

Version

**2.0**

Effective  
July 17, 2006

UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO  
Electronic Case Files

# **ELECTRONIC CASE FILING CJA FORMS MANUAL**

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# Chapter 1 Introduction

This manual provides instructions on how CJA attorneys will be notified of CJA Appointments and how CJA practitioners need to process CJA forms. Besides the payment request, this manual will also provide information as to other CJA forms such as the CJA 21 – Pre- Authorization, CJA 24 – Transcript Requests, and CJA xx. The court will begin to accept electronic filings for criminal cases on December 5, 2005. When this begins, a new process will also be implemented to process CJA forms.

## 1.1 Brief ECF System Overview

Registered users with a compatible web browser and access to the Internet can perform the following functions, twenty-four hours a day, seven days a week:

- View or download the most recent version of the ECF User Manual and Electronic Case Filing Procedures;
- Self-train on the court's ECF tutorial including information about Adobe PDF files;
- Practice entering documents into the ECF using the court's "training" database;
- Electronically transmit a document to the clerk's office in civil cases without incurring additional filing costs;
- View official docket sheets and other documents associated with these docket sheets, including immediate viewing of a document just submitted to the court;
- Compile and view various reports for cases on the court's docket;
- Query case information; and,
- Update and maintain user accounts.

## 1.2 Contacts

- For assistance in CJA processing, payments, and procedures, call Nancy Rutledge on 303-335-2139 or Stephanie Matlock on 303-335-2011.
- For assistance in using ECF, including technical difficulties, call the Court's Help Desk toll free at 866-365-6381 or 303-335-2050 between the hours of 8:00 a.m. and 5:00 p.m. Mountain Time, Monday through Friday, excluding federal holidays. The Help Desk may also be contacted by e-mail at [cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov).

## 1.3 Software and Processing Requirements

In order for this process to work effectively, you need to have the following software:

1. Word or WordPerfect
2. Excel
3. PDF conversion software
4. E-mail software that will receive and send attachments.

## 1.4 CJA Forms and Process

This manual will discuss the following forms and processes:

1. The CJA Appointment and notification (CJA Form 20 or CJA Form 30)
2. Form 20/30 CJA 21/31 **Payment** request and submission
3. Form 21 – Pre-Authorization
4. Form 24 – Transcript Request.

## Chapter 2 CJA Appointment

### 2.1 CJA Appointment and Notification

#### Frame 2.1-1 The appointment.

After an attorney accepts a CJA appointment, the CJA appointee should use their CJA PACER account to log in and view/download indictment and any other pertinent documents.

**Note:** If the appointment is made to a case prior to December 5, 2005, contact the CJA staff for assistance.

#### Frame 2.1-2 NEF Notification of appointment from the court

☐	cmecfhelpdesk@cod.uscourts.gov	Mon Nov 14, 2005 3k	<a href="#">Activity in Case 1:05-cr-04000-EWN USA v. Quack et al "CJA 20 - Appointment"</a>
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[Printable view - 1 on headers](#)   

**Date:** Mon, 14 Nov 2005 07:43:18 -0700 (MST)  
**From:** cmecfhelpdesk@cod.uscourts.gov  
**To:** Courtmail@aotxci.aotx.uscourts.gov  
**Subject:** Activity in Case 1:05-cr-04000-EWN USA v. Quack et al "CJA 20 - Appointment"

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

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

Notice of Electronic Filing

The following transaction was received from yee, entered on 11/14/2005 at 7:43 AM MST and filed on 11/14/2005.

**Case Name:** USA v. Quack et al  
**Case Number:** [1:05-cr-4000](#)  
**Filer:**  
**Document Number:** 6

**Docket Text:**  
CJA 20 as to Joe Quack: Appointment of Attorney Pamela Mackey for Joe Quack. . Signed by Judge Edward W Nottingham on 11/14/05. (yee, )

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

- Once the judge/magistrate judge enters an order appointing a CJA attorney, the CJA Form 20 is docketed by court personnel and a PDF copy of the CJA Form 20 is entered into CM/ECF.
  - The appointed CJA attorney is added to the case, linked to the respective defendant in the case, and the attorney will receive a Notice of Electronic Filing (NEF).
  - Once the CJA attorney receives the NEF e-mail, he/she may click on the **document number "link"** in the **e-mail** and view the CJA Form 20.
- NOTE:** The PDF copy of the CJA Form 20 reflects the appointment of counsel for the defendant in the case. **Print and save the PDF document for payment requests.**

**Frame 2.1-3 Viewing the PDF CJA 20 form**

Case 1:05-cr-04000-EWN Document 6-1 Filed 11/14/2005 Page 1 of 1

CJA 20 APPOINTMENT OF AND AUTHORITY TO PAY COURT-APPOINTED COUNSEL (P. 10-63)		VOUCHER NUMBER	
1. CIR./DIST./DIV. CODE	2. PERSON REPRESENTED Rodriguez Maria		
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1 05-448-2-EWN	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT. NUMBER
7. IN CASE/MATTER OF (Case Name) U.S.A. v. Rodriguez	8. PAYMENT CATEGORY <input checked="" type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <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 <input type="checkbox"/> Appellant <input type="checkbox"/> Appellee <input type="checkbox"/> CC (See Instructions)
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. 8 USC 1324.F - Bringing in and harboring certain aliens			
12. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix). AND MAILING ADDRESS Pamela Mackey Haddon, Morgan, Mueller, Jordan, Mackey & Foreman, PC 150 East 10th Avenue Denver, CO 80203 Telephone Number: (303) 831-7364		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 (Specify in comments)	
14. NAME AND MAILING ADDRESS OF LAW FIRM (Only provide per instructions) Haddon, Morgan, Mueller, Jordan, Mackey & Foreman, PC 150 East 10th Avenue Denver, CO 80203		Signature of Presiding Judge or By Order of the Court S/EWN 10-25-07 Date of Signature	

- When the attorney receives the e-mail notification of activity, he/she can click on the **document number link** to display the PDF document.

- When viewing the PDF document from CM/ECF, note the header stamp that is displayed with the PDF document. The header shows the case number, document number, date filed, and the number of pages.

- The CJA Form 20 will also have the **s/** signature or written signature of the judge and date the order was signed. In our example, note the **s/EWN** for Judge Nottingham and the date he signed the appointment order.

- **NOTE:** The CJA Form 20 appointing the CJA attorney is public record.
- You should print and save this document for future submission for payment.

## Chapter 3

# CJA Pre-Authorization Process (Form 21 and Form 31)

When a CJA appointed attorney requires the services of other resources, such as an investigator or expert, etc., the CJA attorney must use the CJA Form 21 or CJA Form 31 (capital cases) to authorize the resource. Form 21/31 must be submitted if the costs are **greater than \$500.00**. To submit the CJA 21/31, the form is available at the US District Court website, under **CJA Information >> CJA Forms >> CJA 21 Voucher for Expert and Other Services**. The CJA 21/31 can be downloaded as a WordPerfect or Word formatted document.

### 3.1 Getting the CJA 21/31 Form

Frame 3.1-1 Getting a blank CJA 21/31 Form

The screenshot shows the website interface for the United States District Court for the District of Colorado. Under the 'Criminal Justice Act (CJA)' section, there are several navigation buttons: 'View the Plan', 'CJA Forms', 'Completing Vouchers', and 'Rates'. A list of forms is displayed with download links for WordPerfect and Word formats. The following forms are circled in red:

- CJA 24 Voucher for Payment of Transcript (WordPerfect, Word)
- CJA 26 Supplemental Information Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum - District Court (PDF, RTF)
- CJA 31 (WordPerfect, Word)

Complete the form with information

Frame 3.1-2 CJA FORM 21

The screenshot shows the 'CJA 21 AUTHORIZATION AND VOUCHER FOR EXPERT AND OTHER SERVICES (Rev. 5/99)' form. The form is circled in red. Arrows point to the following sections:

- Section 1 through 14: Complete Boxes 1 through 14, as necessary.
- Section 12: Under Box 12, Signature of attorney can be a s/attorney Name or a hand signature.

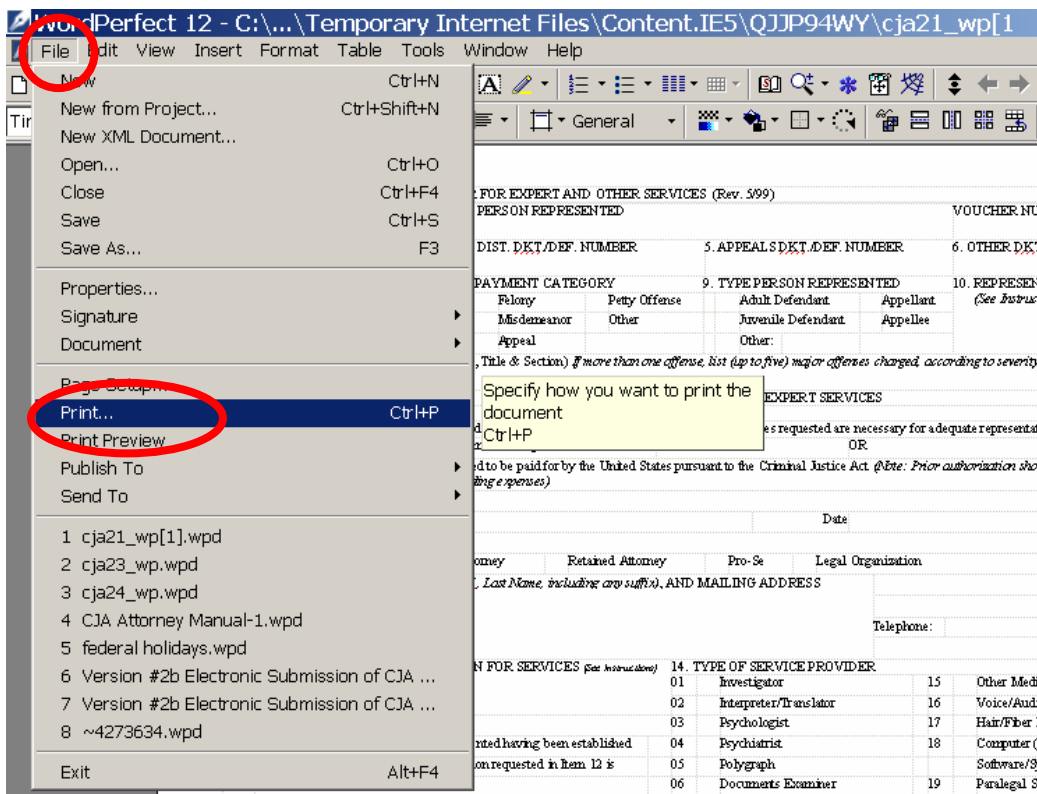
The form includes fields for: CIR./DIST./DIV. CODE, PERSON REPRESENTED, MAG. DKT./DEF. NUMBER, DIST. DKT./DEF. NUMBER, APPEALS DKT./DEF. NUMBER, OTHER DKT. NUMBER, IN CASE/MATTER OF (Case Name), PAYMENT CATEGORY, TYPE PERSON REPRESENTED, REPRESENTATION TYPE, OFFENSE(S) CHARGED, ATTORNEY'S STATEMENT, ATTORNEY'S NAME, MAILING ADDRESS, TELEPHONE, DESCRIPTION OF AND TYPE OF SERVICE PROVIDED, TYPE OF SERVICE PROVIDER, COURT ORDER, and CLAIM FOR SERVICES AND EXPENSES.

1. Complete Boxes 1 through 14, as necessary.
2. Under Box 12, Signature of attorney can be a s/attorney Name or a hand signature.

**Note:** If hand signed, the document will have to be scanned. If the document is a s/signature, the PDF can be created electronically.

