

User Manual

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PR



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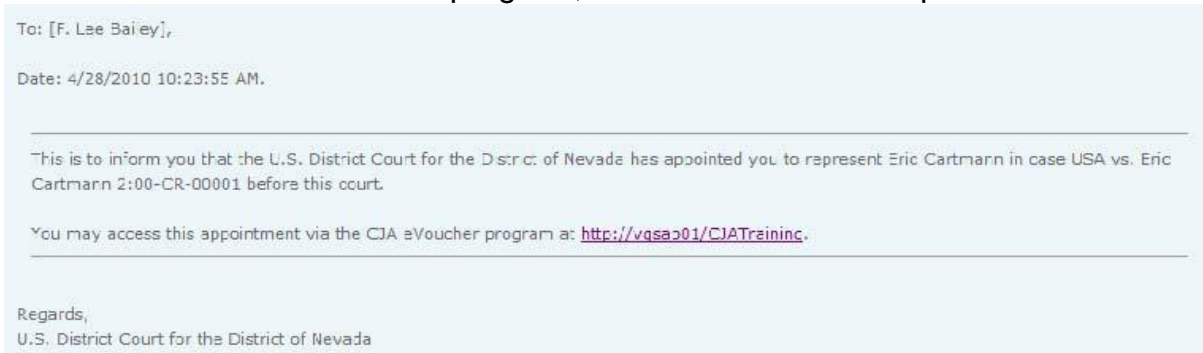
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Service

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 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](#).

The CJA eVoucher login page. At the top is the U.S. District Court seal and the text "CJA eVoucher". Below this is a blue header with "USER LOGIN CJA". The main section is titled "Existing user? Please log in." and contains two input fields for "Username:" and "Password:". A yellow box highlights the "Log In" button. Below the fields is a link "Forgot your login?". At the bottom, a "Notice" states: "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.


The "Forgot your Login?" page. It has a header: "Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info." Below this are two input fields: "Username:" and "Email:". To the right of the "Username:" field is the text "and/or". At the bottom is a button labeled "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](#)
[Help](#)
[Logout](#)

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



ATTORNEY

Welcome F. Lee Bailey: [My Profile](#)
My Appointments: [View](#)
Search Existing Appointments: [Search](#)

My Active Vouchers

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

Case	Defendant	Type	Status
2:00-CR-00001... Start: 04/01/2010 End: 04/30/2010	Eric Cartmann (# 1) Claimed Amount: ... F. Lee Bailey	CJA-20 F. Lee Bailey	Voucher Entry 09/28.000.1008 FDIAL PAYMENT
2:00-CR-00002... Start: 01/01/2001 End: 04/28/2010	Eric Cartmann (# 1) Claimed Amount: ... F. Lee Bailey	CJA-20 F. Lee Bailey	Voucher Entry Edit
2:00-CR-00003... Start: 01/01/1901 End: 01/01/1901	Eric Cartmann (# 1) Claimed Amount: ...	AUTH	Voucher Entry Edit
2:00-CR-00004... Start: 01/01/1901 End: 01/01/1901	Eric Cartmann (# 1) Claimed Amount: ...	AUTH	Voucher Entry Edit
2:00-CR-00005... Start: 01/01/1901 End: 01/01/1901	Eric Cartmann (# 1) Claimed Amount: ...	AUTH	Voucher Entry Edit
2:00-CR-00006... Start: 01/01/1901 End: 01/01/1901	Eric Cartmann (# 1) Claimed Amount: ...	CJA-21 Forensic Partners Fingerprint Analyst	Voucher Entry Edit
2:00-CR-00007... Start: 04/28/2010 End: 04/28/2010	Eric Cartmann (# 1) Claimed Amount: ... Hubert J. Goodrich Investigator	CJA-21 Hubert J. Goodrich Investigator	Submitted to Attorney 09/28.000.1007
2:00-CR-00008... Start: 01/01/1901 End: 01/01/1901	Eric Cartmann (# 1) Claimed Amount: ...	CJA-26	Voucher Entry Edit
2:10-CV-00200... Start: 01/01/1901 End: 01/01/1901	Johathan Smith (...) Claimed Amount: ...	CJA-26	Voucher Entry Edit
2:10-CV-00200... Start: 01/01/1901 End: 01/01/1901	Johathan Smith (...) Claimed Amount: ...	CJA-30	Voucher Entry Edit

