

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 could 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** folder and locate the appropriate appointment. Click the case link.

	Search:	
Appointments	Defendant	
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	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	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	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	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Associate	





STEP 2

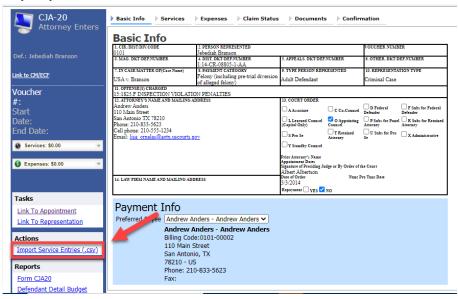
The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20.

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

Appointment In this page you will find	Appointme	ent Ir						
a summary about this	1. CIR/DIST/DIV.CODE 0101		2. PERSON REPRESES Thomas Watson	NTED				BER
appointment, including a	3. MAG. DKT/DEF.NUMBER		4. DIST. DKT/DEF.NUM 1:14-CR-08806-1-4		5. APPEALS, DKT/DEF.NUMBER		6. OTHER. DKT/DEF.NUMBER	
list of vouchers related to	7. IN CASE/MATTER OF(Case Name)		8. PAYMENT CATEGO Felony (including p	RY	9. TYPE PERSON REPRESENTED		10. REPRESENTATION TYPE	
this appointment and links	USA v. Watson	USA v. Watson of alleged felos			Adult Defendant		Criminal Case	
to create new vouchers	11. OFFENSE(S) CHARGED 12:1738 P MORTGAGE	DISCRIMI	NATION				•	
A	12. ATTORNEY'S NAME AND				13. COURT ORDER			
View Representation	Andrew Anders 110 Main Street				AAssociate	C Co-Counsel	D Federal	F Subs for Federal Defender
Create New Voucher	San Antonio TX 78210 Phone: 210-833-5623				L Learned	O Appointing		R Subs for
AUTH Create	Cell phone: 210-555-123	4			Counsel (Capital Only	_	Panel Attorney	Retained Attorney
Authorization for Expert and	Email: <u>lisa_omelas@aot</u>	<u>x uscourts g</u>	ov		S Pro Se	T Retained Attorney	U Subs for Pro Se	X Administrative
other Services					U Y Standby			
AUTH-24 Create					Counsel			
Authorization for payment of					Prior Attorney's Name Appointment Dates			
transcript				Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson				
BUDGETAUTH Create	14. LAW FIRM NAME AN	AILING ADD	RESS		Date of Order 3/3/2014	Nunc P	ro Tunc Date	
Authorization for Excess	3/3/2014 Repayment □ vrs ☑ NO							
Attorney Fees and/or Expert					The second second	a 30		
and other Services on Budgeted Case	V Juchers on	File						
CJA-20 Create	To group by a particula	ır Header, d	rag the column to th	is area.		Search	:	
Appointment of and Authority	Case	Defend	lant	Туре	Sta	itus		Date Entered
to Pay Court-Appointed Counsel	1:14-CR-08806-AA-		Watson (# 1)	AUTH		Submitted to	o Court	01/23/2020
	Start: 01/23/2020 End:	Claimed /	Amount: 5,000.00	Computer Fore	nsicsExpert 🧳	0101.00000	34	
CJA-21 Create Authorization and Voucher for	EN.				-			
	1:14-CR-08806-AA-			CJA-20		Cubmitted to		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.







STEP 4

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

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation
Service	es				
	V file must contain		time entries exported fr in headings and data typ		y the series of source in General Separated Values (CSV) o r sample spreadsheet for the correct column headings
	It is recommended imported CSV file.		ank voucher. Otherwise,	all existing service en	ntries on the voucher will be overwritten with the
- Additional Info	ormation				
Each service l	ine entry must h	ave data in the	following columns:		
 Date Hours Descrip Service 		"16b" or "16b. Ol	ptaining and Reviewing I	Records")	
The following	columns do not	require data, bu	it should be included	in the header row:	
 Doc# Pages 					
For additional in	nformation refer to	the eVoucher On	ine Help.		
Date, Hours, De 1/4/2021,1.0,M 1/4/2021,.5,Rev	opened in a tex escription, Service et with client, 16a. viewed Indictment, learing on Motion	Type, Doc#, Page Interviews and Co ,16b,4,25	s		
			Import Servi	ce Entries (.csv)	
Date	9/3/2021 *		Descriptio	n	
Service Type			*		
Doc.# (ECF)		Pages			*
Hours		at \$155.00 per ho	ur.		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.