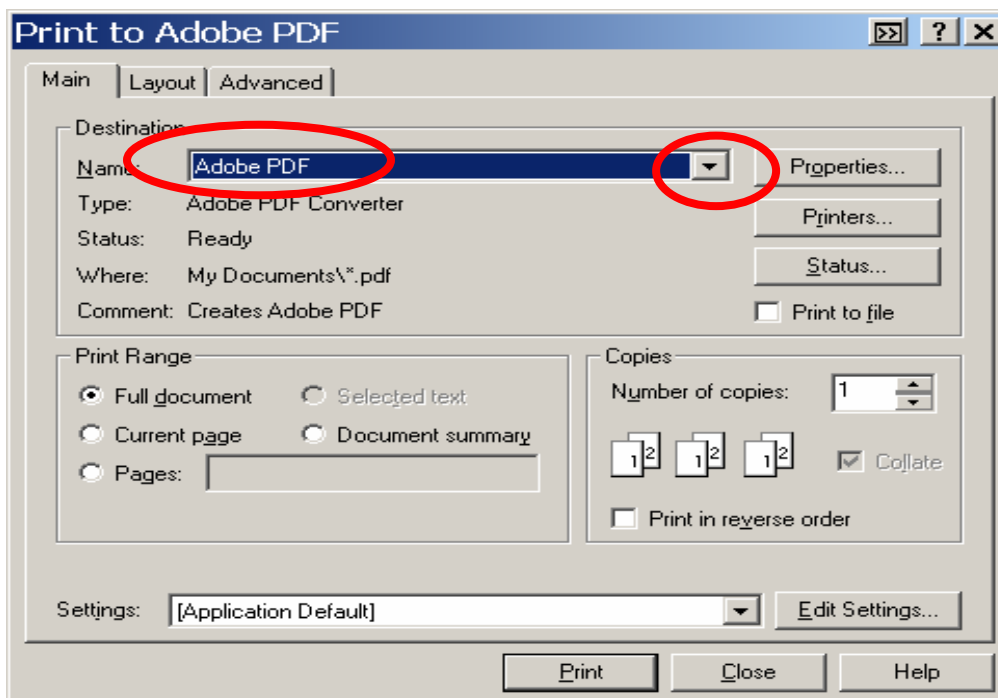
### Frame 3.1-3 Creating the PDF

Creating the PDF from Word or WordPerfect. (This example uses **WordPerfect**. However, the process is the same for **WORD**.)



1. Select **File >> Print**
2. The Print dialog Box will be displayed

### Frame 3.1-4 Print Dialog Box

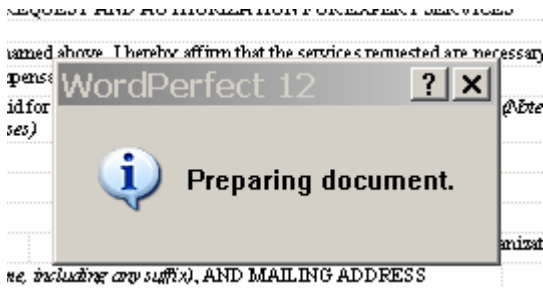


1. Using the drop down arrow, you can display the printers and printer drivers available on the application.
2. Select the "printer" which allows you to create the PDF document.

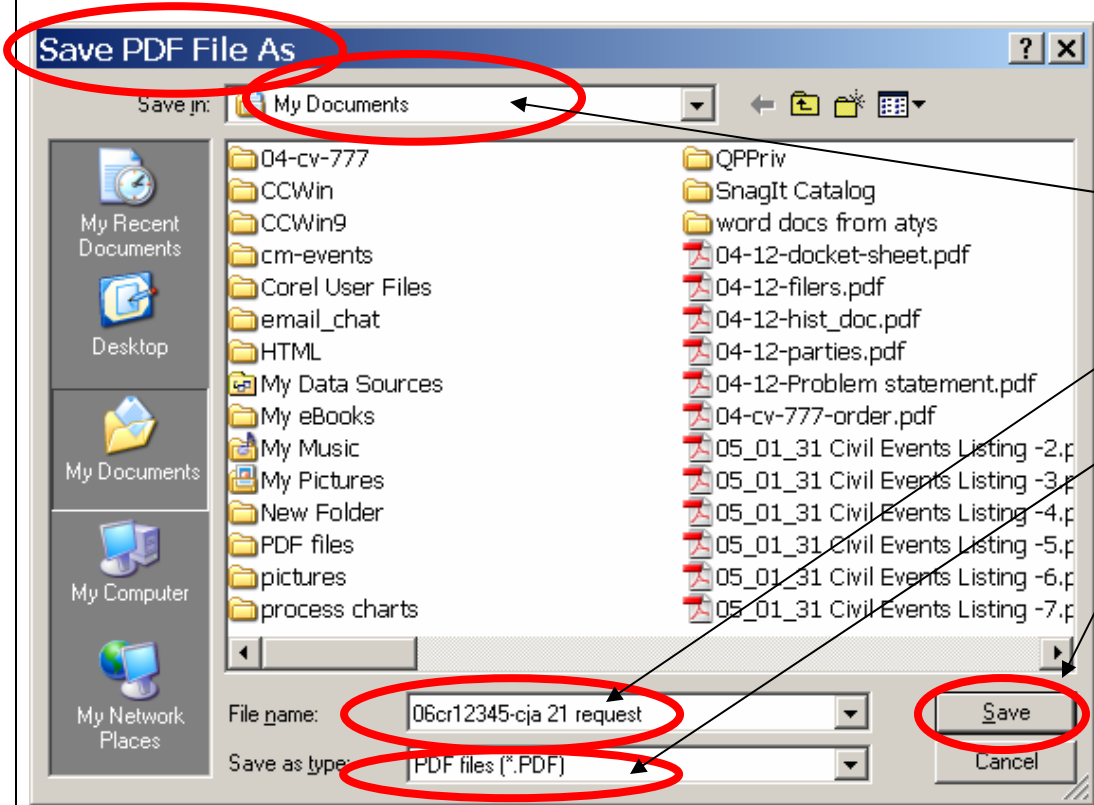
**Note:** In this example, WordPerfect will be using Adobe Acrobat to create the PDF document. There are numerous applications available that will allow users to "print" and create a PDF document.



### Frame 3.1-5 Creating the PDF document

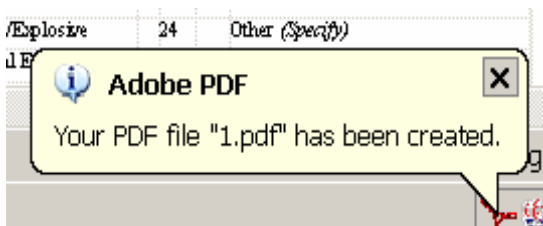


**Note:** You may or may not see a dialog box as displayed to the left.



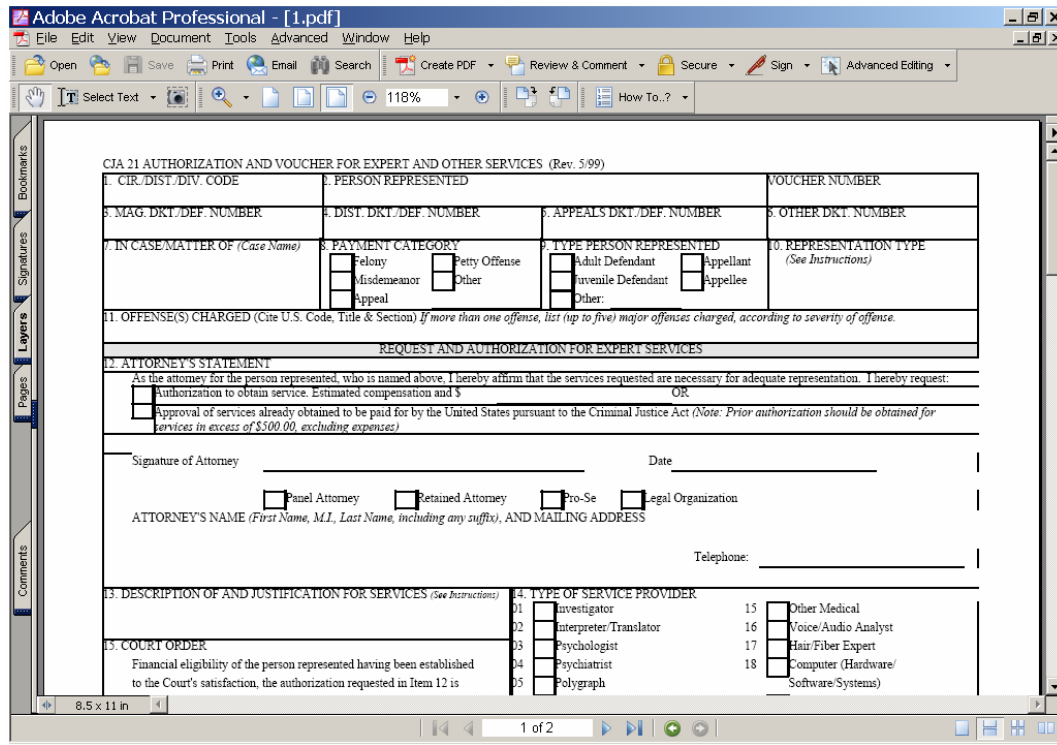
The "Save PDF File As" Dialog box is displayed.

1. Select or note where the PDF file will be saved.
2. Enter the name for the PDF file you are creating.
3. Also note that the file type is PDF
4. Click on "Save"



**Note:** You may or may not see the balloon to the left. It's dependant on your settings and which application you are using to create the PDF.

**Frame 3.1-6 The PDF document.**



1. After WordPerfect “prints” the PDF document, Adobe Reader or Adobe Acrobat (Depends on what the default application is), the PDF document is displayed for your review.
2. After reviewing, always close out the application so it can be accessed when you load into CM/ECF.

**Frame 3.1-7 Filing the Request**

The CJA Form 21 is now ready to be docketed as an attachment to the Exparte document you need to file requesting the services.

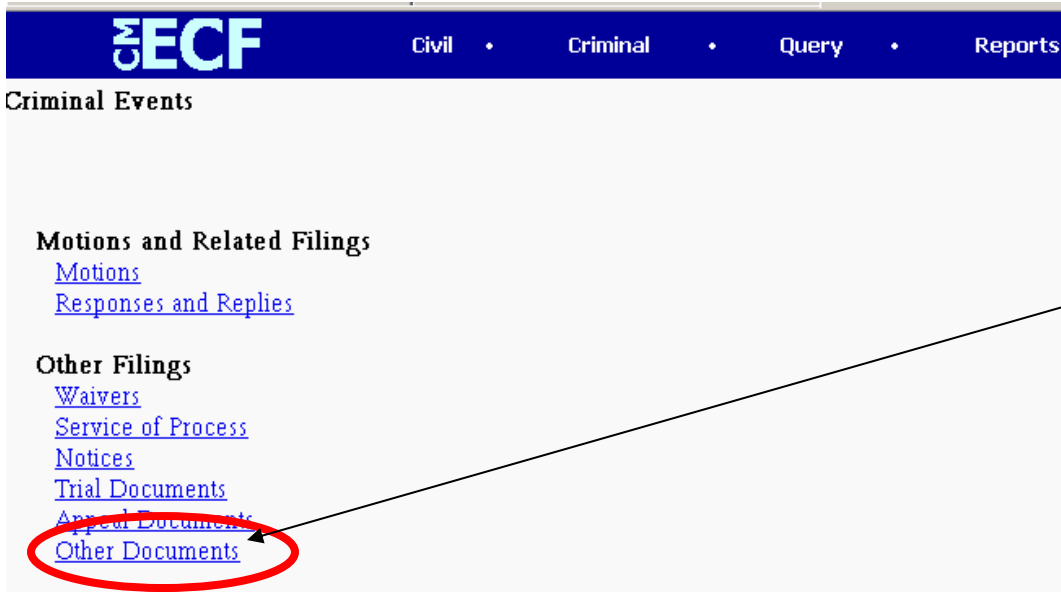
**Reminder:** These examples are based upon the assumption the request is greater than \$500.00 requiring a motion being filed requesting the services along with the CJA 21/31 as a Pre-Authorization.