Page 1 of 2 (11 items)

My Proposed Assignments

Case: [2:00-CR-00001-RLH-LRI](#)
Defendant: Eric Cartmann
Representation Type: Criminal Case
Order Type:
Case Title: USA vs. Eric Cartmann
Order Date:
Attorney: F. Lee Bailey
Pres. Judge: Roger L. Hunt
Adm./Mag Judge: Lawrence R. Leavitt

My Submitted Vouchers

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

Case	Defendant	Type	Status
2:10-CV-00200... Start: 05/01/2010 End: 01/01/1900	Johathan Smith (...) Claimed Amount: ...	AUTH Documents Examiner	Submitted to Court 09/28.000.1016

Page 1 of 1 (1 items)

My Service Provider's Vouchers

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

Case	Defendant	Type	Status
2:00-CR-00001... Start: 01/01/1901 End: 01/01/1901	Eric Cartmann (...) Claimed Amount: ... Forensic Partners Fingerprint Analyst	CJA-21 Forensic Partners Fingerprint Analyst	Voucher Entry Edit
2:00-CR-00001... Start: 04/28/2010 End: 04/28/2010	Eric Cartmann (...) Claimed Amount: ... Hubert J. Goodrich Investigator	CJA-21 Hubert J. Goodrich Investigator	Submitted to Attorney 09/28.000.1007
2:10-CV-00200... Start: 01/01/1901 End: 01/01/1901	Johathan Smith (...) Claimed Amount: ... Lindsey Investigat... Investigator	CJA-31 Lindsey Investigat... Investigator	Voucher Entry Edit

Page 1 of 1 (3 items)

Appointments List

Appointments	Defendant
Case: 2:10-CR-00160-ECR-RJ Defendant #: 1 Case Title: USA v. Galicia-Altamirano Attorney: F. Lee Bailey	Defendant: Jorge Galicia-Altamirano 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-LRI 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
Case: 2:10-CV-00200-ECR-LRI Defendant #: 1 Case Title: Smith vs. Jones Attorney: F. Lee Bailey	Defendant: Johathan Smith Representation Type: Habeas (capital) § 2254 state Order Type: Appointing Counsel Order Date: 04/30/10 Pres. Judge: Edward C. Reed, Jr. Adm./Mag Judge: Lawrence R. Leavitt

Closed Vouchers

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

Case	Defendant	Type	Status
2:00-CR-0000... Start: 05/01/2010 End: 05/01/2010	Eric Cartmann (# 1) Claimed Amount: ... Approved Amount: ...	AUTH Investigator	Voucher Closed 09/28.000.1002

Page 1 of 1 (1 items)

Folders on Home Page

Your home page has several folders to organize your information.

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

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.) Contains vouchers or documents that have been approved or paid by the court.



Closed Vouchers Closed vouchers will be displayed only for your active appointments. When your appointment has been closed, the closed vouchers associated with the appointment will not display on your home page. 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](#))

My Active Vouchers			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
2:00-CR-00001... Start: 01/01/2001 End: 04/29/2010	Eric Cartmann (... Claimed Amoun...	CJA-20 F. Lee Bailey	 Voucher Entry Edit
2:00-CR-00001... Start: 04/29/2010 End: 04/29/2010	Eric Cartmann (... Claimed Amoun...	CJA-21 <input type="text" value="Investigator"/>	 Submitted to Attorney 0978.0001007

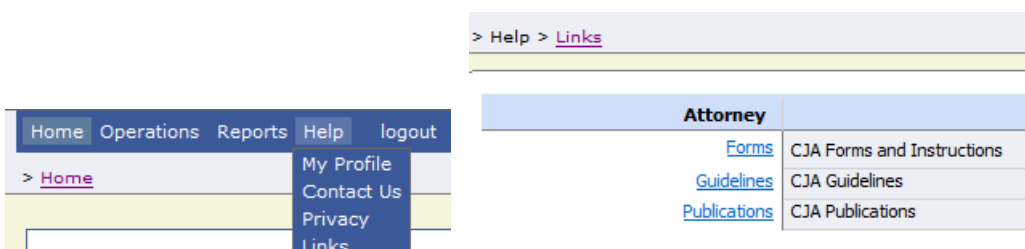
1 Page 1 of 1 (2 items)

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.
- **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.
- **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
 - “Links” to other CJA related information
- **Logout-** Logs you out and closes the program.



