



CM/ECF CJA Event Filing

CM/ECF Support
Issued: October 4, 2011
Revised: N/A

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Filing a CJA 20 or CJA 30 Payment Request.

Introduction

The filing of CJA documents in CM/ECF were done using the "EXParte Document" event. This document introduces the use of specific CJA events developed by the court for use by CJA panel attorneys.

Benefits include :

- ❖ Better information in NEF Subject line
- ❖ Access to filed document via the NEF with appropriate login
- ❖ Better clarity as to the nature of the filing

This document details the filing of a **CJA 20/30 Request for Payment**. The filing steps for all the other CJA events (i.e. CJA 21/31 Request for Payment, , CJA Request for Services, etc.) are similar and is not detailed in this document.

If you have questions, please contact the CM/ECF Help desk at 303-335-2050 (or 1-866-365-6381)

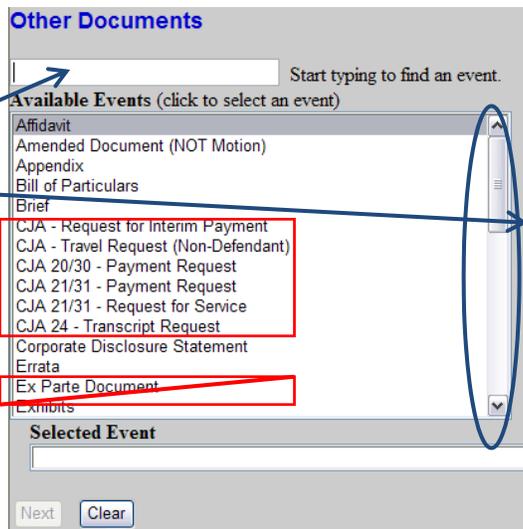
Frame 1

All of the CJA events are found in the "Other Documents" category.



Frame 2 Selecting the CJA event

- Select the appropriate CJA event.
 - You can use the "search" box
 - You can use the scroll bar



- After selecting the CJA event, the event name is populated in the "Selected Event" box.
- Click the **Next** button.

Other Documents

Available Events (click to select an event)

- Affidavit
- Amended Document (NOT Motion)
- Appendix
- Bill of Particulars
- Brief
- CJA - Request for Interim Payment
- CJA - Travel Request (Non-Defendant)
- CJA 20/30 - Payment Request
- CJA 24/24 - Payment Request
- CJA 21/31 - Request for Service
- CJA 24 - Transcript Request
- Corporate Disclosure Statement
- Errata
- Ex Parte Document
- Exhibits

Selected event

CJA 20/30 - Payment Request

Next Clear

Frame 3 Enter case and selecting defendant.

- The case number entry screen is displayed.
- Enter the case number.
- Click on "Find this Case."
- If the case has multiple defendants, select your defendant's case check box. Click the **Next** button.
- **Click** the next button on the verification screen to continue the filing process.

Other Documents

Criminal Case Number

99-2345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Other Documents

Criminal Case Number

9cr3000 **Find This Case**

Next Clear

Other Documents

Criminal Case Number

1:09-cr-3000-1 **Hide Case List**

Select a case:

- 1:09-cr-03000-PAB USA et al v. Fudd et al
- 1:09-cr-03000-PAB-1 Elmer Fudd
- 1:09-cr-03000-PAB-2 Angelicia M. Echavarria-Steward
- 1:09-cr-03000-PAB-3 Ronnelle E. Steward
- 1:09-cr-03000-PAB-4 James Wingers

Next Clear

Other Documents

[1:09-cr-03000-PAB USA et al v. Fudd et al](#)

Next Clear

Frame 4 Attaching the documents.

- The PDF attachment screen is displayed.
- The “Main Document” should be the CJA 20/30 form with the judge’s signature of appointment and the “CLAIM FOR SERVICES AND EXPENSES” section filled in.

Other Documents
[1:09-cr-03000-PAB USA et al v. Fudd et al](#)

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/>	<input type="text"/>	<input type="text"/>

Frame 5 Review each PDF before attaching.

- Click the “Browse” button to retrieve the PDF document.
- The “Choose File” dialog box (IE) (“File Upload” in Firefox) is displayed to select the PDF file to upload.
- As a **best practice**, you should **always** review the PDF document to ensure it is the one you wish to attach.
 - This is accomplished by “right clicking” on the selected document and selecting the open with Adobe Reader or Adobe Acrobat option.

[1:09-cr-03000-PAB USA et al v. Fudd et al](#)

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

Main Document

- The PDF document will open and be displayed for your review.
 - Check to make sure it’s the correct document.
 - Did you sign the document?
 - Is it complete?
 - Is it legible?
 - Is the document skewed?
 - Is the case number and caption correct?
 - Are all of the pages in the document?

CJA 20 APPOINTMENT OF AND AUTHORITY TO PAY COURT-APPOINTED COUNSEL (Rev. 12/03)

1. CIR. DIST. DIV. CODE: COX 2. PERSON REPRESENTED: Elmer Fudd 3. VOUCHER NUMBER

3. MAG. DIST. DEF. NUMBER: 4. DIST. DIST. DEF. NUMBER: 1:09-03000-PAB 5. APPEALS DIST. DEF. NUMBER: 6. OTHER DIST. NUMBER:

7. IN CASE MATTER OF (Case Name): U.S. V. Fudd 8. PAYMENT CATEGORY: Felony Petty Offense Misdemeanor Other Appeal 9. TYPE PERSON REPRESENTED: Adult Defendant Appellant Juvenile Defendant Appellee Other 10. REPRESENTATION TYPE: Criminal Case

11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section). If more than one offense, list (up to first) major offenses charged, according to severity of offense.
 21.841A=NP.F NARCOTICS - POSSESSION

12. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix):
 jy-atty-test
 Yee & Yee LLC
 901 19th St, Ste. A105
 Denver, CO 80294
 Telephone Number: (303) 335-2041

13. COURT ORDER:
 Appointing Counsel C Co-Counsel
 F Subs For Federal Defender R Subs For Retained Attorney
 P Subs For Panel Attorney Y Standby Counsel

Print Attorney's Name: _____
 Appointment Date: _____
 Because the above-named person represented has notified under oath or has otherwise certified this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to retain counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in this case. OR
 Other (see Instructions)

s/Philip A. Brimmer
 Signature of Presiding Judge or By Order of the Court
 3/24/2010
 Date of Order _____
 Reimbursement or partial reimbursement ordered from the person represented for this service at time of appointment: YES NO