**Note:** Even though it’s a motion, you will file it as an Exparte Document (Category – Other documents >> Exparte Document.) The motion will also need to be a PDF document.

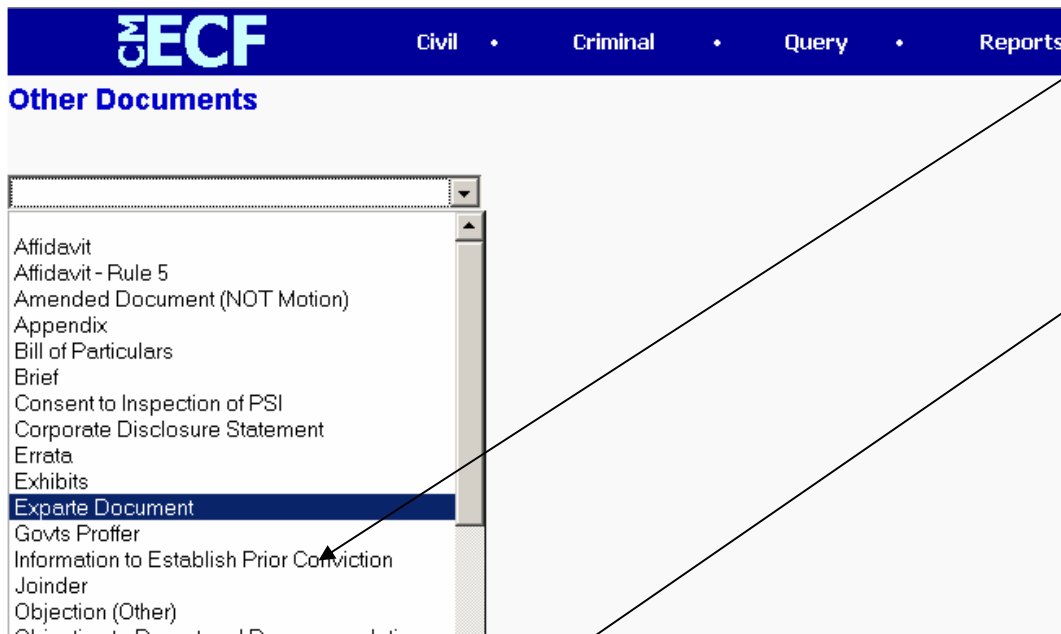
1. You will need **PDF** copies of the motion and CJA Form 21/31.
2. Login to the ECF Filing system with your ECF login.
3. Click on “**Criminal**” on the blue Menu Bar.



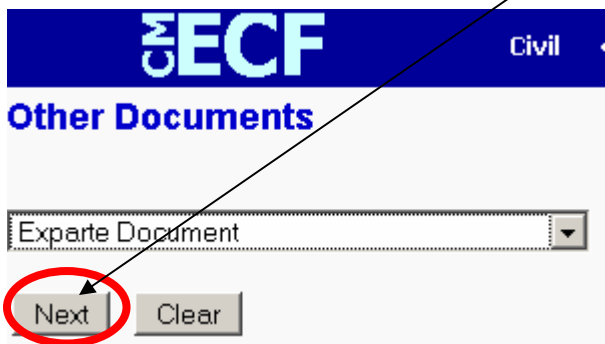
### Frame 3.1-8 Filing the Exparte Document



1. Click on the [Other Documents](#) link.



2. From the "drop down" box, select **Exparte Document**



3. Click on the **Next** button.

Frame 3.1-9 Filing (Continued)

ECF Civil • Criminal • Query

Other Documents

Case Number

05cr4002 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

1. Enter the **case** number you wish to file in.
2. Click on the **Next** button.

ECF Civil • Criminal • Query

Other Documents

*Make appropriate selections*

1:05-cr-04002-EWN-1 - Joe Quack

1:05-cr-04002-EWN-2 - Lucy Quack

All defendants

Next Clear

3. If the case has multiple defendants, you will need to check the appropriate defendant's case
4. Click on the **Next** button

ECF Civil • Criminal • Query

Other Documents

[1:05-cr-04002-EWN USA v. Quack et al](#)

Next Clear

5. Click on the **Next** button

Frame 3.1-10 attaching the PDF Documents

The screenshot shows the ECF system interface. At the top, there is a blue header with the ECF logo and navigation links for 'Civil', 'Criminal', and 'Query'. Below the header, the page title is 'Other Documents' and the case name is '1:05-cr-04002-EWN USA v. Quack et al'. The main content area is light blue and contains the instruction: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this, there is a 'Filename' label and an empty text input field with a 'Browse...' button to its right. Underneath, there is a section for 'Attachments to Document:' with radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

1. Click on the **Browse...** button.

Frame 3.1-11 File Upload dialog Box

The screenshot shows a 'File Upload' dialog box. The title bar reads 'File Upload'. The 'Look in:' field shows 'My Documents'. The main area is a list of files with columns for Name, Size, Type, and Date Modified. The files listed are:

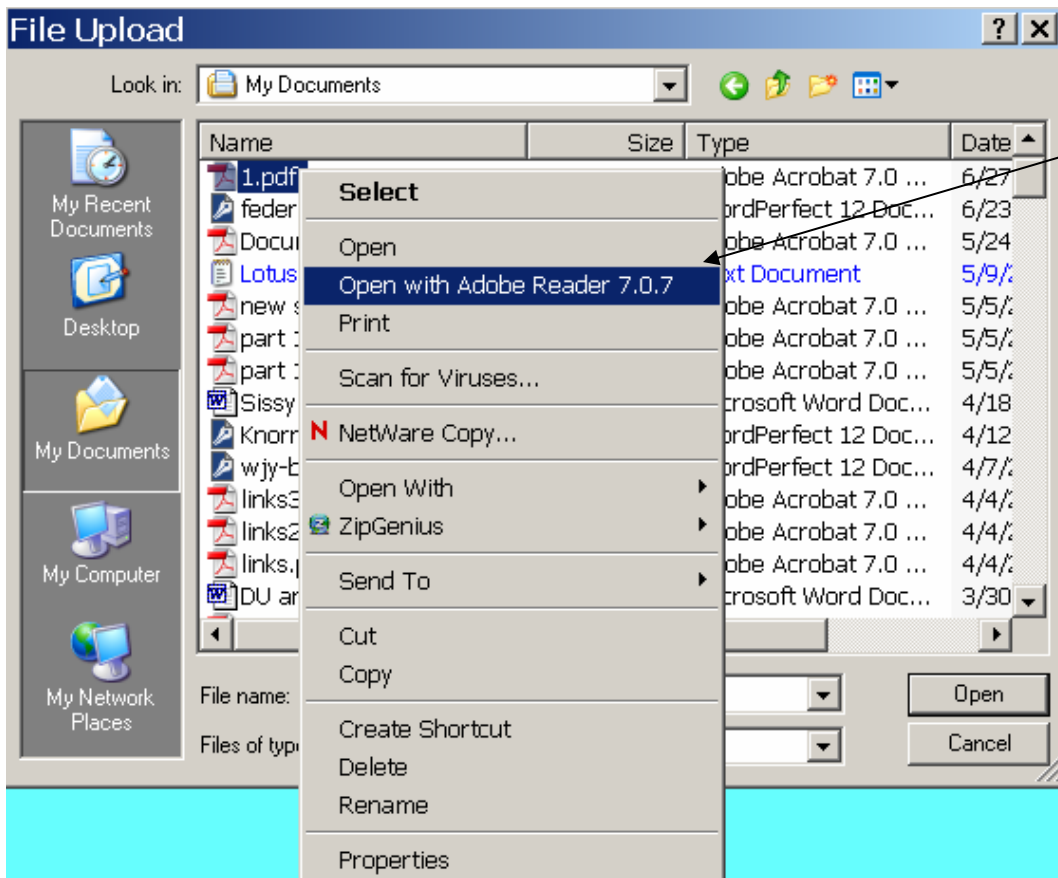
Name	Size	Type	Date Modified
1.pdf	17 KB	Adobe Acro...	6/27/2006
federal holidays.wpd	103 KB	WordPerfe...	6/23/2006
Document1.pdf	6 KB	Adobe Acro...	5/24/2006
LotusInstall.log	77 KB	Text Docu...	5/9/2006
new save.pdf	948 KB	Adobe Acro...	5/5/2006
part 1- pages 13-24.pdf	522 KB	Adobe Acro...	5/5/2006
part 1- pages 1-12.pdf	431 KB	Adobe Acro...	5/5/2006
Sissy.doc	26 KB	Microsoft ...	4/18/2006
Knorr and Associates.wpd	8 KB	WordPerfe...	4/12/2006
wjy-bus card.wpd	194 KB	WordPerfe...	4/7/2006
links3.pdf	10 KB	Adobe Acro...	4/4/2006
links2.pdf	10 KB	Adobe Acro...	4/4/2006
links.pdf	14 KB	Adobe Acro...	4/4/2006
DU and CU CM.doc	29 KB	Microsoft ...	3/30/2006

At the bottom of the dialog, there is a 'File name:' field, a 'Files of type:' dropdown set to 'All Files', and 'Open' and 'Cancel' buttons.

2. The **File Upload** dialog box is displayed to allow you to view and select the PDF document you want to submit.

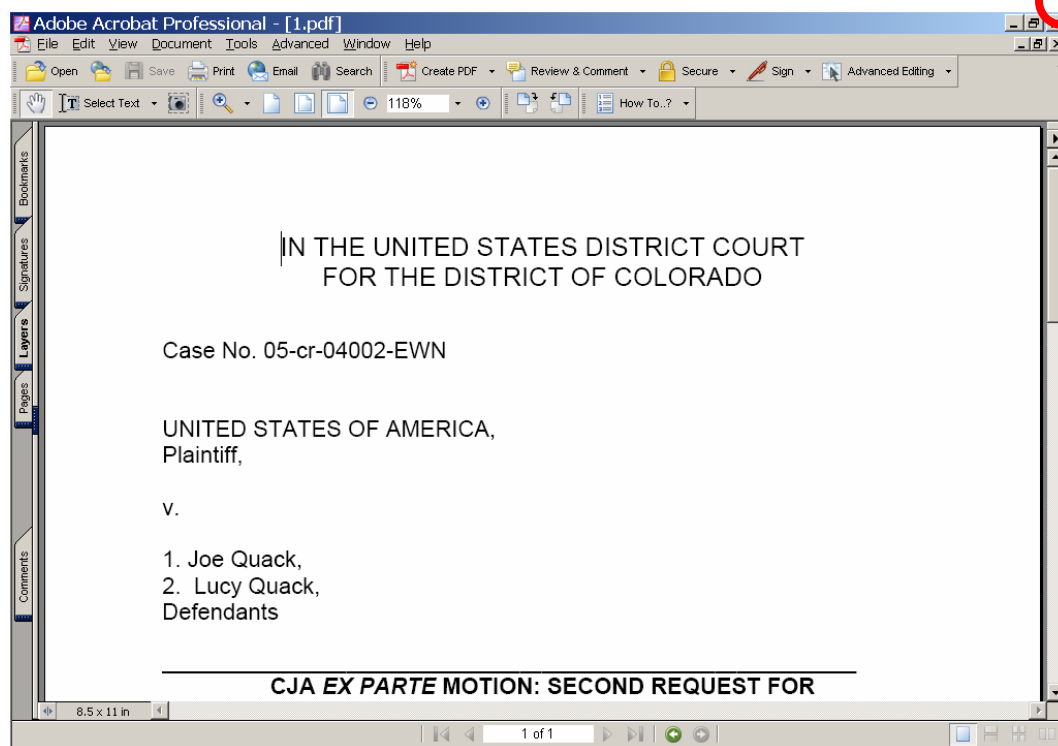
**Note:** The court strongly recommends that each PDF document is opened and reviewed before submitting to the court. **This is the ONLY opportunity for this review to occur**

Frame 3.1-12 Viewing PDF documents before submitting to the court.