Profile Maintenance

Home	Operations	Reports	Help	logout
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> [Home](#) Welcome F. Lee Bailey (Attorney)



ATTORNEY

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

Login Info:

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 Your Contact Info: Phone: 702-111-1111 Fax: Your Address: 123 Las, NV 89101 USA	Edit
Billing Info List all available billing info records	Your default billing info is: Bailey's Law Firm SSN/EIN: ***-**-1111 123 Las, NV 89101 - USA Phone: 702-222-2222 Fax:	Select Add Edit

- 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 for future use to synchronize your rights between CJA eVoucher and CM/ECF.

Login Info Your Login information	Username: <input type="text" value="FleeBailey"/> change Password: <input type="password"/> * Reset Confirm: <input type="password"/> * cancel CM/ECF Username: <input type="text"/> validate CM/ECF Password: <input type="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	<input type="text" value="1111"/>		
	First Name	Middle	Last Name	
	<input type="text" value="F. Lee"/>	<input type="text"/>	<input type="text" value="Bailey"/>	
	Email	<input type="text"/>		
	Phone	Fax		
	<input type="text" value="702-111-1111"/>	<input type="text"/>		
	Address 1	City		
	<input type="text" value="123"/>	<input type="text" value="Las"/>		
	Address 2	State	Zip	
	<input type="text"/>	<input type="text" value="NV"/>	<input type="text" value="89101"/>	
Address 3	Country			
<input type="text"/>	<input type="text" value="USA"/>			

Save
cancel

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:	
	<input checked="" type="radio"/> Baily's Law Firm	
	SSN/EIN: ***-**-1111	
	123	
	Las, NV	
	89101 - USA	
	Phone: 702-222-2222	
	Fax:	
	<hr/>	
	<input type="radio"/> F. Lee Bailey	
SSN/EIN: ***-**-1111		
123 Oak		
Las Vegas, NV		
89101 - USA		
Phone: 702-111-1111		
Fax:		

Select
Add
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	
	<input type="text"/>	<input type="text"/>	
	Phone	Fax	
	<input type="text"/>	<input type="text"/>	
	Address 1	<input type="text"/>	
	Address 2	<input type="text"/>	
	Address 3	<input type="text"/>	
	City	State	ZipCode
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country	<input type="text"/>	

Save
cancel

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 ☒.

CLE Records

You can keep track of your CJA related CLE credits via the “Continuing Legal Education” section at the bottom of the page. It is required that all credits are entered.

Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>
-----------------------------------	--	-------------------------------------

To enter a CLE credit, click on

Continuing Legal Education	<input type="button" value="Back"/> <input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>				
	<div style="text-align: right;">Search: <input style="width: 100px;" type="text"/></div>				
	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	<input type="button" value="Back"/> <input type="button" value="Save"/>	
	Credit: Discovery ▼	
	Date: 11/08/2010	
	Hours: 0	
	Description: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
Document: <small>After you will save the information about this Continuing Education, you will be able to upload related documents.</small>		

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

BackSave

Document successfully uploaded.

Credit: Sentencing

Date: 11/22/2010

Hours: 1

Description: Sentencing Guidelines Review

Document: Browse...

Search: <input type="text"/>	
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

BackSave

Document successfully uploaded.

Credit: Sentencing

Date: 11/22/2010

Hours: 1

Description: Sentencing Guidelines Review

Document: Browse...

Search: <input type="text"/>	
File	Delete
Sentencing Guidelines 11 2010 CLE	<input type="checkbox"/>
1	

Page 1 of 1 (1 items)

Proposed Assignment

The system has the ability to electronically contact you regarding your ability to accept an appointment. Please note that in many instances where time is of the essence, you will still be contacted by telephone. When the electronic means of contacting you is used, you will receive an email from the court advising you that you have been selected to tentatively be assigned to represent a defendant. It will also give you a link to the CJA system and instructions.



Proposed appointments will be in the **My Proposed Assignments** folder. To review the proposed appointment, click on the [Case Number](#).