CLAIM FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES (Attach itemization of services with dates)	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	MATH TECH ADJUSTED HOURS	MATH TECH ADJUSTED AMOUNT	ADDITIONAL REVIEW
13. a. Arraignment and/or Plea		0.00		0.00	
b. Bail and Detention Hearings		0.00		0.00	
c. Motion Hearings		0.00		0.00	
d. Trial		0.00		0.00	
e. Sentencing Hearings	2.80	308.00		0.00	
f. Revocation Hearings		0.00		0.00	
g. Appeals Court		0.00		0.00	
h. Other (Specify on additional sheets)		0.00		0.00	
(RATE PER HOUR = \$ 110.00) TOTALS:	2.80	308.00	0.00	0.00	
14. a. Interviews and Conferences	9.80	1078.00		0.00	
b. Obtaining and reviewing records	21.50	2,365.00		0.00	
c. Legal research and brief writing	13.30	1,463.00		0.00	
d. Travel time	9.00	990.00		0.00	
e. Investigative and other work (Specify on additional sheets)		0.00		0.00	
(RATE PER HOUR = \$ 110.00) TOTALS:	53.60	5,296.00		0.00	
15. Travel Expenses (Include parking, meals, mileage, etc.)		215.30			
16. Other Expenses (Other than report, transcripts, etc.)		15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED):		6,434.30		0.00	

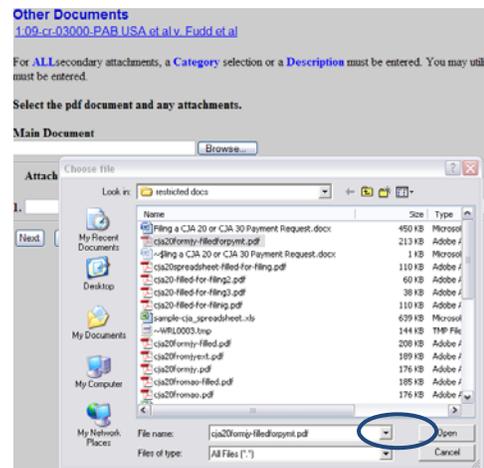
19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE FROM: _____ TO: _____ 20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION _____ 21. CASE DISPOSITION _____

22. CLAIM STATUS: Final Payment Interim Payment Number _____ Supplemental Payment _____

Have you previously applied to the court for compensation and/or reimbursement for this representation? 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 If yes, give details on additional sheets. I swear or affirm the truth or correctness of the above statement.

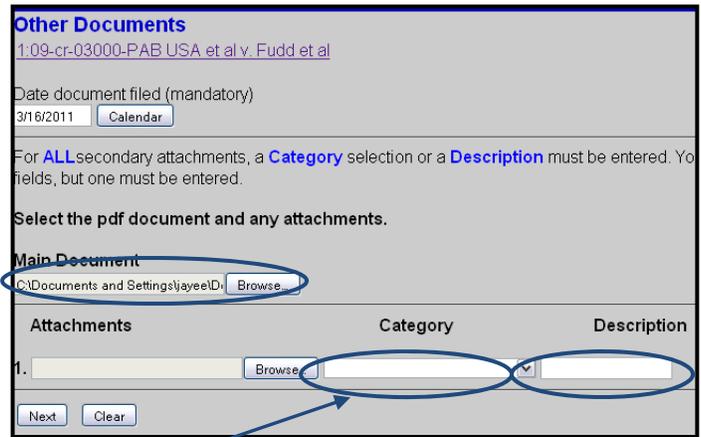
Signature of Attorney: s/ jy-atty-test Date: 3/16/2011

- After closing the PDF document, the “**Choose File**” dialog box (IE) (**File Upload in Firefox**) is still displayed.
- **Click the Open button** on the dialog box.
- The filename and path populates the “**Main Document**” entry box in CM/ECF. This will be main document to be filed.



Frame 6 Attaching additional documents.

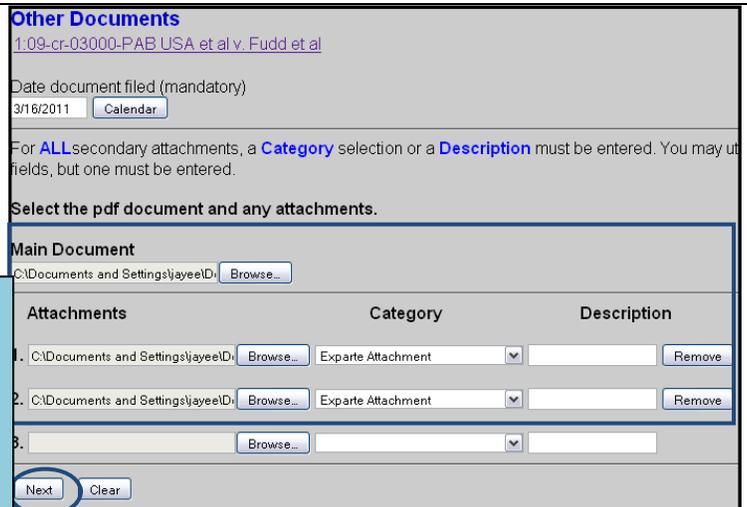
- After the main document has been selected for uploading, any additional attachments can be entered.
- The steps are the same:
 - Browse
 - Select and open the PDF to review
 - Close the PDF box
 - Click the Open button to populate the Attachments entry box in CM/ECF
- The only different step is to add either an attachment category and/or a document description.



Frame 7 Completed document upload screen.