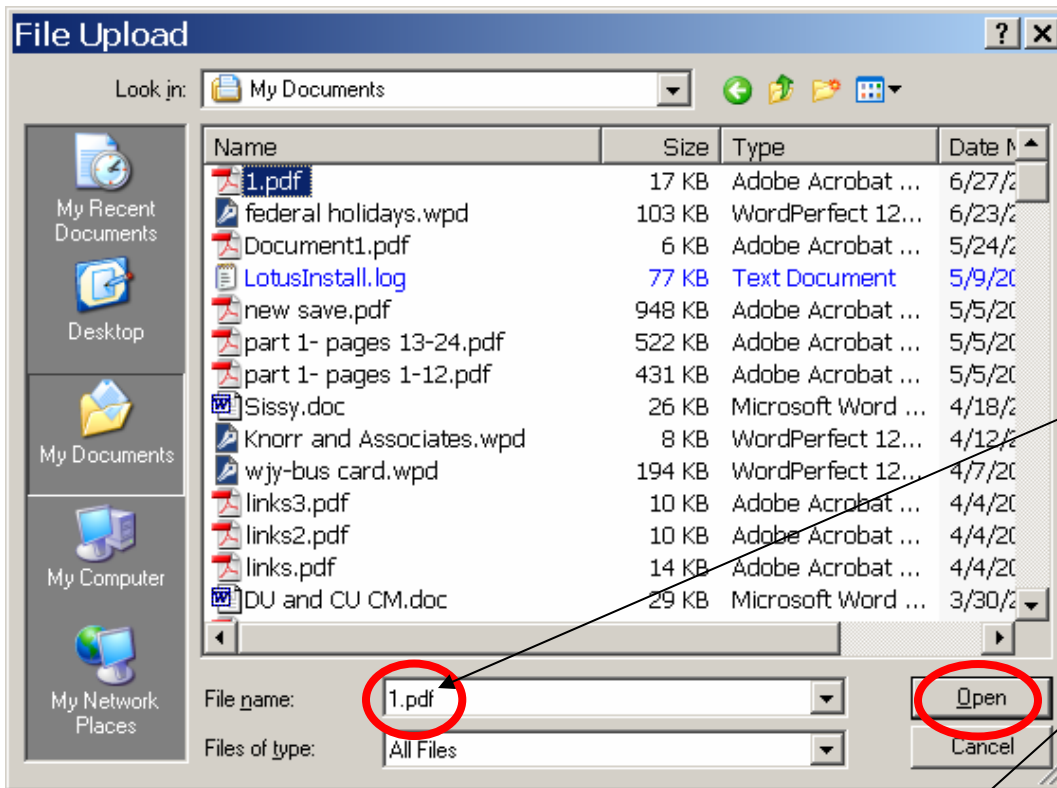
3. Highlight the PDF document you want to view and **RIGHT CLICK** and select (click) on **Open with Adobe Reader 7.0.7** to open the PDF document for review.

Frame 3.1-13 The PDF document



4. Adobe Reader or Adobe Acrobat will open and display the PDF document.
5. Review the document for completeness, accuracy, and authentication as to the correct document.
6. After review, click on the **X** in the upper right hand corner to close out Adobe.

Frame 3.1-14 Selecting the document for upload to CM/ECF



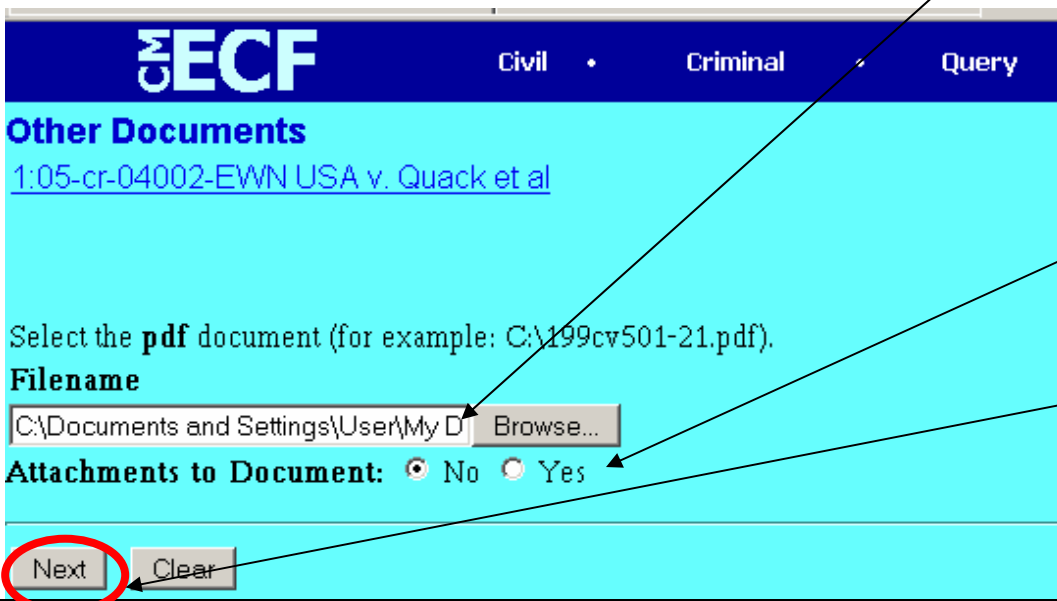
7. After clicking on the **X** from Adobe, you are returned to the **File Upload** dialog box of CM/ECF.

8. The PDF filename is populated in the **File name:** box.

9. Click on the **Open** button and the PDF file name will populate the **Filename** box in CM/ECF.

**Note:** At this point, we have identified the “main document to be submitted to CM/ECF. In this example, we’ve indicated the “motion” as the main document

Frame 3.1-15



10. We have the CJA Form 21 to attach. So, click on the **Yes** for additional attachments.

11. Click on the **Next** button

### Frame 3.1-16 Adding Attachments to the main document

**ME/ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Other Documents**  
[1:05-cr-04002-EWN USA v. Quack et al](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
**Filename**  
 **Browse...**

2) At your option, select a document category, enter a description, and select a type.  
**Category**  **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

12. Click on the **Browse...** button.

13. The **File Upload** dialog box is displayed to allow you to view and select the PDF document you want to submit as an attachment.

**(See steps 3 through 9 above)**

**Note:** to avoid redundancy, please refer to Steps 3 through 9 as they function the same way.

**Note:** The court strongly recommends that each PDF document is opened and reviewed before submitting to the court. **This is the ONLY opportunity for this review to occur**



Frame 3.1-17 Adding Attachments, continued

14. After populating the **Filename** box with the attachment, you can select the **Category** and add any additional **Description** for the attachment.

15. For the **Category**, select **Exparte Attachment**.

16. In the **Description** field, add an identifier such as **1** To identify this as the first Exparte attachment.

17. Click on the **Add to List** Button.

Frame 3.1-18 Category and Description

**Frame 3.1-19 Adding Attachments, continued**

18. You can see the first attachment has been added to the attachments box.

19. You can **repeat** this process –

**Browse, Category, Description Add to list** for each additional attachment for this filing.

20. When all of the attachments have been added, click on the **Next** Button.

21. The last screen in the process is displayed. You can review what the docket text will read and note that there is one attachment to the main document.

**Frame 3.1-20 Final Review**

22. Click on the **Next** button.

**Frame 3.1-21, The NEF (Notice of Electronic Filing)**



**Other Documents**  
[1:05-cr-04002-EWN USA v. Quack et al](#)

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

Notice of Electronic Filing

The following transaction was received from Yee, Jack entered on 6/28/2006 at 9:01 AM MDT and filed on 6/28/2006

**Case Name:** USA v. Quack et al  
**Case Number:** [1:05-cr-4002](#)  
**Filer:**  
**Document Number:** [8](#)

**Docket Text:**  
Exparte Document (Attachments: # (1) Exparte Attachment 1)(Yee, Jack)

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/28/2006] [FileNumber=75903-0] [6a7f3833860777e0c67f224ba9325a486bbd789eb35484fab5c5dcbef6fa2dbb4df1d9dbc2a55554d9a9f8bbeedc2560d3efa8e9cbacbc480b16917821f1e5dda]]

**Document description:**Exparte Attachment 1  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/28/2006] [FileNumber=75903-1] [70a44a3e8f1ba00b3aadeff9c62145d854cf457bef4d881f809cd880804a77ba65a6e1d1eab69c399dcb5de3c1b06edf7fae74759b0b74557f6f89890bd93481]]

**1:05-cr-4002-2 Notice will be electronically mailed to:**  
Chris Vagner chris\_vagner@cod.uscourts.gov, cod\_aty@yahoo.com  
Jack Yee jack\_yee@cob.uscourts.gov

**1:05-cr-4002-2 Notice will be delivered by other means to:**

23 The NEF displayed to indicate the transaction is complete and has been entered onto the docket.

24 The NEF provides the following information to the filer:

- Date and time entered/entered.
- Link to docket sheet\
- Link to the document
- Docket text
- Electronic document stamp for each document attached.
- Who will be served electronically
- Who will be served by other means.

The Docket entry looks like:

Date Filed	#	Docket Text
06/28/2006	<a href="#">8</a>	Exparte Document (Attachments: # <a href="#">1</a> Exparte Attachment 1)(Yee, Jack) (Entered: 06/28/2006)

25. Display of the docket entry for the entry.

**Frame 3.1-22 The Court Process**

- The court will also be notified as to your filing of the Exparte document and attachments.
- The court will review the **original or re-submission** and initiate the approval process.
- Approvals include judge's signature granting or denying the pre-authorization. If the judge grants the pre-authorization and the pre-authorization exceeds \$1,600.00, the Court of Appeals must also approve the pre-authorization.
- After receiving all of the necessary signatures, a docket entry is entered as to the request.
  - Whether the pre-authorization is granted or denied, a docket entry is entered and a NEF is sent to the attorneys involved in the case from CM/ECF. Since attorneys cannot retrieve documents from the docket entry, a separate e-mail is also sent.
  - The second e-mail is sent based upon the following:
    - If the pre-authorization is **granted**, the second e-mail will be sent to the filing attorney with PDF documents of the approved 21/31, and the Court of Appeals Memorandum if the pre-authorization request exceeds \$1,600.00.
    - If the pre-authorization is **denied**, the second e-mail will be sent indicating the judge denied the request. A PDF copy of the denial will be attached, if available.
- **NOTE:** Counsel shall **retain a printed copy** of the approved **CJA 21/31** and the **COA Memorandum**, if sent to counsel, to be used to submit for interim or final payment

## Chapter 4 CJA Payment Process and Interim Status

### 4.1 The CJA Payment Process

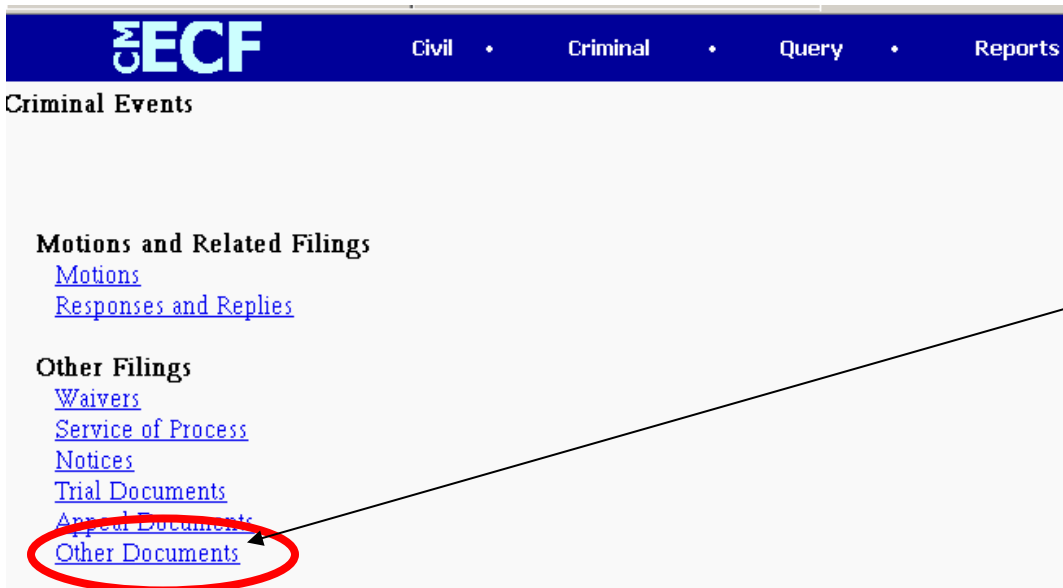
CJA payment requests are based upon the various CJA forms such as the 20, 30, 21, 31, and 24. The CJA 24 process will be covered in Chapter XX. Payments for CJA 20, 30, 21, and 31 can be an interim payment or a final payment. There are **rules for interim payments**.