Basic information about the appointment will be displayed. If the system has detected a POTENTIAL conflict, it will appear on the right side of the page. Please note that it is your responsibility to review any potential conflicts and determine whether it is a conflict or not.

<input type="button" value="Accept"/> <input type="button" value="Reject"/>				Conflict of interest:
Please, review the case and either Accept or Reject it by clicking the buttons above.				
1. CIR. DIST. DIV. CODE 0978	2. PERSON REPRESENTED Eric Cartman		VOUCHER NUMBER	
3. MAG. DKT DEF. NUMBER	4. DIST. DKT DEF. NUMBER 2:10-CR-00348-J-KIT-R11	5. APPEALS DKT DEF. NUMBER	6. OTHER DKT DEF. NUMBER	
7. IN CASE MATTER OF (Case Name) USA v. Eric Cartman	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 18:1704.F 18:2 and 1704 - Possession of a Counterfeit Postal Key and Aiding & Abetting 18:1703.F 18:2 and 1708 - Possession of Stolen Mail and Aiding & Abetting 18:371.F 18:371 - Conspiracy to Possess Stolen Mail				
EXCESS FEE LIMIT \$9,700.00	PRESIDING JUDGE Kent J. Dawson	MAGISTRATE JUDGE Robert J. Johnston	DESIGNEE	

You can accept the appointment by clicking on **Accept** or reject the appointment by clicking on **Reject**. If you reject the appointment, you will be asked to provide a reason. Your decision will be sent to the court who will continue with the appointment process.

Appointments

You can view your active appointments by either clicking on [View](#) at **My Appointments:** [View](#) 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 D973	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 13 12-4994 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 1/1/2001 Nunc Pro Tunc Date 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

1 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
Authorization for Expert and other Services [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-26
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court [Create](#)

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, 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 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-00001-1-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

1 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, 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
App.ID 261	Attorney F. Lee Bailey	Order Type Appointing Counsel	Order 01/01/01 Email Cincy_Jensen@nyd.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 functions primarily are 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](#).
- Click on “[Create](#)” for the type of voucher or document you want to create.

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](#)

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

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

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

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 Pael 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			

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 2978.0001007

1 Page 1 of 1 (2 items)

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 Voucher
Voucher Entry

Voucher #: _____
Start Date: 4/29/2010
End Date: 4/29/2010

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 Summary Report](#)
- [Defendant Detail Report](#)
- [Form CJA20](#)

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  page will come up.

The Basic Info page displays information regarding the appointment.


CJA-20 Voucher
Voucher Entry

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
Services
Expenses
Claim Status
Documents
Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0978	2. PERSON REPRESENTED Eric Cartman		VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. INST. 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 Cartman	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"/> V 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 Num 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

NOTE:
The hourly rate is automatically applied

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. Try NOT to use special characters such as: “”, <>, {}, or ‘.
- 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 **Add** 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

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)

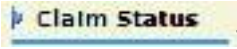
Note: The rate per mile is tied to the date and will automatically be applied.

- 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", Only **1 decimal space**)
- 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. This is the last day you worked with this case, not the date when you submit the voucher in the system.
- **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

The screenshot shows a 'File Upload' form with a blue header. It contains a 'File' input field with a 'Browse...' button, a 'Description' input field, and an 'Upload' button. Below the form is a table with two columns: 'Description' and 'Delete View'. The table lists two documents: 'Receipts' and 'Justification for Services', each with 'Delete' and 'View' links.

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 [Submit](#) 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.

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

Notes

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

Date:

[Submit](#)

Delete Voucher. You can delete a draft voucher by clicking on [Delete Draft](#). You cannot delete a voucher that has been submitted to the court.

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 **SAVE** the voucher each time you work on it.


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

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.

**CJA eVoucher Action On Voucher 0978.0001008**
cja_usdistrictcourt to: Cindy_Jensen

04/30/2010 04:46 PM
[Show Details](#)

	cja_usdistrictcourt	CJA eVoucher Action On Voucher 0978.0001008	04/30/2010 04:46 PM	4K
---	---------------------	---	---------------------	----

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 **CJA 21 Specifics** Follow the instructions to "**Create a Voucher / Document**" and select the option.