STEP 5

Before you can import your .csv file, you must have it created and saved on your computer. The following fields are required for import: **Date**, **Hours**, **Description**, and **Service Type**. 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	Expe	nses 👌 Clain	n Status	Documents	Confirmation				
Service	s									
eVoucher now pr data types. Pleas	ovides the abilit e download our	y to import s sample spre	ervice time entries adsheet for the co	exported fro rect column l	m a law firm billing s headings and service	system and saved in Comma type values.	Separated	Values (CSV) form	nat. The CSV file must contain all required column headings and
IMPORTANT: It	t is recommende	ed to start wi	th a blank voucher	Otherwise, a	all existing service er	ntries on the voucher will be	overwritter	n with the	e contents	of the imported CSV file.
+ Additional Info	rmation				LI I	nport Service Entries (.csv)]			
Date	8/6/2021	•		Description	n			-	•	
Service Type		_	•	*						
Doc.# (ECF)	\square	Pages					Add	Remov	-	
Hours	~	at \$152.00	per nour.				Add	Remov	e	
* Required Fields										
To group by a pa	articular Header	, drag the co	lumn to this area.							
Service Type		Date	Description				Hrs	Rate	Amt	
				(En	npty)					

Note: The column headings 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**.

9 Open	×	JA20Detail.aspx?DocumentID=m/ZOtF82LqPbSs6BnF8EOg==
→ · · ↑ 📙 « External Users → time import 🗸 Ö	♀ Search time import	JENIE LOGOUT 🛿 Stock Photos, Stock 🤰 6.5internal 🔇 6.5e
Organize 🔻 New folder	i≡ • 🔟 😯	_ <u>Confirmation</u>
Desktop Documents Downloads Music Pictures Videos Local Disk (C:) TempShare (\\ac common (\\lyms work (\\ymphi)) work (\\ymphi))	Date modified Type 8/9/2021 10:01 AM Microsoft Excel	system and saved in Comma Separated Values (CSV) format. The CSV file must e type values. ntries on the voucher will be overwritten with the contents of the imported CSV mport Service Entries (.csv)
software(\ying) file name	✓ Microsoft Excel Comma Separa ✓ Open ♥ Cancel (Empty)	Add Remove





STEP 7

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

Þ	Basic Info Expenses Claim Status Documents Confirmation										
	Service entries have been updated! 13 entries have been successfully added from <i>CIA-20 Service Time Import_correct.csv</i> and saved to the services table below. <u>Click here</u> to view a report for the entries imported.										
S	Services										
S C H	Date 9/2/2021 * # cription cription * Service Type • * Doc. # (ECF) Pages • * Hours * at \$155.00 per hour. Add Remove										
T	To group by a particular Header, drag the column to this area.										
9	Service Type	Date	Description		Hrs	Rate	Amt				
e	. Investigative or Other Work	07/01/2021	Test		0.1	\$155.00	\$15.50				
	 Arraignment and/or Plea 	07/02/2021				\$155.00					
	l. Travel Time	07/02/2021	Test		0.3	\$155.00	\$46.50				
Шь	o. Obtaining and Reviewing										

Import Service Entries with Associates

To use the import service 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.