On CJA 20 and 30, a **motion must be filed** by **one** of the CJA attorneys seeking approval for **interim payment status** for the case. If there are multiple defendants in a case represented by several CJA appointed counsel, only one of the attorneys need to file the motion seeking interim payment status. If the motion is approved, the interim payment status applies to all of the CJA counsel on the case.

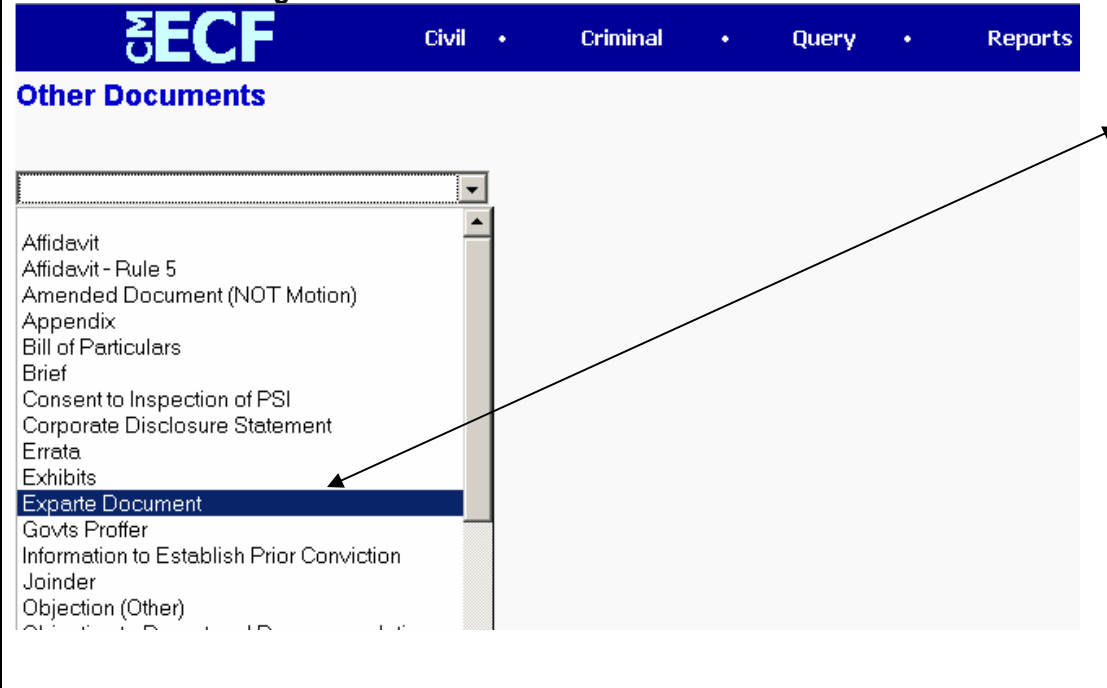
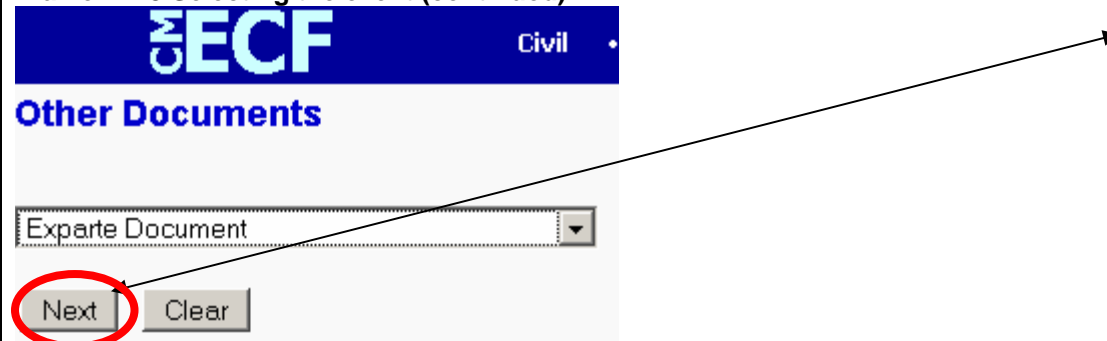
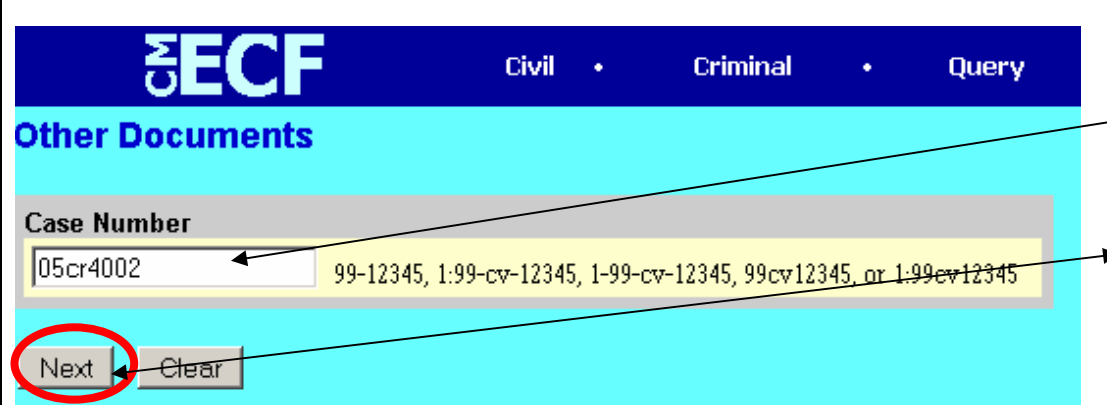
For CJA forms 21 and 31, **interim payments** can be submitted without a motion if the interim payment request does not exceed the pre-authorization amount approved. However, if the request exceeds the pre-authorization amount, a motion must be filed to request approval exceeding the maximum.

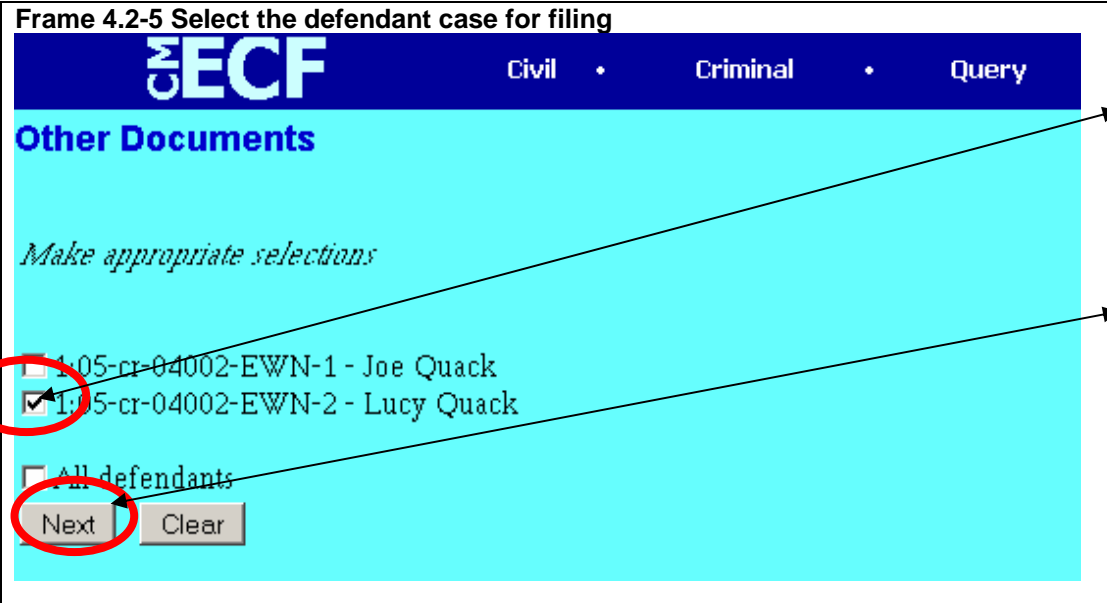
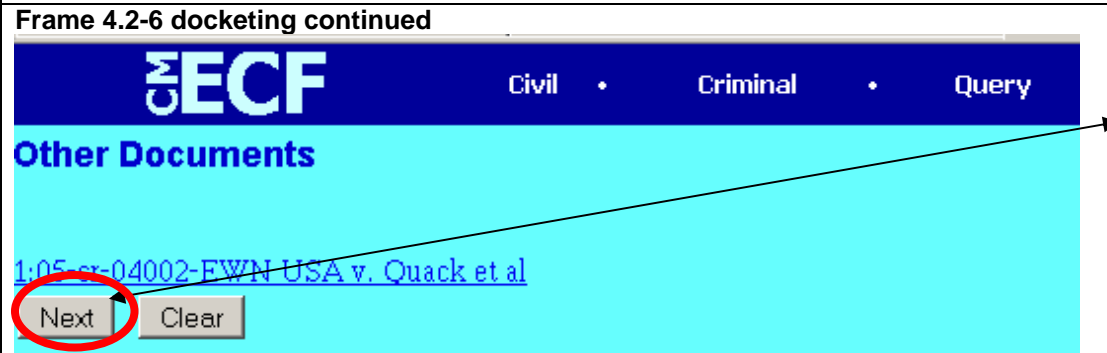
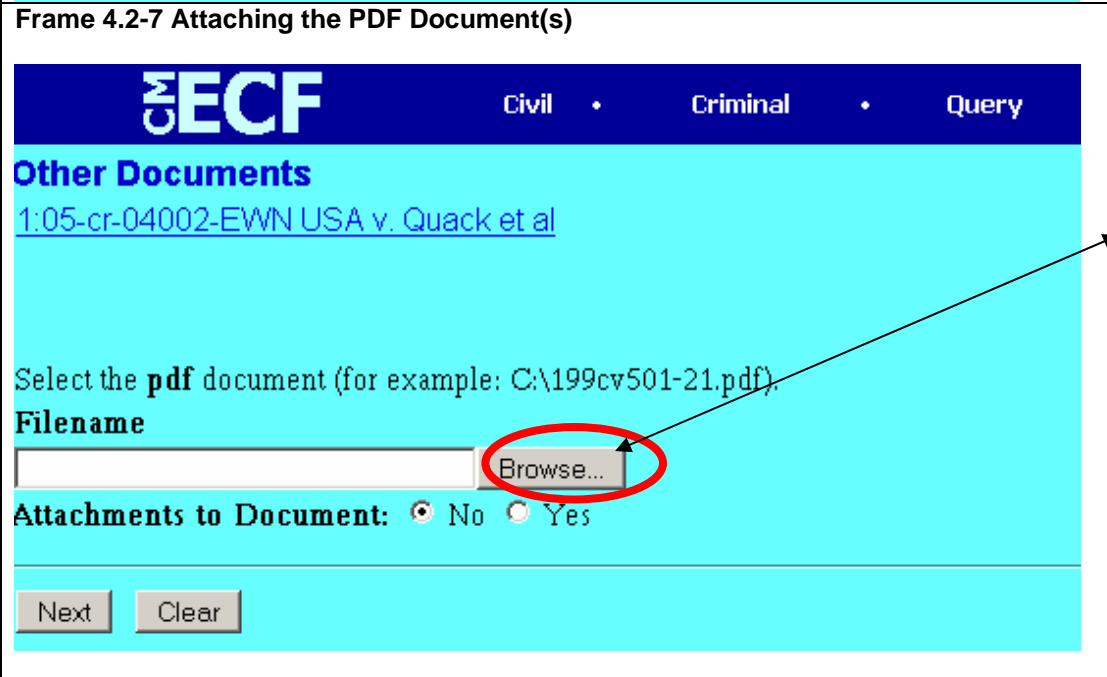
### 4.2 Requests for Interim CJA Payment Status