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


Notes

Please attach justification for the services and resubmit the voucher.

CJA 21 Specifics

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

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

**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**](#)

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

Authorized Amount: 25000

Service Type: Investigator

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

Create Voucher

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

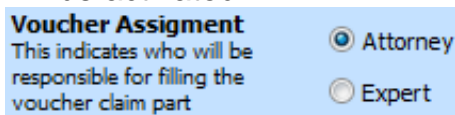
Authorized Amount: 25000

Service Type: Investigator

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.

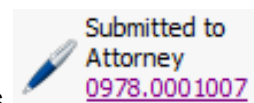


- Click on “Attorney” if you will be entering the CJA 21 voucher information on behalf of the expert. Click on “Expert” if you would like the expert to enter the CJA 21 voucher information.
 - **Note:** Not all experts will be given permission to enter vouchers. It is the attorney’s responsibility on 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

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.

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.

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



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

CJA 30 and 31 Specifics

CJA 30 voucher functions 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	End Date
5/3/2010	5/3/2010

Payment Claims <input type="radio"/> Final Payment <input type="radio"/> Interim Payment (pmt.number) <input type="radio"/> Supplemental Payment	Stage of Proceeding 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
--	---

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

If Yes, were you paid?

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

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

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 Enter Authorization

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

Reports
[Defendant Detail Report](#)
[Defendant Summary Report](#)
Defendant Summary Report for Attorney

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, 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: 1/1/2001 Nunc Pro Tunc Date 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:

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

- Enter the “Estimated Amount”
- Enter the “Basis of Estimate”
- Select the “Service Type” by clicking on the ▼ and select the type of service from the drop-down list.
- 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.

Monitoring Status of Funds.

You can, and are encouraged to, monitor the status of funds for your representations and experts by reviewing budget reports.

To run a budget report:

- Identify and access a voucher for the representation for which you would like to check the funding.
- Select either the Defendant Summary Report or the Defendant Detail Report.



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

These reports will display:

- Current amount approved for the representation
- CJA 26 documents approving the amounts
- Voucher amounts that has been approved
- Voucher amounts that are still pending approval
- Remaining balances
- Each authorization for expert services and the amounts listed above

The detail report will itemize each voucher. The summary report will present a summary of the vouchers.

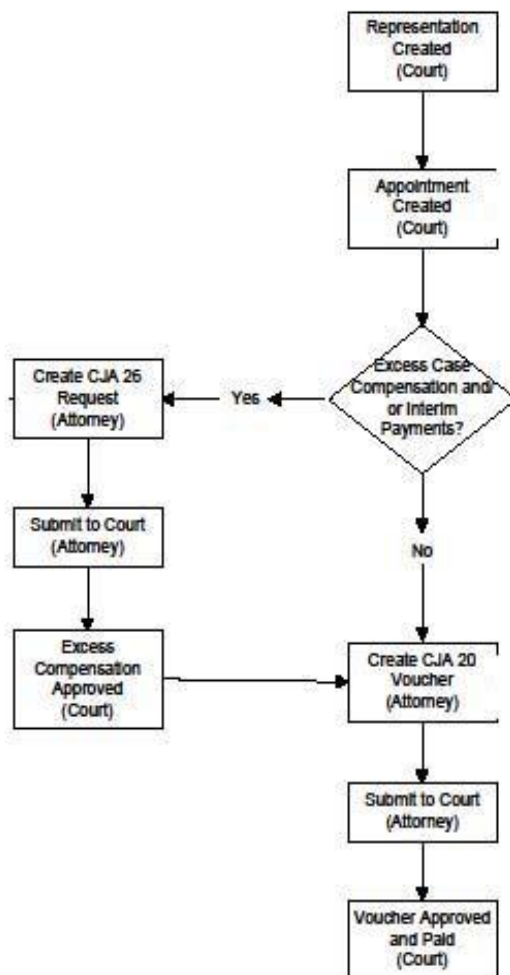
The reports will also list each authorization for expert services, the amount approved for each authorization, and the amounts as listed above.

Voucher that Exceeds Authorized Amount:

If you attempt to submit a voucher that will exceed the amount authorized, you will receive the following message.



ATTORNEY COMPENSATION



Expert Compensation