4	1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Thomas Watson		VOUCHER NUMBER			
Def.: Thomas Watson	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08806-1-A A	5. APPEALS, DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER			
ink to CM/ECF	7. IN CASE/MATTER OF(Case) USA v. Watson		9. TYPE PERSON REPRESENTE Adult Defendant	D 10. REPRESENTATION TYPE Criminal Case			
/oucher	11. OFFENSE(5) CHARGED 12:1738 P MORTGAGE D			1			
	12. ATTORNEY'S NAME AND 1		13. COURT ORDER				
tart	Andrew Anders 110 Main Street		A Associate	-Counsel Defender Defender			
ate: 10/10/2018	San Antonio TX 78210		🗆 L Learned Counsel 🛛 O Ap	pointing P Subs for Pauel R Subs for Retained			
nd Date:10/10/2018	Phone: 210-833-5623 Cell phone: 210-555-1234		(Capital Ouly) Counsel	Attorney Attorney			
	Email: <u>lisa_ornelas@aotx.</u> ;	uscourts.gov	Attorney				
Services: \$2600.00 👻			Y Standby Counsel				
			Prior Attorney's Name Appointment Dates				
3 Expenses: \$185.60 🔹			Signature of Presiding Judge or By Albert Albertson	Order of the Court			
	14. LAW FIRM NAME AND MA	ALLING ADDRESS	Date of Order Nunc Pro Tunc Date				
			3/3/2014 Repayment VFS VO				
Tasks							
Link To Appointment	Payment In	fo	Associate In	io .			
Link To Representation	· _	ndrew Anders - Andrew Anders 🗸	Kerry Kriger	Not on Voucher 🗸			
LINK TO Representation	· · · ·	drew Anders - Andrew Anders	Kerry Kinger				
Actions		ing Code:0101-00002					
Import Service Entries (.csv)	110	0 Main Street					
<u>Import Service Entries (.csv)</u>		n Antonio, TX					
Reports		210 - US one: 210-833-5623					
Form CJA20	Fax						





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 V
« 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.

Home Operations Reports Links Help Sign out Voltorrey Enters Read Only Def: Thomas Watson ink to GMECE Voucher #: Start 11/15/2018 Service: \$300.00 Service: \$300.00 Service: \$300.00 Service: \$80.00 Tasks Link To Appointment	0000 maning nere							
CJA-20 Attorney Enters IRead Only] Def: Thomas Watson Ink to CM/CE Voucher #: Start: 11/15/2018 Oate: Service:: \$300.00 Service:: \$300.00 Service:: \$300.00 Expense:: \$8.03 Tasks Link To Appointment Actions Actions	Kerry Kriger (Attorney)							
CJA-20 Attorney Enters IRead Only] Def: Thomas Watson Ink to CM/CE Voucher #: Start: 11/15/2018 End Date: 11/15/2018 Service: Salo Service: \$300.00 Service: \$300.00 Tasks Link To Appointment Actions Claim Status Claim Status Int To Jappointment	Home Operations	Deporto Linko L	lala (
Attorney Enters Iread Only1 Def: Thomas Watson ink to CM/ECE Voucher #: Start 11/15/2018 End Date: 11/15/2018 Services: \$300.00 Services: \$8.03	nome Operations	Reports Links r	ierb	Signout				
Attorney Enters Iread Only1 Def: Thomas Watson ink to CM/ECE Voucher #: Start 11/15/2018 End Date: 11/15/2018 Services: \$300.00 Services: \$8.03								
[Read Only] Def: Thomas Watson Link to CV/ICE Voucher #: Start 11/15/2018 Oate: 11/15/2018 Service: \$300.00 Service: \$8.03 Tasks Link To Appointment Actions Actions		Basic Info Services	Expe	nses Claim Status				
Link to CM/ECE Voucher #: Start 11/15/2018 End Date: 11/15/2018 Service: \$300.00 Service: \$800.00 Tasks Link To Appointment Actions		Services						
Ink to CV/ECE Voucher #: Start 11/15/2018 Condent: * at \$100.00 per hour. * at \$100.00 pe			-					_
Add Remove Voucher #: Start Date: 11/15/2018 End Date: 11/15/2018 Services: Salo To group by a particular Header, drag the column to this area. Services: Services: \$300.00 Tasks Link To Appointment Actions			*				*	
Voucher # #: Start Start 11/15/2018 End Date: 11/15/2018 • To group by a particular Header, drag the column to this area. Services: \$300.00 • Bail and Detamtion Hearing • Expenses: \$8.03 • Date Tasks Link To Appointment Actions • Add Remove	ink to CM/ECF		D	•			-	
#: Start 11/15/2018 Date: 11/15/2018 Services: Sanow Services: Sanow Expenses: Sanow Tasks Link To Appointment Actions Actions	Voucher			per hour.	A	dd	Remove	
Date: 11/15/2018 End Date: 11/15/2018 Services: Social and Deterrition Hearing Bail and Deterrition Hearing 11/15/2018 Bail 3.0 \$100.00 Tasks Link To Appointment Actions Actions	#:							
End Date:11/15/2018 Is group by a particular reader, and the column to the area. Service:: \$300.00 Hrs Rate Amt b: Bail and Detention Hearing 11/15/2018 Bail 3.0 \$100.00 \$300.00 Tasks Link To Appointment Actions								
Service: \$300.00 Date Description Hrs Rate Amt b. Bail and Detemtion Hearing 11/15/2016 Bail 3.0 \$100.00 \$300.00 Tasks Link To Appointment Actions Action Action Action Action Action Action Action Action Action Action			-					
Expenses: \$8.03 Tasks Link To Appointment Actions								
Tasks Link To Appointment Actions		or barrand becanion meaning	11/13/2010	Can		5.0	\$100.00	\$500.00
Link To Appointment Actions	🚯 Expenses: \$8.03 🔍 👻							
Link To Appointment Actions								
Link To Appointment Actions	Tacks							
Actions								
Import service Entries (LSW)	Import Service Entries (.csv)	Kernel And	ext > I	ast » Save				