Frame 4.2-1 Filing the Exparte Document

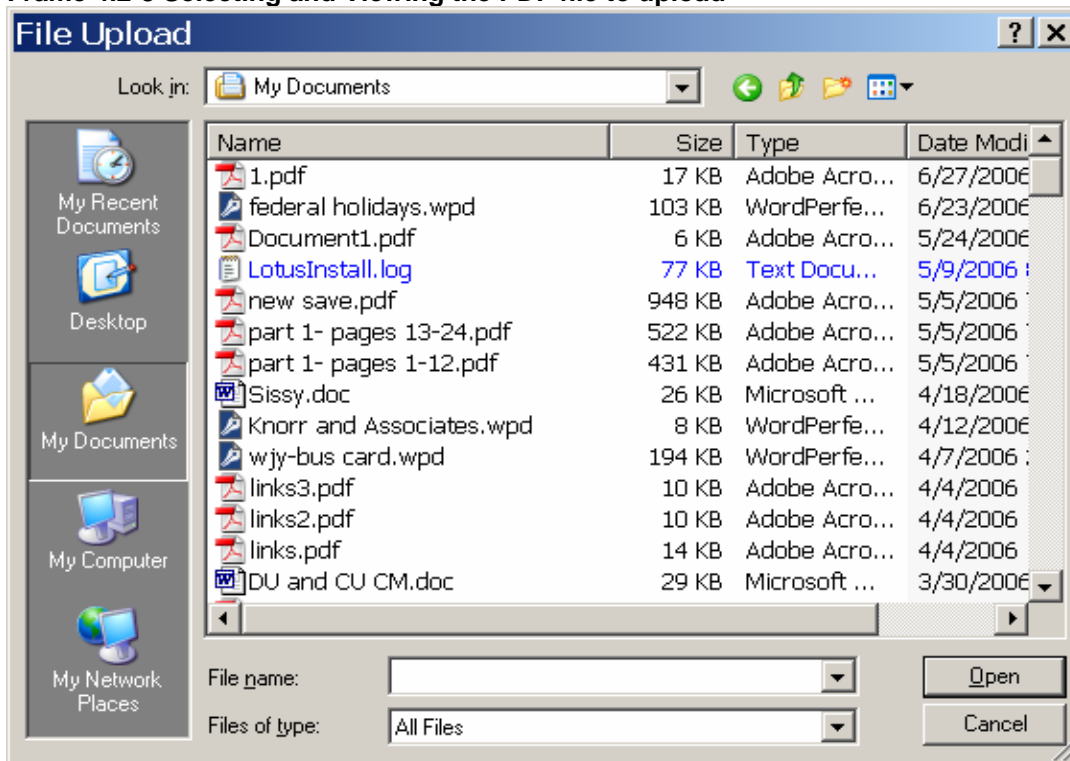


1. Click on the [Other Documents](#) link..

<p><b>Frame 4.2-2 Selecting the event</b></p> 	<p>2. From the "drop down" box, select <b>Exparte Document</b></p>
<p><b>Frame 4.2-3 Selecting the event (continued)</b></p> 	<p>3. Click on the <b>Next</b> button.</p>
<p><b>Frame 4.2-4 Enter case number</b></p> 	<p>4. Enter the <b>case</b> number you wish to file in.</p> <p>5. Click on the <b>Next</b> button.</p>

<p><b>Frame 4.2-5 Select the defendant case for filing</b></p>  <p>ECF Civil • Criminal • Query</p> <p><b>Other Documents</b></p> <p><i>Make appropriate selections</i></p> <p><input type="checkbox"/> 1:05-cr-04002-EWN-1 - Joe Quack <input checked="" type="checkbox"/> 1:05-cr-04002-EWN-2 - Lucy Quack</p> <p><input type="checkbox"/> All defendants</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>6. If the case has multiple defendants, you will need to check the appropriate defendant's case</p> <p>7. Click on the <input type="button" value="Next"/> button</p>
<p><b>Frame 4.2-6 docketing continued</b></p>  <p>ECF Civil • Criminal • Query</p> <p><b>Other Documents</b></p> <p><a href="#">1:05-cr-04002-EWN USA v. Quack et al</a></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>8. After selecting the case, another screen is displayed. Click on the <input type="button" value="Next"/> button</p>
<p><b>Frame 4.2-7 Attaching the PDF Document(s)</b></p>  <p>ECF Civil • Criminal • Query</p> <p><b>Other Documents</b></p> <p><a href="#">1:05-cr-04002-EWN USA v. Quack et al</a></p> <p>Select the <b>pdf</b> document (for example: C:\199cv501-21.pdf).</p> <p><b>Filename</b></p> <p><input type="text"/> <input data-bbox="560 1575 738 1638" type="button" value="Browse..."/></p> <p><b>Attachments to Document:</b> <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>9. The PDF attachment screen is displayed.</p> <p>10. Click on the <input type="button" value="Browse..."/> button.</p>

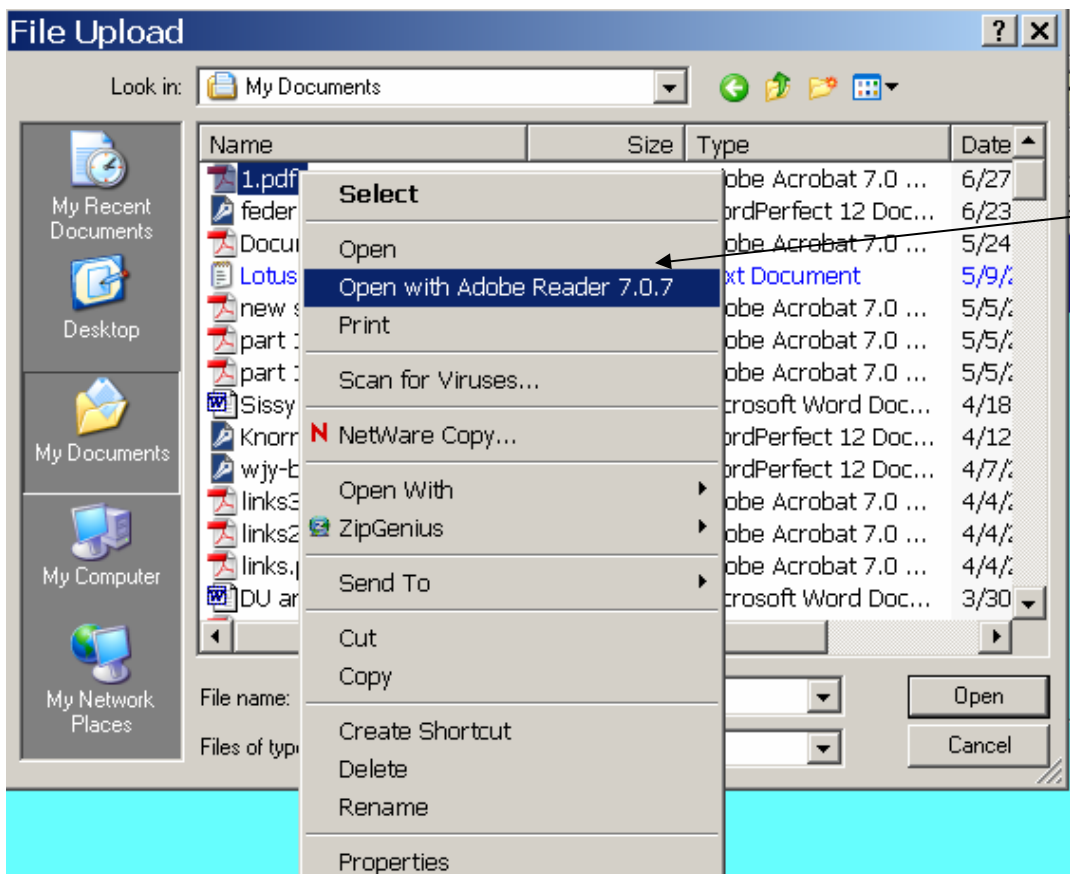
**Frame 4.2-8 Selecting and Viewing the PDF file to upload**



11. The **File Upload** dialog box is displayed to allow you to view and select the PDF document you want to submit.

**Note:** The court strongly recommends that each PDF document is opened and reviewed before submitting to the court. **This is the ONLY opportunity for this review to occur**

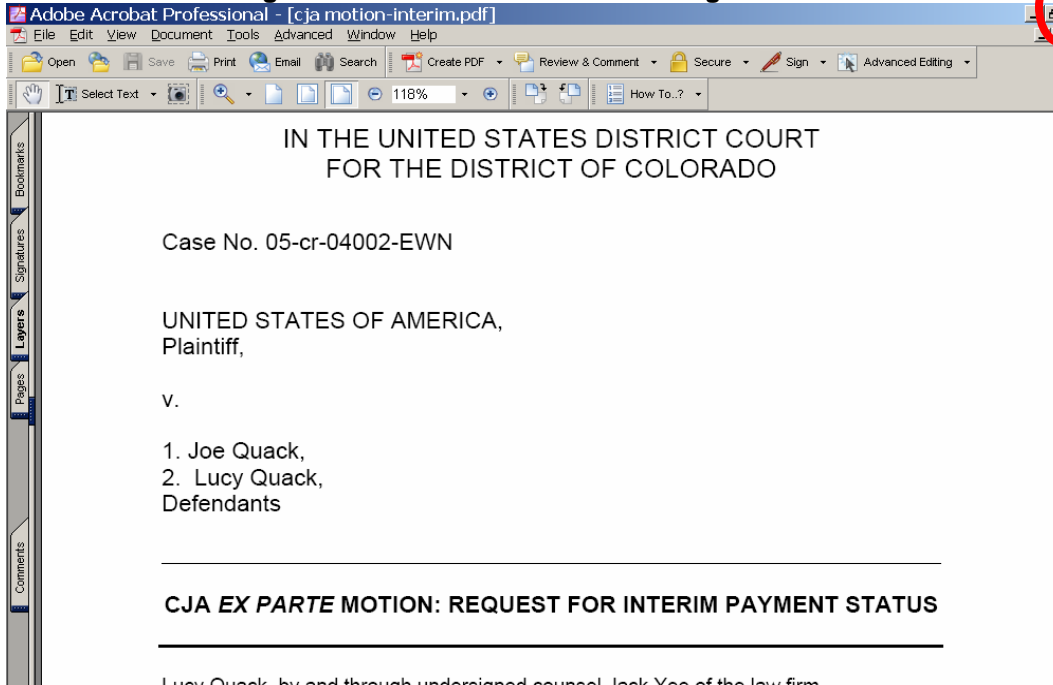
**Frame 4.2-9 Viewing PDF documents before submitting to the court.**



12. Highlight the PDF document you want to view and **RIGHT CLICK** and select (click) on **Open with Adobe Reader 7.0.7** to open the PDF document for review.

