Links Help Sign out

CJA-20 Attorney Enters
[Read Only]
Def.: Thomas Watson
Link to CM/ECF

Voucher #:
Start Date: 11/15/2018
End Date: 11/15/2018

Services: \$300.00
Expenses: \$8.03

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
\$11,500.00

Tasks
Link To Appointment

Actions
Import Service Entries (.csv)

Services

Date: 8/26/2022
Service Type:
Doc.# (ECF):
Pages:
Hours: * at \$100.00 per hour.

Description:
Add Remove

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
b. Bail and Detention Hearings	11/15/2018	Bail	3.0	\$100.00	\$300.00

Page 1 of 1 (1 items) Go to page: View items per page: 10 25 50 100

« First < Previous Next > Last » Save

eVoucher 6.9

Importing Service Entries

Import Services Entries on Previously Created CJA-20s

Step 1

If you already have a CJA-20 created and are adding time to your services, on the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

Andrew Anders (Attorney)

Home Operations Reports Links Help Sign out

> Home

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/03/2021
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/02/2021
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry	09/02/2021

Step 2

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: Start Date: End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$11,500.00

Fee Amount Remaining After Approved and Pending: \$11,500.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Actions
[Import Service Entries \(.csv\)](#)

Reports
[Form CJA20](#)
[Defendant Detail Budget Report](#)
Detail budget info for defendant

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: jia_cornelas@actx.uscourts.gov		13. COURT ORDER ☐ A. Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payer: Andrew Anders - Andrew Anders

Andrew Anders - Andrew Anders
Billing Code:0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

« First < Previous Next > Last » Save Delete Draft Audit Assist

eVoucher 6.9

Importing Service Entries

Step 3

The Services page appears. To view or download a sample .csv file, click the **sample spreadsheet** link. Click **Additional Information** to view instructions for importing time from a .csv file.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

```
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0, Met with client, 16a. Interviews and Conferences,,
1/4/2021,,5, Reviewed Indictment, 16b, 4, 25
1/5/2021,1.2, "Hearing on Motion to Dismiss, including wait time", 15c,,
```

Import Service Entries (.csv)

Date	9/3/2021	Description	
Service Type			
Doc.# (ECF)		Pages	
Hours		at \$155.00 per hour.	
		Add	Remove

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00



eVoucher 6.9

Importing Service Entries

Step 4

Before you can import your .csv file, you must create and save it on your computer. The **Date**, **Hours**, **Description**, and **Service Type** fields are required for import. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click **Import Service Entries (.csv)**.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

Import Service Entries (.csv)

Date: 9/3/2021 * Service Type: * Description: *
 Doc.# (ECF): * Pages: *
 Hours: * at \$155.00 per hour. Add Remove

* Required Fields

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

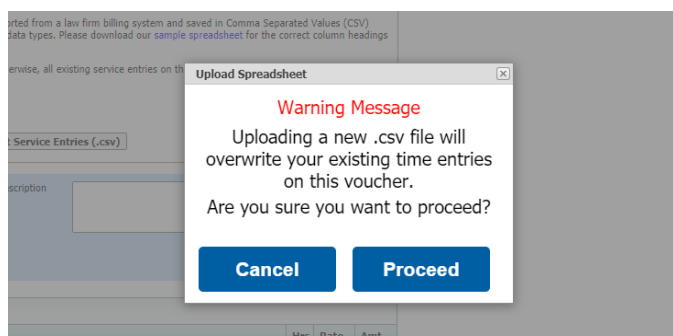
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 5–7 in the Import Your Service Entries section above.



Fix Errors in Your .csv File

Errors in the .csv file must be corrected and saved in the original .csv file before attempting another import. If there are problems with the .csv file, the error report displays errors.

Step 1

If your import fails, a message appears at the top of the page, indicating the number of errors found.

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Services

Date: 9/27/2021 * Description:

Service Type: *

Doc.# (ECF): Pages:

Step 2

Click the **View Report** link to view errors.

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Services

Step 3

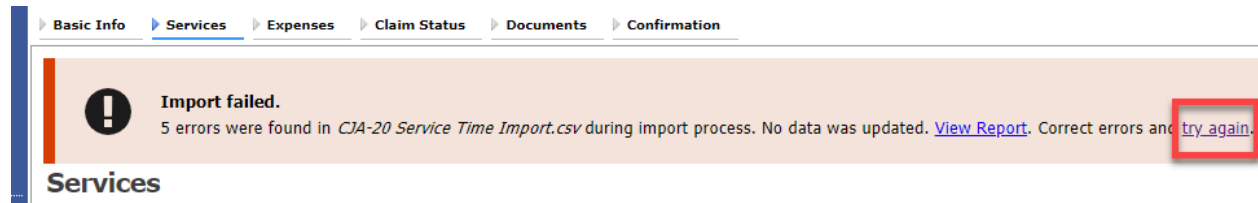
The error report opens, highlighting the errors in the file. Review the error report and correct the .csv file.

● Errors Only ○ Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	7/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	7/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	7/12/2021	0.9	Test	15c. Motion Hearings	.	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	7/14/2021	1.1	Test<>	16a. Interviews and Conferences		

Step 4

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Import Service Entries on Previously Created CJA-20s section above.



Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30, please see instructions for those documents.

Appendix

Excel File

For the .csv file to be successfully uploaded to and accepted by eVoucher, it must contain a header row. If the first row contains data rather than headings, the data in row 1 is ignored. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

Your Excel file should look similar to the image below, containing all four mandatory column headings: Date, Hours, Description, and Service Type. The **Doc. #** and **Pages** fields can be included as header rows; however, they are not required unless data is provided.

Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1 and 0.75 is rounded up to 0.8.

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		1
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignment	16b. Obtaining and reviewing records	5	
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA)	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
14						

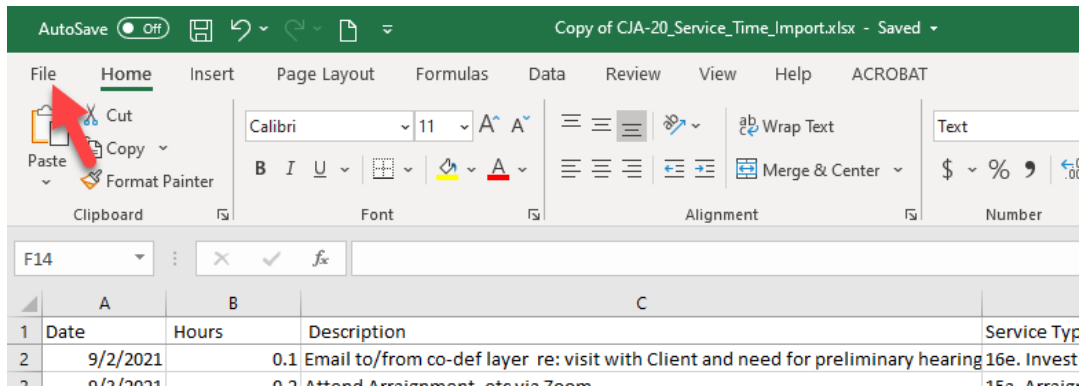
Save as a .csv File

To convert your Excel file into a .csv format, follow the steps below.

Note: Most commercially available spreadsheet applications allow users to save in .csv format.

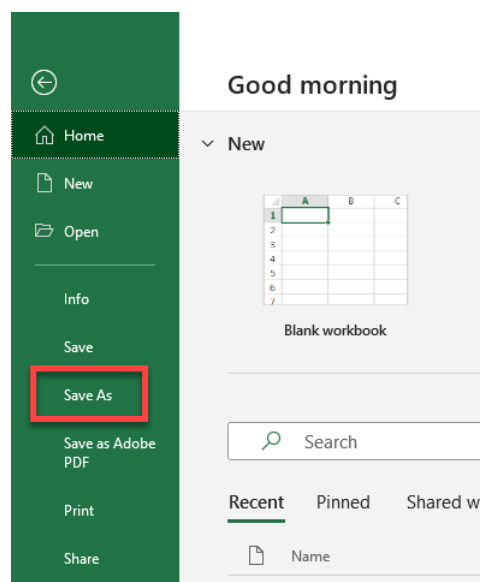
Step 1

On your Excel file, click the **File** tab.



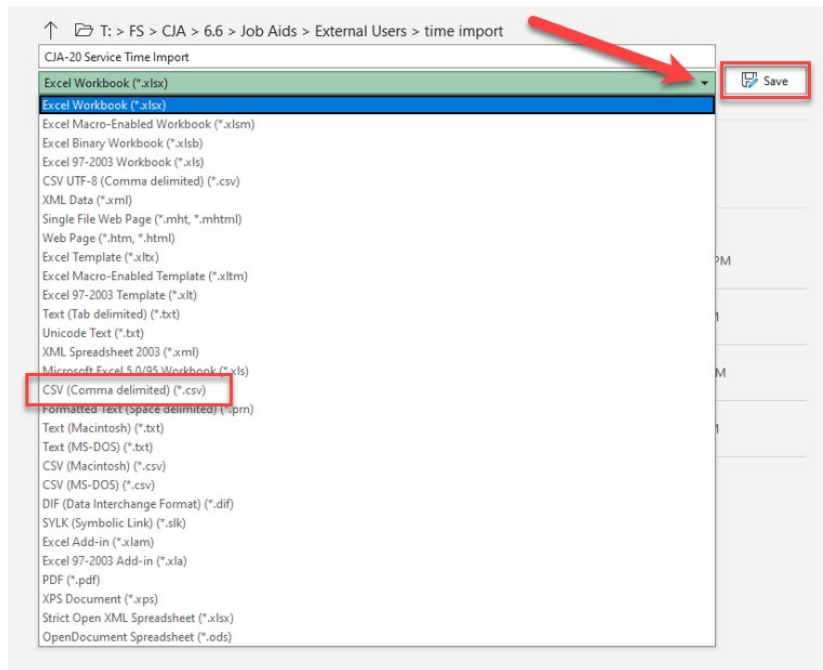
Step 2

From the panel on the left, click **Save As**.



Step 3

On the Save As page, click the drop-down arrow, select **CSV (Comma delimited) (*.csv)**, and then click **Save**.



Your document has now been converted to a .csv file.