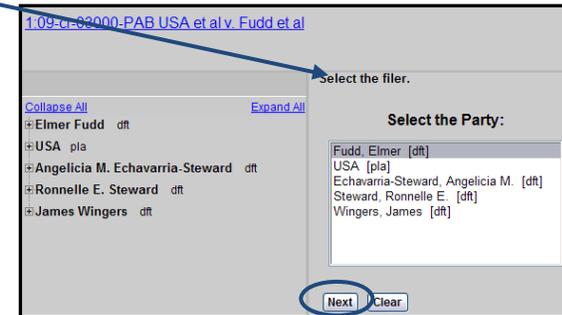
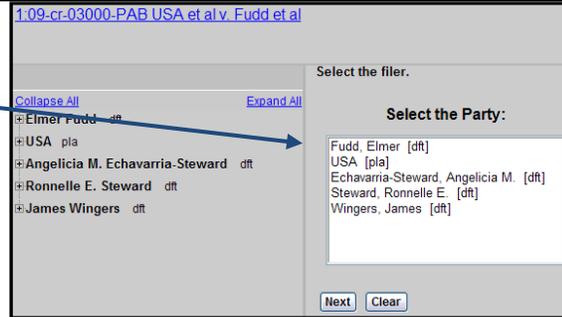
- As one attachment is entered, a new attachment entry box is added for the next attachment.
- After the main document and all of the attachments have been entered, **click** the Next button.

NOTE: If a CJA 26 Form is needed, it would be an attachment to the filing of a CJA 20/30 Payment Request. A CJA Form 26 is not required if it is a CJA 30 payment request filing. If a Statement of Reason is required, it would be an attachment to the filing of the CJA 20/30 Payment request filing.



Frame 8 Selecting the filing party.

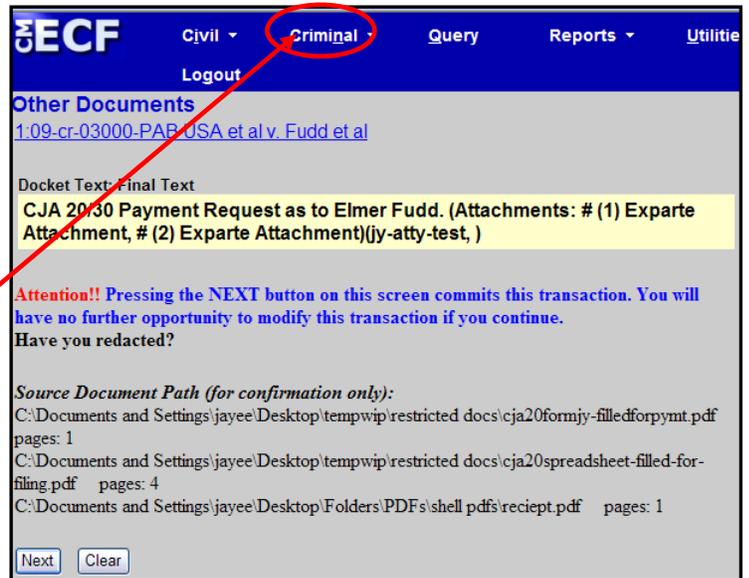
- A list box displays the parties in the case to allow you to select the filing party.
- Select the party filing the document.
- **Click** the Next button.



Frame 9 Completing the filing.

- A verification screen is displayed.
- **Click** the Next button to continue.
- The **"point of no return"** screen is displayed. It's the last screen in the entry process. A warning message is displayed indicating if the **Next** button is pressed, the entry is posted on the live database and cannot be altered by the filer.

NOTE: If you do not want to submit the entry, click on the Criminal link on the menu bar so the entry is Not submitted. In effect, this cancels the submission.



Frame 10 Transaction confirmation screen.

- When the Next button is clicked from the “point of no return” screen, the transaction confirmation screen is displayed.
- NEFs will be sent to attorneys for each of the defendants. **Only** the attorney for the **filing party** can access and view the document from the NEF e-mail.
- Other attorneys will receive the NEF, but will not be able to access and view the document.

Other Documents

[1:09-cr-03000-PAB USA et al v. Fudd et al](#)

U.S. District Court

District of Colorado [TEST]

Notice of Electronic Filing

The following transaction was entered by jy-atty-test, on 3/17/2011 at 7:50 AM MDT and filed on 3/17/2011

Case Name: USA et al v. Fudd et al

Case Number: [1:09-cr-03000-PAB](#)

Filer: Dft No. 1 - Elmer Fudd

Document Number: [39](#)

Docket Text:

[CJA 20/30 Payment Request as to Elmer Fudd](#) (Attachments: # (1) [Exparte Attachment](#), # (2) [Exparte Attachment\(jy-atty-test, \)](#))

1:09-cr-03000-PAB-1 Notice has been electronically mailed to:

[jy-atty-test](#) [cod_aty@yahoo.com](#)

Edward Robin Harris [Edward_Harris_fd.org@example.com](#)

[Jack Yee-5678](#) [jack_yee@cod.uscourts.gov](#)

[Leslie Martin-1](#) [leslie_a_martin@cod.uscourts.gov](#)

Marc Milavitz [altlaw_annix.com@example.com](#)

1:09-cr-03000-PAB-1 Notice has been mailed by the filer to:

Conner

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Frame 11 NEF notifications.

- The transaction receipt displays all of the NEF e-mails being sent.
- We'll take a look at three attorneys.
 - Attorney jy-atty-test represents Elmer Fudd
 - Attorney Jack Yee-5678 represents the USA
 - Attorney Leslie Martin-1 also represents the USA
- Each attorney on the case will receive a NEF for the filing entered by jy-atty-test.
 -

Docket Text:

[CJA 20/30 Payment Request as to Elmer Fudd](#) (Attachments: # (1) [Exparte Attachment](#), # (2) [Exparte Attachment\(jy-atty-test, \)](#))

1:09-cr-03000-PAB-1 Notice has been electronically mailed to:

[jy-atty-test](#) [cod_aty@yahoo.com](#)

Edward Robin Harris [Edward_Harris_fd.org@example.com](#)

[Jack Yee-5678](#) [jack_yee@cod.uscourts.gov](#)

[Leslie Martin-1](#) [leslie_a_martin@cod.uscourts.gov](#)

Marc Milavitz [altlaw_annix.com@example.com](#)

1:09-cr-03000-PAB-1 Notice has been mailed by the filer to:

Conner

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Frame 12 Accessing the e-mail.