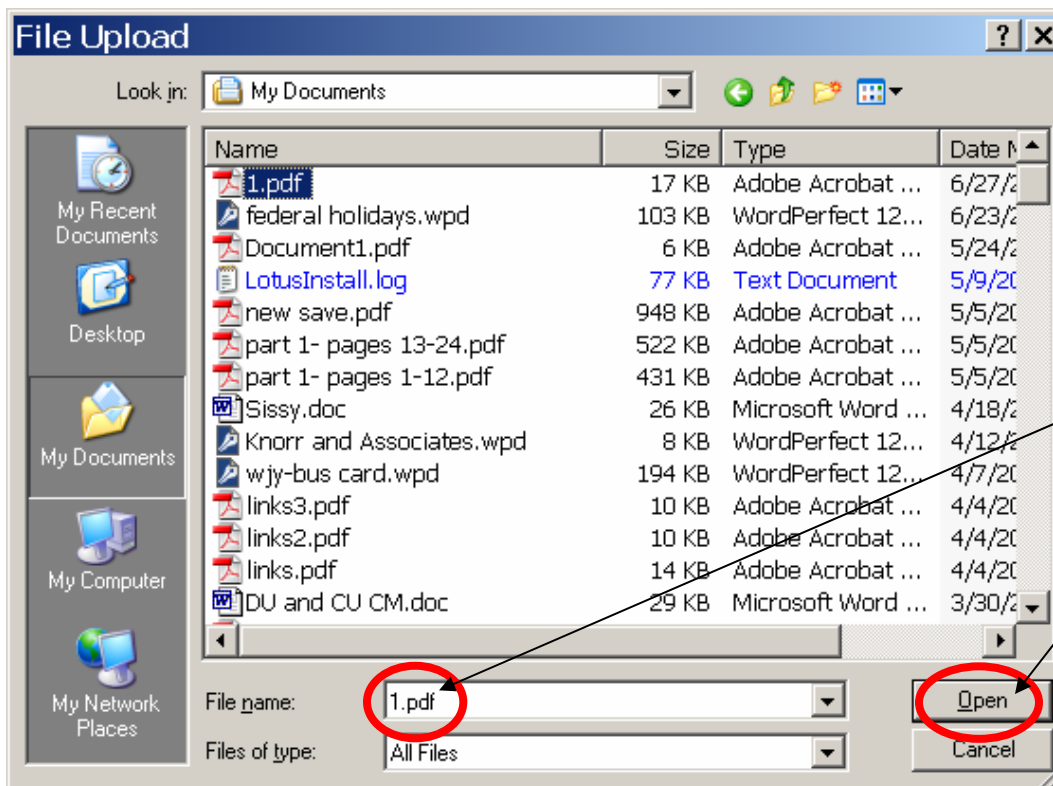


**Frame 4.2-10 Viewing PDF documents before submitting to the court - continued**



13. Adobe Reader or Adobe Acrobat will open and display the PDF document.
14. Review the document for completeness, accuracy, and authentication as to the correct document.
15. After review, click on the **X** in the upper right hand corner to close out Adobe.

**Frame 4.2-11 Selecting the document for upload to CM/ECF**



16. After clicking on the **X** from Adobe, you are returned to the **File Upload** dialog box of CM/ECF.
17. The PDF filename is populated in the **File name:** box.
18. Click on the **Open** button and the PDF file name will populate the **Filename** box in CM/ECF.

Frame 4.2-12 docketing- continued

**CM/ECF** Civil • Criminal • Query

**Other Documents**  
[1:05-cr-04002-EWN USA v. Quack et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**  
C:\Documents and Settings\User\My D

**Attachments to Document:**  No  Yes

**Note:** At this point, we have identified the “main document to be submitted to CM/ECF. In this example, we’ve indicated the “motion” as the main document

19. There are no other documents to attach, so Click on the  Button

Frame 4.2-13 Final Review Screen

**CM/ECF** Civil • Criminal • Query • Reports • Utilities

**Other Documents**  
[1:05-cr-04002-EWN USA v. Quack et al](#)

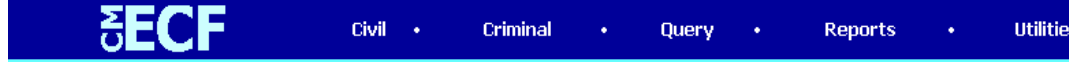
Docket Text: Final Text  
Exparte Document (Yee, Jack)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

20. The last screen in the process is displayed. You can review what the docket text will read.

21. Click on the  button.

**Frame 4.2-14, The NEF (Notice of Electronic Filing)**



**Other Documents**

[1:05-cr-04002-EWN USA v. Quack et al](#)

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

Notice of Electronic Filing

The following transaction was received from Yee, Jack entered on 6/28/2006 at 9:01 AM MDT and filed on 6/28/2006

**Case Name:** USA v. Quack et al

**Case Number:** [1:05-cr-4002](#)

**Filer:**

**Document Number:** [8](#)

**Docket Text:**

Exparte Document (Attachments: # (1) Exparte Attachment 1)(Yee, Jack)

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

**Document description:**Main Document

**Original filename:**n/a

**Electronic document Stamp:**

[STAMP dcecfStamp\_ID=1071006659 [Date=6/28/2006] [FileNumber=75903-0] [6a7f3833860777e0c67f224ba9325a486bbd789eb35484fab5c5dche6fa2dbb4df1d9dbc2a55554d9a9f8bbeedc2560d3efa8e9cbacbc480b16917821f1e5dda]]

**Document description:**Exparte Attachment 1

**Original filename:**n/a

**Electronic document Stamp:**

[STAMP dcecfStamp\_ID=1071006659 [Date=6/28/2006] [FileNumber=75903-1] [70a44a3e8f1ba00b3aadeff9c62145d854cf457bef4d881f809cd880804a77ba65a6e1d1eab69c399dcb5de3c1b06edf7fae74759b0b74557f6f89890bd93481]]

**1:05-cr-4002-2 Notice will be electronically mailed to:**

Chris Vagner [chris\\_vagner@cod.uscourts.gov](mailto:chris_vagner@cod.uscourts.gov), [cod\\_aty@yahoo.com](mailto:cod_aty@yahoo.com)

Jack Yee [jack\\_yee@cob.uscourts.gov](mailto:jack_yee@cob.uscourts.gov)

**1:05-cr-4002-2 Notice will be delivered by other means to:**

The Docket entry looks like:

06/29/2006	<a href="#">8</a>	Exparte Document (Yee, Jack) (Entered: 06/29/2006)
------------	-------------------	--

22. The NEF displayed to indicate the transaction is complete and has been entered onto the docket.

23. The NEF provides the following information to the filer:

1. Date and time entered/ filed.

2. Link to docket sheet\

3. Link to the document

4. Docket text

5. Electronic document stamp for each document attached.

6. Who will be served electronically

7. Who will be served by other means.

24. Display of the docket entry for the entry.

#### Frame 4.2-15 The Court Process

- The court will also be notified as to your filing of the Exparte document and attachments.
- The court will review the **filing**.
  
- If the motion for Interim Payment Status is granted, counsel involved in the case will receive two e-mails.
- One e-mail from the court will have the following PDF document attached:
  - A three page memo approving the interim payment status for the case.
- The second e-mail is a NEF (Notice of Electronic Filing) sent via CM/ECF indicating an Exparte document was filed.

### Section 4.3 Preparing Documents to Request for CJA Payments (CJA 20, 30, 21, 31)

Section 4.2 covers the preparation necessary to be able to file the first submission and/or **re-submission** of requests for CJA payments.

This section also addresses payments that are:

- Interim
- Final
- Late (Exceeds 45 days)
- Over the statutory maximum (20/30)
- Exceeding the Pre-Authorized Amount (21/31)

CJA payment requests are filed into CM/ECF. All of the documents submitted **must** be in a PDF document format. Wherever possible, the court recommends PDF documents be created via software. For example, if a WordPerfect or Excel spreadsheet is used to enter hours, services, travel, etc., the PDF document created should be through WordPerfect or Excel. Receipts, on the other hand, must be scanned and the PDF created via a scanner.

### Section 4.3.1 Quick Tip (What to File)

<p>To file a payment request for <b>CJA 20 or CJA 30</b> <u>and</u></p> <ul style="list-style-type: none"> <li>• Final or Interim <u>and</u></li> <li>• <b>No Motion Required</b></li> </ul>	<p>To file a payment request for <b>CJA 20 or CJA 30</b> <u>and</u></p> <ul style="list-style-type: none"> <li>• Final or Interim <u>and</u></li> <li>• Exceeds statutory maximum <u>or</u></li> <li>• Filed later than 45 days past case disposition.</li> </ul>	<p>To file a payment request for <b>CJA 21 or CJA 31</b> <u>and</u></p> <ul style="list-style-type: none"> <li>• Final or Interim <u>and</u></li> <li>• <b>No Motion Required</b></li> </ul>	<p>To file a payment request for <b>CJA 21 or CJA 31</b> <u>and</u></p> <ul style="list-style-type: none"> <li>• Final or Interim <u>and</u>.</li> <li>• Exceeds statutory <u>or</u></li> <li>• Amount requested more than \$500.00 and there was no pre-authorization</li> </ul>
<p>You need:</p> <ol style="list-style-type: none"> <li>1. <b>CJA Form</b> filled, signed, dated and scanned to a PDF.</li> <li>2. <b>Spreadsheet</b> (Excel or WordPerfect) completed. Print to PDF or scanned.</li> <li>3. <b>PDF copy of all receipts</b> greater than \$50.00.</li> </ol>	<p>You need:</p> <ol style="list-style-type: none"> <li>1. <b>Motion</b> (filed as an Exparte Document.)</li> <li>2. <b>CJA Form</b> filled and signed and scanned to a PDF.</li> <li>3. <b>Spreadsheet</b> (Excel or WordPerfect) completed. Print to PDF or scanned.</li> <li>4. <b>PDF copy of all receipts</b> greater than \$50.00.</li> </ol>	<p>You need:</p> <ol style="list-style-type: none"> <li>1. <b>CJA Form 21/31</b> filled, signed, and dated and scanned to a PDF document.</li> <li>2. <b>Invoice</b> completed by vendor scanned to a PDF document</li> <li>3. <b>PDF copy of all receipts</b> greater than \$50.00.</li> <li>4. <b>Court of Appeals Memorandum</b> (If one sent to you in the pre-authorization approval.</li> </ol>	<p>You need:</p> <ol style="list-style-type: none"> <li>1. <b>Motion</b> (filed as an Exparte document)</li> <li>2. <b>CJA Form 21/31</b> filled, signed, and dated and scanned to a PDF document.</li> <li>3. <b>Invoice</b> completed by vendor scanned to a PDF document</li> <li>4. <b>PDF copy of all receipts</b> greater than \$50.00.</li> <li>5. <b>Court of Appeals Memorandum</b> (If one sent to you in the pre-authorization approval.</li> </ol>
<p>4. <b>NOTE:</b> If this is a <b>re-submission</b>, the court checklist must be scanned to a PDF document and filed as an attachment with the resubmission.</p>	<p>5. <b>NOTE:</b> If this is a <b>re-submission</b>, the court checklist must be scanned to a PDF document and filed as an attachment with the resubmission.</p>	<p>5. <b>NOTE:</b> If this is a <b>re-submission</b>, the court checklist must be scanned to a PDF document and filed as an attachment with the resubmission.</p>	<p>6. <b>NOTE:</b> If this is a <b>re-submission</b>, the court checklist must be scanned to a PDF document and filed as an attachment with the resubmission</p>

### Section 4.3.2 The CJA Spreadsheet

#### Frame 4.2.2-1 The CJA Spreadsheet

The court has **two** versions of spreadsheets available to you to assist you, as well as the court, in calculating and summarizing hours, rates, and other costs.

There is an **Excel** version and a **WordPerfect** version that is available on our web site. **You do NOT need both versions.** Download and save the version you would like to use in tracking and computing CJA costs.

