

CJA 20 Appointments and Claims for Services

Receiving a CJA 20 Appointment

1. Once appointed, the case will appear in the “Appointments’ List” portion of eVoucher. Click on the case number.
2. Click the CJA-20 Create button on the left-hand menu and Save.
3. Once the CJA-20 is created, it will appear in the “My Active Documents” portion of eVoucher.
4. You may continue to add items and edit the voucher until you are ready to submit the claim to the Court.

Entering CJA 20 Claims

1. From “My Active Documents,” click the Edit hyperlink under the Status column.
2. On the Services and Expenses tabs, enter the appropriate information and click Save on each page.
Hint: sort your expenses and services by date to get the correct Start Date.
Photocopies: Choose Expense Type of Photocopies, enter the total Amount and in the Description field enter the number of copies made and what rate was charged per page.
3. When you are done entering time for each day, you will note that the voucher in My Active documents will indicate the current “Claimed Amount” under the Defendant column.

Submitting a FINAL CJA 20 Claim

1. From “My Active Documents,” click the Edit hyperlink under the Status column.
2. Confirm that all Services and Expenses have been properly entered.
3. On the Documents tab, remember to attach any supporting documentation,
 - a. Attach receipts for claimed expenses over \$50.
 - b. If the claim is over the statutory limit, attach Form CJA 26 or a supporting memorandum justifying the waiver of the maximum and explaining how the case was “extended” and/or “complex” and why the excess payment is “necessary to provide fair compensation.”
4. On the Claim Status tab, enter the correct Start and End Dates of the claims, select the radio button Final Payment (unless it is an interim or supplemental payment) and answer questions 1 and 2 on the tab. Click Save.
5. On the Confirmation tab, review the claim, enter any notes, check the box to swear to the correctness and click Submit.
6. The “voucher” will no longer appear in “My Active Documents.” The claim will now appear in “My Submitted Documents” with a status of FINAL PAYMENT.
7. Once the claim has been processed and approved, the voucher will move to “Closed Documents.”