- Attorney 1 - jy-atty-test.
 - jy-atty-test is the attorney representing the filing party, Elmer Fudd.
 - jy-atty-test will be able to access the document from the NEF for a free look.
- Jy-atty-test has a Yahoo e-mail account set up to receive the NEFs
 - Activity in case 09-cr-03000-PAB
 - Party information
 - CJA 20/30 Paym00nt Request

Inbox

View: All | From Contacts | From Connections | Unread | Flagged Messages 1-50 of 189 First | Previous | Next | Last

From	Subject	Date	Size
cmechelpdesk@cod.uscourts...	Activity in Case 1:09-cr-03000-PAB USA et al v. Fudd et al CJA 20/3...	7:50 AM	9KB
cmechelpdesk@cod.uscourts...	Summary of ECF Activity	Sat, 3/12/11	6KB
cmechelpdesk@cod.uscourts...	Activity in Case 1:10-cr-00313-MSK USA v. Nieffer Ex Parte Docum...	Thu, 2/17/11	5KB

Frame 13 Viewing the e-mail.

- Since jy-atty-test represents the filing party, jy-atty-test will be able to access the document from the NEF.
- Like all NEFs, there is one "free look" associated with each e-mail address in the jy-atty-test account.

NOTE: Each e-mail recipient will have to enter the attorney's ECF login and password to be able to access the free look.

Previous | Next | Back to Messages Mark as Unread | Print

Delete Reply Forward Spam Move...

Activity in Case 1:09-cr-03000-PAB USA et al v. Fudd et al CJA 20/30 Payment Request Thursday, March 17, 2011 7:50 AM

From: "cmechelpdesk@cod.uscourts.gov" <cmechelpdesk@cod.uscourts.gov>

To: COD_NEF@cod.uscourts.gov

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court
District of Colorado [TEST]

Notice of Electronic Filing

The following transaction was entered by jy-atty-test, on 3/17/2011 at 7:50 AM MDT and filed on 3/17/2011

Case Name: USA et al v. Fudd et al

Case Number: 1:09-cr-03000-PAB

Filer: D# No. 1 - Elmer Fudd

Document Number: 39

Docket Text:

CJA 20/30 Payment Request as to Elmer Fudd. (Attachments: # (1) Exparte Attachment, # (2) Exparte Attachment)(jy-atty-test,)

1:09-cr-03000-PAB-1 Notice has been electronically mailed to:

jy-atty-test cod_aty@yahoo.com

Edward Robin Harris Edward_Harris_ftd.org@example.com

Jack Yee-5678 jack_yee@cod.uscourts.gov

Leslie Martin-1 leslie_a_martin@cod.uscourts.gov

Frame 14 The required login screen.

- After clicking on the document number in the NEF, a **CM/ECF or PACER Login** screen is displayed.

You MUST enter the CM/ECF login, password, and check the redaction box. This is to identify you as the attorney and that you do represent the filing party so you can access the document.

- **Click** on the Login button.

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:
Password:
client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact Social Security or taxpayer-identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Frame 15 Selecting documents for viewing.

- After CM/ECF verifies that jy-atty-test is the attorney of record representing the filing party and filed the document, the documents filed are listed for selection and viewing.

The screenshot shows the CM/ECF Document Selection Menu. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Document Selection Menu". The main content area displays "Multiple Documents". A message states: "To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You may incur a PACER fee to view CM/ECF documents from hyperlinks within the documents." Below this, it says "Select the document you wish to view." There is a table with columns for Document Number, pages, and size. The first row shows Document Number: 39, 1 page, 213 kb. Below this is a table with columns for Attachment, Description, pages, and size. The first row shows Attachment 1, Exparte Attachment, 4 pages, 110 kb. The second row shows Attachment 2, Exparte Attachment, 1 page, 6 kb. At the bottom, there are buttons for "View All" and "Download All", with "6 pages" and "328 kb" displayed next to them.

Frame 16 Selecting documents for viewing.

- After CM/ECF verifies that jy-atty-test is the attorney of record representing the filing party and filed the document, the documents filed are listed for selection and viewing.
- After clicking on the main document, a warning screen is displayed along with a "View Document" button.
- **Click** the "View Document" button to open the PDF for viewing.

The screenshot shows a warning screen on the CM/ECF system. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search. The main content area has a red "Warning!" header. Below the header, a message states: "This document has been filed *ex parte*; it is restricted to court users and the filing party." At the bottom left, there is a button labeled "View Document" which is circled in blue.

Frame 17 Viewing the document.

- The document can be printed, saved, or both.
- You should do at least one of the print/save options, as the free look is gone after the first viewing.

Case 1:09-cr-03000-PAB Document 39 (Ex Parte) Filed 03/17/11 USDC Colorado Page 1 of 1

§ CJA 20 APPOINTMENT OF AND AUTHORITY TO PAY COURT-APPOINTED COUNSEL (Rev. 12/03)

1. CIR. DIST./DIV. CODE COX	2. PERSON REPRESENTED Elmer Fudd	VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:09-03000-PAB	5. APPEALS DKT./DEF. NUMBER
6. OTHER DKT. NUMBER	7. IN CASE/MATTER OF (Case Name) U.S. V. Fudd	
8. PAYMENT CATEGORY <input checked="" type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal		9. TYPE PERSON REPRESENTED <input checked="" type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other
10. REPRESENTATION TYPE (See Instructions) Criminal Case		
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) <i>If more than one offense, list (up to five) major offenses charged, according to severity of offense.</i> 21:841A=NP.F NARCOTICS - POSSESSION		
12. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix) AND MAILING ADDRESS jy-atty-test Yee & Yee LLC 901 19th St, Ste. A105 Denver, CO 80294 Telephone Number: (303) 335-2041		13. COURT ORDER <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs For Federal Defender <input type="checkbox"/> R Subs For Retained Attorney <input type="checkbox"/> P Subs For Panel Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name: _____ Appointment Dates: _____ <input type="checkbox"/> Because the above-named person represented has testified under oath or has otherwise testified this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in this case, OR <input type="checkbox"/> Other (See Instructions)
14. NAME AND MAILING ADDRESS OF LAW FIRM (Only provide per instructions) s/Philip A. Brimmer Signature of Presiding Judge or By Order of the Court 3/24/2010 Date of Order Repayment or partial repayment ordered from the person represented for this service at time appointment: <input type="checkbox"/> YES <input type="checkbox"/> NO		