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, from the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

<u>ome</u> Opera	tions Reports	Links H	elp Sign out		
me					
ly Active Documents					
group by a particular H	eader, drag the column to this	area.		Sea	rch:
Case	Defendant		Туре	Status 🥒	Date Entered
<u>2:18-MJ-07088</u> Start: End:	Person201853 (# 1) Claimed Amount: 852.5	50	CJA-20 Andrew Anders	Vouce Entry Edit	09/03/2021
2:18-MJ-07088 Start: End:	Person201853 (# 1) Claimed Amount: 1,441	1.50	CJA-20 Andrew Anders	Voucher Entry	09/02/2021
2:18-MJ-07088 Start:	Person201853 (# 1) Claimed Amount: 0.00		BUDGETAUTH	Voucher Entry	09/02/2021

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	Basic Info	rvices Expense	s > Claim Status	Documents	s 🕑 Confirm	nation	
	Basic Info						
	1. CIR/DIST/DIV.CODE 0101	2. PERSON RI Jehediah Bra				VOUCHER NUMB	ER
Def.: Jebediah Branson	3. MAG. DKT/DEF.NUMBER		DEFNUMBER	5. APPEALS. DKT/DEF	NUMBER	6. OTHER. DKT/D	EF.NUMBER
	7. IN CASE/MATTER OF(Ca			9. TYPE PERSON REPR	RESENTED	10. REPRESENTA	TION TYPE
<u>ink to CM/ECF</u>	USA v. Branson	Felony (incl of alleged fe	ading pre-trial diversion lonv)	Adult Defendant		Criminal Case	
/oucher		VIOLATION PENALTI	ES				
#:	12. ATTORNEY'S NAME AN	D MAILING ADDRESS		13. COURT ORDER			
Start	Andrew Anders			A Associate	C Co-Countel	D Federal	F Subs for Federal
	110 Main Street San Antonio TX 78210			_		Defender	Defender
Date:	Phone: 210-833-5623			L Learned Counsel (Capital Only)	O Appointing	P Subs for Panel Attorney	R Subs for Retained
End Date:	Cell phone: 210-555-12	34		(T Retained		
	Email: lisa_omelas@aot	x.uscourts.gov		S Pro Se	Attorney	Se C Subs for Pro	X Administrative
Services: \$0.00 •				V Standby Counsel			
🕃 Expenses: \$0.00 🔻				Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson	adge or By Order of t	he Court	
	14. LAW FIRM NAME AND	MAILING ADDRESS		Date of Order 3/3/2014 Repayment VFS		ro Tunc Date	
Tasks				Kepsyment 🗌 YES 💟	NO		
Link To Appointment	Payment In	nfo					
	Proformed Prof	Andrew Anders - And	frow Andors 🖌				
Link To Representation							
		ndrew Anders - A					
Actions		illing Code:0101-00	002				
Import Service Entries (.csv)	1	10 Main Street					
mpore Service Entries (.csv)	9	an Antonio, TX					
Reports		8210 - US					
Reports	F	hone: 210-833-5623	1				
Form CJA20	F	ax:					