CLAIM FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES (Attach itemization of services with dates)	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	MATH/TECH ADJUSTED HOURS	MATH/TECH ADJUSTED AMOUNT	ADDITIONAL REVIEW
15. In Court					
a. Arraignments and/or Pleas		0.00		0.00	
b. Bail and Detention Hearings		0.00		0.00	
c. Motion Hearings		0.00		0.00	
d. Trial		0.00		0.00	
e. Sentencing Hearings	2.80	308.00		0.00	
f. Revocation Hearings		0.00		0.00	
g. Appeals Court		0.00		0.00	
h. Other (Specify on additional sheets)		0.00		0.00	
(RATE PER HOUR = \$ 110.00) TOTALS:	2.80	308.00	0.00	0.00	
16. Out of Court					
a. Interviews and Conferences	9.80	1,078.00		0.00	
b. Obtaining and reviewing records	21.50	2,365.00		0.00	
c. Legal research and brief writing	13.30	1,463.00		0.00	
d. Travel time	9.00	990.00		0.00	
e. Investigative and other work (Specify on additional sheets)		0.00		0.00	
(RATE PER HOUR = \$ 110.00) TOTALS:	53.60	5,896.00	0.00	0.00	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		215.30			
18. Other Expenses (other than expert, transcripts, etc.)		15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED):		6,434.30		0.00	

Frame 18 Viewing the remaining document(s).

- Repeat the selection and viewing, printing saving process for each document you want to view.

Document 39 – 1

ECF
Civil ▾
Criminal ▾
Query
Reports ▾
Utilities ▾
Search

Warning!

This document has been filed *ex parte*; it is restricted to court users and the filing party.

CJA 20 Worksheet - Attorney Time

Attorney: jy-atty-test Bill Dates: 9/30/2010 to 11/17/2010
 Case No: 9cr-03000-PAB Defendant: Elmer Fudd
 Judge: Philip A. Brimmer
 Interim Payment Number Final Interim Payment Final W/O Interims X

Date	15 a	15 b	15 c	15 d	15 e	15 f	15 g	15 h	16 a	16 b	16 c	16 d	16 e	Description
9/30/2010										1.60				Downloaded & reviewed case documents.
9/30/2010									0.10					Phone call to USMS - ascertain client's location & Reg. Number
9/30/2010									0.20					Phone call w/USPO Stein - requesting PSI from original case for SR Revo.
9/30/2010									0.20					Phone call w/USPO Means - requesting PSI from instant case
10/1/2010										0.70				Received & reviewed PSI for gun case
10/4/2010									0.10					Phone call fm client's mother
10/5/2010												1.00		Fm office to Jeff Co Detention & back
10/5/2010									2.50					Conference w/client
10/11/2010									0.20					Phone call w/client's ex-attorney
10/13/2010												1.00		Fm office to Jeffco Detention & back
10/13/2010									0.80					Conference w/client
10/14/2010									0.20					Phone call w/client's ex-psychologist
10/14/2010											1.40			Drafted objections to Preliminary

Document 39 – 2

ECF Civil Criminal Query Reports Utilities Search

Warning!

This document has been filed *ex parte*; it is restricted to court users and the filing party.

View Document

Receipt

Frame 19 NEF notifications for other attorneys.

- From the NEF, other attorneys, representing other defendants are listed as also getting a NEF.
- We'll take a look at what Leslie Martin-1, who represents the USA can access and view.

Docket Text:
CJA 20/30 Payment Request as to Elmer Fudd (Attachments: # (1) Exparte Attachment, # (2) Exparte Attachment)(jy-atty-test,)

1:09-cr-03000-PAB-1 Notice has been electronically mailed to:
 jy-atty-test cod_aty@yahoo.com
 Edward Robin Harris Edward_Harris_fd.org@example.com
 Jack Yee-5678 jack_yee@cod.uscourts.gov
Leslie Martin-1 leslie_a_martin@cod.uscourts.gov
 Marc Milavitz altlaw_mrnix.com@example.com

1:09-cr-03000-PAB-1 Notice has been mailed by the filer to:
 Conner

The following document(s) are associated with this transaction:
 Document description:Main Document
 Original filename:a/a

Frame 20 Access the NEF e-mail.

- Leslie Martin-1 logs into to her e-mail application.

Server Login

Please type your user name and password

User name:

Password:

Frame 20 Inbox.

Welcome, Leslie A Martin Full | Lite Preferences Online Log

Welcome Mail Calendar To Do Contacts Notebook Lotus Domino™ Web Access

My Mail Inbox

New Reply Reply To All Forward Mark As More

Who	Subject	Date	Size
cmecfhelpdesk	Activity in Case 1:11-cr-00900-MSK-MJW USA v. Smith et al Initial Appearance	03/17/2011 09:49AM	4K
cmecfhelpdesk	Activity in Case 1:09-cr-03000-PAB USA et al v. Fudd et al CJA 20/30 Payment Request	03/17/2011 07:51AM	4K

New Reply Reply To All Forward Mark As More

From: cmecfhelpdesk@cod.uscourts.gov
To: COD_NEF@cod.uscourts.gov

Date: Thursday, March 17, 2011 07:51AM
Subject: Activity in Case 1:09-cr-03000-PAB USA et al v. Fudd et al CJA 20/30 Payment Request

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because
*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or if access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. If document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court
District of Colorado [TEST]

Notice of Electronic Filing

The following transaction was entered by jy-atty-test, on 3/17/2011 at 7:50 AM MDT and filed on 3/17/2011

Case Name: USA et al v. Fudd et al
Case Number: [1:09-cr-03000-PAB](#)
Filer: DTC No. 1 - Elmer Fudd
Document Number: [39](#)

Docket Text:
CJA 20/30 Payment Request as to Elmer Fudd. (Attachments: # (1) Exparte Attachment, # (2) Exparte Attachment)(jy-atty-test,)

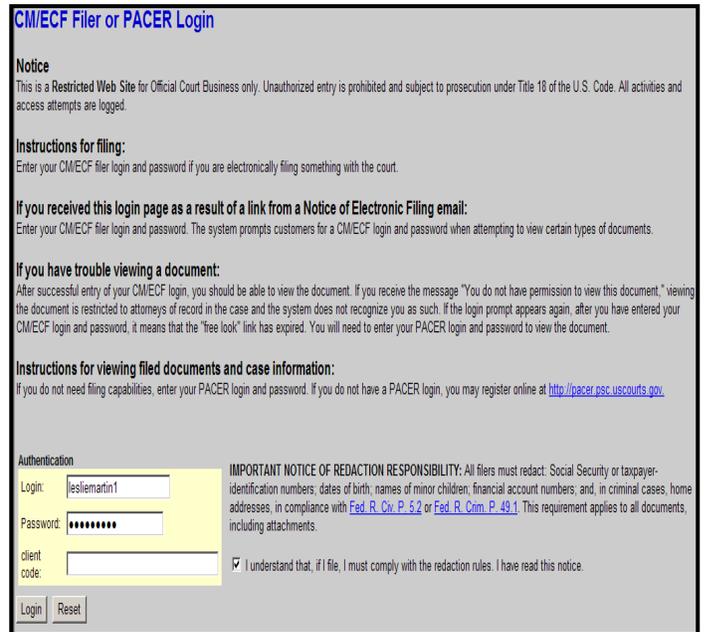
1:09-cr-03000-PAB-1 Notice has been electronically mailed to:
 jy-atty-test cod_aty@yahoo.com
 Edward Robin Harris Edward_Harris_fd.org@example.com
 Jack Yee-5678 jack_yee@cod.uscourts.gov
 Leslie Martin-1 leslie_a_martin@cod.uscourts.gov

Frame 21 The required login screen.

- After clicking on the document number in the NEF, a **CM/ECF or PACER Login** screen is displayed.

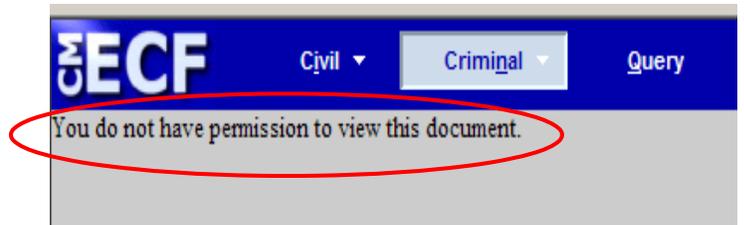
You MUST enter the CM/ECF login, password, and check the redaction box. This is to identify you as the attorney and that you do represent the filing party so you can access the document.

- **Click** on the Login button.



Frame 22 The required login screen.

- A message is displayed indicating Leslie Martin-1 does not have permission to view this document.
- Although Leslie Martin-1 received the NEF, she will NOT be able to access the document. She does not meet the access criteria to view the document.



Frame 23 Other CJA filings

- When attorneys file:

There are corresponding court events for payment approvals:

• CJA – Request for Interim Payment	↔	• CJA – Order for Interim Payment
• CJA – Travel Request (Non-Defendant)	↔	• CJA – Travel Authorization
• CJA 20 /30 - Payment Request	↔	• CJA 20 /30 - Payment Authorization
• CJA 21/31 - Payment Request	↔	• CJA 21 /31 - Payment Authorization
• CJA 21/31 - Request for Services	↔	• CJA 21/31 - Authorization for Service
• CJA 24 - Transcript Request	↔	• CJA 24 - Payment Authorization
• CJA 23 Financial Affidavit		• No corresponding event

Frame 24 Court initiated CJA filings.

- The frames and samples above are for filing a CJA 20/30 Payment Request. This filing replaces the need to file it as an Ex Parte document.
- Other CJA documents attorneys can file are shown in Frame 23 above. Other than the CJA 23 - Financial Affidavit, there will be a corresponding court event filed to approve/disapprove/modify the request filed by the attorney.

Frame 25 Filing CJA documents by the court.

- Frames 1 through 10 show the steps to file the CJA 20/30 Payment Request.
- Frames 11 through 18 show how an authorized attorney can access the restricted CJA document.
- Frames 19 through 22 shows how a non-authorized attorney will receive the NEF, but will not be able to access the restricted document.

Frame 26 Court filings of CJA documents.

- Court staff will docket the corresponding CJA authorization event when the judge has signed the document.
- At the completion of docketing, a transaction receipt is displayed and NEFs are sent to all of the parties in the case.
- Again, as with CJA documents filed by attorneys, only authorized parties will be able to access the document.
- Document 40 is the PDF of the CJA 20/30 Payment Authorization

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court
District of Colorado [TEST]

Notice of Electronic Filing

The following transaction was entered on 3/18/2011 at 12:28 PM MDT and filed on 3/18/2011

Case Name: USA et al v. Fudd et al

Case Number: [1:09-cr-03000-PAB](#)

Filer: Dft No. 1 - Elmer Fudd

Document Number: [40](#)

Docket Text:

[CJA 20/30 Payment Authorization as to Elmer Fudd by Judge Philip A. Brimmer on 3/18/2011. \(jy, \)](#)

1:09-cr-03000-PAB-1 Notice has been electronically mailed to:

Edward Robin Harris Edward_Harris_fd.org@example.com

Marc Milavitz altlaw_arnix.com@example.com

Leslie Martin-1 leslie_a_martin@cod.uscourts.gov

Matty-test cod_aty@yahoo.com

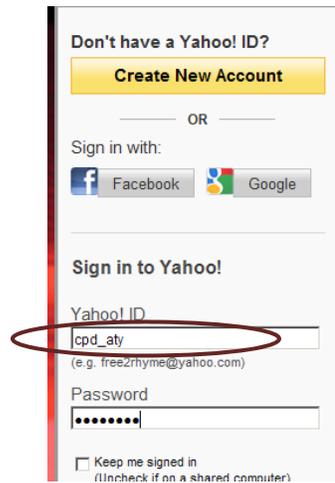
Jack Yee-5678 jack_yee@cod.uscourts.gov

1:09-cr-03000-PAB-1 Notice has been mailed by the filer to:

Conner

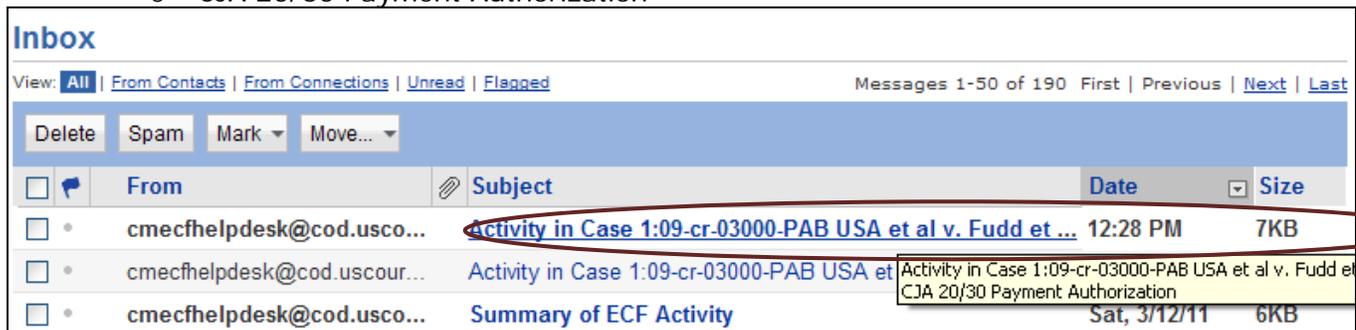
Frame 27 Accessing the e-mail.