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

Basic Info	Expenses > Claim Status	Documents	Confirmation		
Services					
eVoucher now provides the ability to in format. The CSV file must contain all re and service type values.	port service time entries exported fi quired column headings and data ty	rs cur und suved in comma Separa sample spreadsheet f	ited Values (C rect column h	SV) eadings	
IMPORTANT: It is recommended to s contents of the imported CSV file.	tart with a blank voucher. Otherwise	, all existing service ent	tries on the voucher will be overwri	itten with the	
- 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				
The following columns do not requ	ire data, but should be included	in the header row:			
Doc#Pages					
For additional information refer to the	Voucher Online Help.				
CSV file when opened in a text edi Date, Hours, Description, Service Type 1/4/2021,1.0,Met with client,16a. Inter 1/4/2021,-5,Reviewed Indictment,16b, 1/5/2021,1.2,"Hearing on Motion to Dis	Doc#, Pages views and Conferences,, 4,25				
	Import Serv	ice Entries (.csv)	· · · · · · · · · · · · · · · · · · ·		
Date 9/3/2021 *	Descripti	on 🛛			ו
Service Type	*				
Doc.# (ECF) Page	5			×]*
Hours * at \$1	55.00 per hour.	Ad	d 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







Before you can import your .csv file, you must create it and save it on your computer. The following fields are required for import: **Date**, **Hours**, **Description**, and **Service Type**. 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).

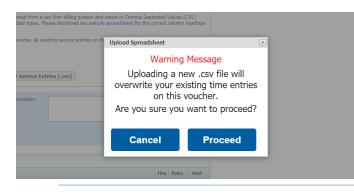
Services					
format. The CSV file must conta and service type values.	in all required	d column headings and data types. Ple	w firm billing system and saved in Comma Separat ase download our sample spreadsheet for the corre	ect column he	
MPORTANT: It is recommend ontents of the imported CSV fil		th a blank voucher. Otherwise, all exis	ting service entries on the voucher will be overwrit	ten with the	
Additional Information					
		Import Service Ent	ies (.csv)		
Date 9/3/2021	*	Description			
Service Type	-	*			
Doc.# (ECF)	Pages			*	*
Hours *	at \$155.00	per hour.	bbA	Remove	
					_
lequired Fields					
To group by a particular Header	, drag the co	lumn to this area.			
Service Type	Date	Description	н	rs Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0	.5 \$155.00	\$77.50
. Motion	09/03/2021	in court	1	.0 \$155.00	\$155.00
Cr Hodon					

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.



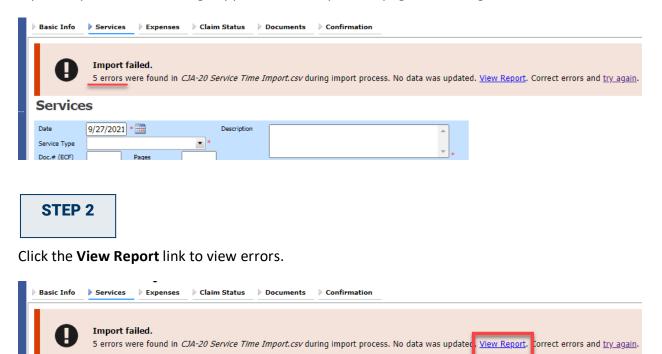


Fix Errors in Your .csv File

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.



Services STEP 3

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

	Case Number: 1:14-CR-08805			Person Represented: Jebediah Branson		3	
Row	Errors	l ate	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	2/2021	0.2		15a. Arraignment and/or Plea		
	Hours is missing;	/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	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);	/14/2021	1.1	Test<>	16a. Interviews and Conferences		



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 into 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, .125 is rounded down to .1 and .75 is rounded up to .8.

4	А	В	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 arraignme	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						
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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.



On your Excel file, click the File tab.

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STEP 2

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STEP 3

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



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

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