- Attorney 1 - jy-atty-test.
 - jy-atty-test is the attorney representing the filing party, Elmer Fudd.
 - jy-atty-test will be able to access the document from the NEF for a free look.
- Jy-atty-test has a Yahoo e-mail account set up to receive the NEFs

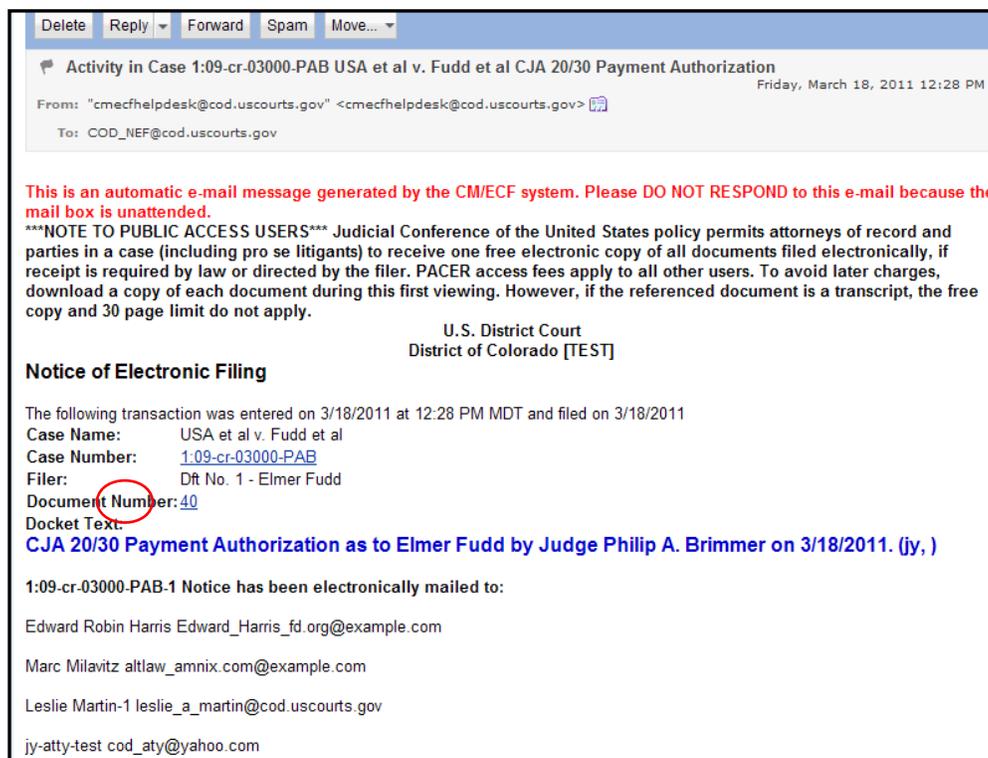


Frame 28 The Inbox.

- In the Inbox, the NEF **subject line** is displays information as to:
 - Activity in case 09-cr-03000-PAB
 - Party information
 - CJA 20/30 Payment Authorization



- Opening the e-mail shows the NEF information and document 40 is a hyperlink.



Frame 29 The required login screen.

- After clicking on the document number in the NEF, a **CM/ECF or PACER Login** screen is displayed.

You MUST enter the CM/ECF login, password, and check the redaction box. This is to identify you as the attorney and that you do represent the filing party so you can access the document.

- **Click** on the Login button.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

Notice

An access fee of \$0.08 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

Frame 30 Selecting documents for viewing.

- After CM/ECF verifies that jy-atty-test is the attorney of record representing the filing party, a warning message is displayed.
- **Click** the "View Document" button.

ECF Civil Criminal Query Reports Utilities Search

Warning!

This document has been filed *ex parte*; it is restricted to court users and the filing party.

- The document can be printed, saved, or both.
- You should do at least one of the print/save options, as the free look is gone after the first viewing.

%CJA 20 APPOINTMENT OF AND AUTHORITY TO PAY COURT-APPOINTED COUNSEL (Rev. 12/03)

1. CIR. / DIST. / DIV. CODE COX		2. PERSON REPRESENTED Elmer Fudd		VOUCHER NUMBER			
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER 1:09-03000-PAB		5. APPEALS DKT./DEF. NUMBER			
6. OTHER DKT. NUMBER		7. IN CASE/MATTER OF (Case Name) U.S. V. Fudd		8. PAYMENT CATEGORY <input checked="" type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Appeal <input type="checkbox"/> Petty Offense <input type="checkbox"/> Other			
9. TYPE PERSON REPRESENTED <input checked="" type="checkbox"/> Adult Defendant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Other		10. REPRESENTATION TYPE (See Instructions) Criminal Case		11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) If more than one offense, list (up to five) major offenses charged, according to severity of offense. 21:841A-NP.F NARCOTICS - POSSESSION			
12. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix), AND MAILING ADDRESS jy-atty-test Yee & Yee LLC 901 19th St, Ste. A105 Denver, CO 80294 Telephone Number: (303) 335-2041			13. COURT ORDER <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs For Federal Defender <input type="checkbox"/> R Subs For Retained Attorney <input type="checkbox"/> P Subs For Panel Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name: _____ Appointment Date: _____ <input type="checkbox"/> Because the above-named person represented has testified under oath or has otherwise satisfied this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in this case, OR <input type="checkbox"/> Other (See Instructions) s/Philip A. Brimmer Signature of Presiding Judge or By Order of the Court 3/24/2010 Date of Order _____ Nunc Pro Tunc Date _____ Repayment or partial repayment ordered from the person represented for this service at time appointment. <input type="checkbox"/> YES <input type="checkbox"/> NO				
14. NAME AND MAILING ADDRESS OF LAW FIRM (Only provide per instructions)							
CLAIM FOR SERVICES AND EXPENSES			FOR COURT USE ONLY				
CATEGORIES (Attach itemization of services with dates)			HOURS CLAIMED	TOTAL AMOUNT CLAIMED	MATH TECH. ADJUSTED HOURS	MATH TECH. ADJUSTED AMOUNT	ADDITIONAL REVIEW
15. In Court	a. Arraignment and/or Plea			0.00		0.00	
	b. Bail and Detention Hearings			0.00		0.00	
	c. Motion Hearings			0.00		0.00	
	d. Trial			0.00		0.00	
	e. Sentencing Hearings	2.80	308.00			0.00	
	f. Revocation Hearings			0.00		0.00	
	g. Appeals Court			0.00		0.00	
	h. Other (Specify on additional sheets)			0.00		0.00	
(RATE PER HOUR = \$ 110.00) TOTALS:			2.80	308.00	0.00	0.00	
16. Out of Court	a. Interviews and Conferences	9.80	1,078.00			0.00	
	b. Obtaining and reviewing records	21.50	2,365.00			0.00	
	c. Legal research and brief writing	13.30	1,463.00			0.00	
	d. Travel time	9.00	990.00			0.00	
	e. Investigative and other work (Specify on additional sheets)		0.00			0.00	
(RATE PER HOUR = \$ 110.00) TOTALS:			53.80	5,896.00	0.00	0.00	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)				215.30			
18. Other Expenses (other than expert, transcripts, etc.)				15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED):				6,434.30		0.00	
19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE FROM: 9/30/2010 TO: 11/17/2010				20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment Number _____ <input type="checkbox"/> Supplemental Payment Have you previously applied to the court for compensation and/or reimbursement for this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, give details on additional sheets. I swear or affirm the truth or correctness of the above statements. Signature of Attorney: s/ jy-atty-test Date: 3/18/2011							
APPROVED FOR PAYMENT — COURT USE ONLY							
23. IN COURT COMP. \$308.00		24. OUT OF COURT COMP. \$5,896.00		25. TRAVEL EXPENSES \$215.30		26. OTHER EXPENSES \$15.00	
27. TOTAL AMT. APPR./CERT. \$6,434.30		28. SIGNATURE OF THE PRESIDING JUDGE s/Philip A. Brimmer		DATE 03/18/2011		29. JUDGE CODE	
29. IN COURT COMP.		30. OUT OF COURT COMP.		31. TRAVEL EXPENSES		32. OTHER EXPENSES	
33. TOTAL AMT. APPROVED \$0.00		34. SIGNATURE OF CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount.		DATE		34a. JUDGE CODE	

Frame 32 NEF notifications for other attorneys.

- From the NEF, other attorneys, representing other defendants are listed as also getting a NEF.
- We'll take a look at what Leslie Martin-1, who represents the USA can access and view.

The following transaction was entered on 3/18/2011 at 12:28 PM MDT and filed on 3/18/2011

Case Name: USA et al v. Fudd et al
Case Number: [1:09-cr-03000-PAB](#)
Filer: Dft No. 1 - Elmer Fudd
Document Number: [40](#)

Docket Text:
[CJA 20/30 Payment Authorization as to Elmer Fudd by Judge Philip A. Brimmer on 3/18/2011. \(jy, \)](#)

1:09-cr-03000-PAB-1 Notice has been electronically mailed to:

Edward Robin Harris Edward_Harris_fd.org@example.com
Marc Milavitz altlaw_arnix.com@example.com
Leslie Martin-1 leslie_a_martin@cod.uscourts.gov
jy-atty-test cod_aty@yahoo.com
Jack Yee-5678 jack_yee@cod.uscourts.gov

1:09-cr-03000-PAB-1 Notice has been mailed by the filer to:

Conner

Frame 33 Logging in to e-mail.

- Leslie Martin-1 logs into to her e-mail application.

Server Login

Please type your user name and password

User name:

Password:

Frame 34 Inbox.

Welcome, Leslie A Martin Full | Lite Preferences Online

Welcome | Mail | Calendar | To Do | Contacts | Notebook Lotus Domino™ Web A

My Mail **Inbox**

Who	Subject	Date	Size
cmecfhelpdesk	Activity in Case 1:09-cr-03000-PAB USA et al v. Fudd et al CJA 20/30 Payment Authorization	03/18/2011 12:4K	
cmecfhelpdesk	Activity in Case 1:09-cr-03000-PAB USA et al v. Fudd et al CJA 20/30 Payment Request	03/17/2011 07:4K	

From: cmecfhelpdesk@cod.uscourts.gov
To: COD_NEF@cod.uscourts.gov
Date: Friday, March 18, 2011 12:28PM
Subject: Activity in Case 1:09-cr-03000-PAB USA et al v. Fudd et al CJA 20/30 Payment Authorization

(including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court
District of Colorado [TEST]

Notice of Electronic Filing

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Case Name: USA et al v. Fudd et al
Case Number: [1:09-cr-03000-PAB](#)
Filer: Dft No. 1 - Elmer Fudd
Document Number: [40](#)

Docket Text:
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1:09-cr-03000-PAB-1 Notice has been electronically mailed to:

Edward Robin Harris Edward_Harris_fd.org@example.com
Marc Milavitz altlaw_arnix.com@example.com
Leslie Martin-1 leslie_a_martin@cod.uscourts.gov
jy-atty-test cod_aty@yahoo.com

Frame 35 The required login screen.

- After clicking on the document number in the NEF, a **CM/ECF or PACER Login** screen is displayed.

You MUST enter the CM/ECF login, password, and check the redaction box. This is to identify you as the attorney and that you do represent the filing party so you can access the document.

- **Click** on the Login button.

CM/ECF Filer or PACER Login

Notice
This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.uscourts.gov>.

Authentication

Login:

Password:

client code:

I understand that, if file, I must comply with the redaction rules. I have read this notice.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 6.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

Frame 36 The required login screen.

- A message is displayed indicating Leslie Martin-1 does not have permission to view this document.
- Although Leslie Martin-1 received the NEF, she will NOT be able to access the document. She does not meet the access criteria to view the document.