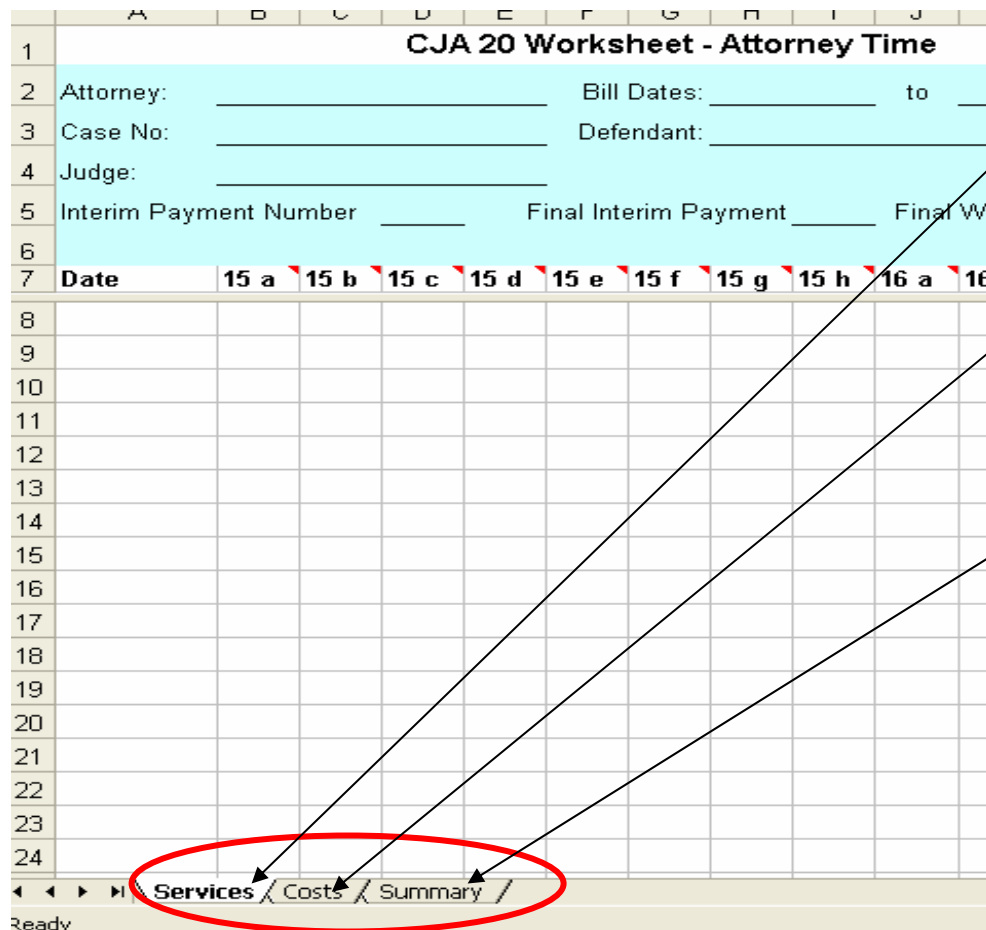
Each spreadsheet is designed to automatically calculate dollar amounts for the hours spent for in-court and out-of-court time. Each spreadsheet is also designed to add the expense entries you make into the proper categories.

**NOTE: Use of either spreadsheet will decrease the time needed to verify and audit payment requests.**

Remember, when you are ready to submit a copy of the spreadsheet, the spreadsheet must be a PDF copy.

The sample used in this document is the **Excel spreadsheet**. The **WordPerfect** version looks different but provides for the same functionality and is not shown in these examples. Whichever spreadsheet you use, a PDF copy must be generated and submitted in you filing.

**Frame 4.3.2-2 The CJA Spreadsheet (Excel Version)**



**The CJA Spreadsheet**

- The Excel version of the CJA spreadsheet is made up of **three** worksheets
  - When the spreadsheet is first opened in Excel, the **SERVICES** worksheet is displayed
  - The **Services** is used to record **Attorney Time** for **in court** activity and time spent for **out of court** activity
  - Next to the **Services** tab, is the **Costs** worksheet tab. The **SERVICES** worksheet is used to record other costs such as copying costs, facsimile costs, etc.
- NOTE: See the next frame for a display of the Costs worksheet.**
- Finally, the **Summary** tab is next to the **Costs** tab. The **Summary** worksheet is used to summarize costs of items entered in the **Services** and **Costs** worksheets.

**Frame 4.3.2-3 Sample of the Cost worksheet**

	A	B	C	D	E	F
1	<b>CJA 20 Worksheet - Costs</b>					
2	Attorney:		Bill Dates: 1/0/1900 to 1/0/1900			
3	Case No:		Defendant:			
4	Judge:					
5	Interim Payment Number		Final Interim Payment		Final W/O Interims	
6						
7	<b>Date</b>	<b>17 Travel</b>	<b>Expense Description</b>	<b>18 Other Facsimile</b>	<b>18 Other Long Distance Charges</b>	<b>18 Ot Paral</b>
8						
9						
10						
11						
12						
13						

**Sample of the Costs worksheet.**

- The **Costs** worksheet is used to record and capture other costs such as travel, facsimile, long distance, paralegal, photocopies, postage, and other non-labor expenses.

**Frame 4.3.2-4 Sample of the Summary Worksheet**

	A	B	C	D
1	<b>CJA 20 - Time and Costs Summary</b>			
2	Attorney:		Bill Dates: 1/0/1900 to 1/0/1900	
3	Case No:		Defendant:	
4	Judge:			
5	Interim Payment Number		Final W/O Interims	
6				
7	<b>Categories</b>		<b>5/1/2002 - Current</b>	<b>4/1/2001 - 4/30/2002</b>
8			Hours Claimed	Hours Claimed
9	15a		0.00	0.00
10	15b		0.00	0.00
11	15c		0.00	0.00
12	15d		0.00	0.00
13	15e		0.00	0.00
14	15f		0.00	0.00
15	15g		0.00	0.00
16	15h		0.00	0.00
17	Total 15a - 15h (Hours)		0.00	0.00
18	Total In-Court x Rate Per Hour		\$0.00	\$0.00
19				
20	16a		0.00	0.00
21	16b		0.00	0.00
22	16c		0.00	0.00
23	16d		0.00	0.00
24	16e		0.00	0.00
25	Total 16a - 16e (Hours)		0.00	0.00
26	Total Out-of-Court x Rate Per Hour		\$0.00	\$0.00
27				
28	17. Travel Expenses		\$0.00	
29				
30	18. Facsimile		\$0.00	
31	18. Long Distance Charges		\$0.00	

**Sample of the Summary worksheet.**

- The **Summary** worksheet is used to summarize the costs from the **Services** and **Costs** worksheets.

**NOTE:** After completion of these worksheets, the information can easily be used to update the WordPerfect or Word version of the editable CJA Form 20 Form

**Frame 4.3.2-5 Filling Out the Services Worksheet**

	A	B	C	D	E	F	G	H	I	J	K	L	M
	<b>CJA 20 Worksheet - Attorney Time</b>												
2	Attorney: _____				Bill Dates: _____ to _____								
3	Case No: _____				Defendant: _____								
4	Judge: _____												
5	Interim Payment Number _____			Final Interim Payment _____			Final W/O Interims _____						
7	<b>Date</b>	<b>15 a</b>	<b>15 b</b>	<b>15 c</b>	<b>15 d</b>	<b>15 e</b>	<b>15 f</b>	<b>15 g</b>	<b>15 h</b>	<b>16 a</b>	<b>16 b</b>	<b>16 c</b>	<b>16 d</b>
8													
9													
10													
11													
12													
13													
14													
15													

**Attorney and case information**

- Attorney Name
- Bill Date - beginning date
- - ending date
- Case Number using the correct format **YY-tt-NNNNN-JJJ**
- **YY** = Year
- **tt** = case type in lower case letters
- **NNNNN** = **Five** digit case sequence number. **Use leading zeros.**
- **JJJ** = Judges initials
- Defendant Name
- Judge Name
- If this is an interim payment, enter the interim payment number.
- Check if this is a final interim payment and enter Final W/O Interims

**Cell Information**

- **Date**
- **In court (Time in tenths of hour) Box 15 time**
- 15a - Arraignment and/or Plea Hrg
- 15b -Bail & Detention Hearing
- 15c - Motion Hrg
- 15d – Trial
- 15e – Sentence Hrg
- 15f – Revocation Hrg
- 15g – Appeals Court Hrg
- 15h – Other
- **Out of court (Time in tenths of hour) Box 16 time**
- 16a - Interviews/conferences
- 16b - Obtaining/reviewing records
- 16c - Legal research & Brief Writing
- 16d – Travel time
- 16e – Investigative and other work

**Description**

• Sample of completed **Services** spreadsheet

**Frame 4.3.2-6 Sample of Completed Services Worksheet**

	A	B	C	D	E	F	G	H	I	J	K	L	M
	<b>CJA 20 Worksheet - Attorney Time</b>												
2	Attorney: <b>Brian Holland</b>				Bill Dates: <b>2/18/2005</b> to <b>6/28/2005</b>								
3	Case No: <b>01-cr-00103-EWN</b>				Defendant: <b>David Backus</b>								
4	Judge: <b>Nottingham</b>												
5	Interim Payment Number _____			Final Interim Payment <b>x</b>			Final W/O Interims <b>c</b>						
7	<b>Date</b>	<b>15 a</b>	<b>15 b</b>	<b>15 c</b>	<b>15 d</b>	<b>15 e</b>	<b>15 f</b>	<b>15 g</b>	<b>15 h</b>	<b>16 a</b>	<b>16 b</b>	<b>16 c</b>	<b>16 d</b>
8	2/18/2005									0.20	0.30		
9	2/28/2005									1.00	0.50		
10	3/2/2005									0.30	0.20	0.50	
11	3/21/2005									0.30			
12	3/23/2005										1.00	3.50	
13	3/24/2005											4.00	



**Frame 4.3.2-7 The Costs Worksheet**

	A	B	C	D	E
1	<b>CJA 20 Worksheet - Costs</b>				
2	Attorney:		Bill Dates: 1/0/1900 to 1/0/1900		
3	Case No:		Defendant:		
4	Judge:				
5	Interim Payment Number		Final Interim Payment	Final W/O Interims	
6					
7	<b>Date</b>	<b>17 Travel</b>	<b>Expense Description</b>	<b>18 Other Facsimile</b>	<b>18 Other Long Distance Charges</b>
8					
9					
10					
11					
12					
13					

**Blank Costs worksheet**

- The **Costs** worksheet is used to record and capture other costs such as travel, facsimile, long distance, paralegal, photocopies, postage, and other non-labor expenses
- Enter **Date** of expenditure
- Box 17 – Non Labor Travel expenses
- Enter **Expense Description**
- Box 18 Expenses
  - Other **Facsimile** expenses
  - Other **Long distance** expenses
  - Other **Paralegal** expenses
  - Other **photocopies** expenses
  - Other **postage** expenses
  - Other **Expenses**

**Frame 4.3.2-8 Sample of Completed Costs Worksheet**

	A	B	C	D	E	F	G	H	I
1	<b>CJA 20 Worksheet - Costs</b>								
2	Attorney:	Brian Holland	Bill Dates: 2/18/2005 to 6/28/2005						
3	Case No:	01-cr-00103-EWN	Defendant: David Backus						
4	Judge: Nottingham								
5	Interim Payment Number	Final Interim Payment	x	Final W/O Interims	c				
6									
7	<b>Date</b>	<b>17 Travel</b>	<b>Expense Description</b>	<b>18 Other Facsimile</b>	<b>18 Other Long Distance Charges</b>	<b>18 Other Paralegal</b>	<b>18 Other Photocopies</b>	<b>18 Other Postage</b>	<b>18 Other Expenses</b>
8	2/28/2005		February photocopies. 84 @ \$.10				\$8.40	\$1.71	
9	3/31/2005		February postage				\$31.20		
10	4/29/2005		March photocopies 312 @ \$.10				\$17.60		
11	5/31/2005		April photocopies 176 @ \$.10				\$11.80		
12	6/30/2005		May photocopies 118. @ \$.10				\$2.40	\$0.74	
13	7/29/2005		June postage & photocopies 24 @ \$.10				\$20.40	\$2.91	
14	8/31/2005		July postage & photocopies 204 @ \$.10					\$19.25	
15	11/24/2004		August postage					\$3.73	
			November postage						

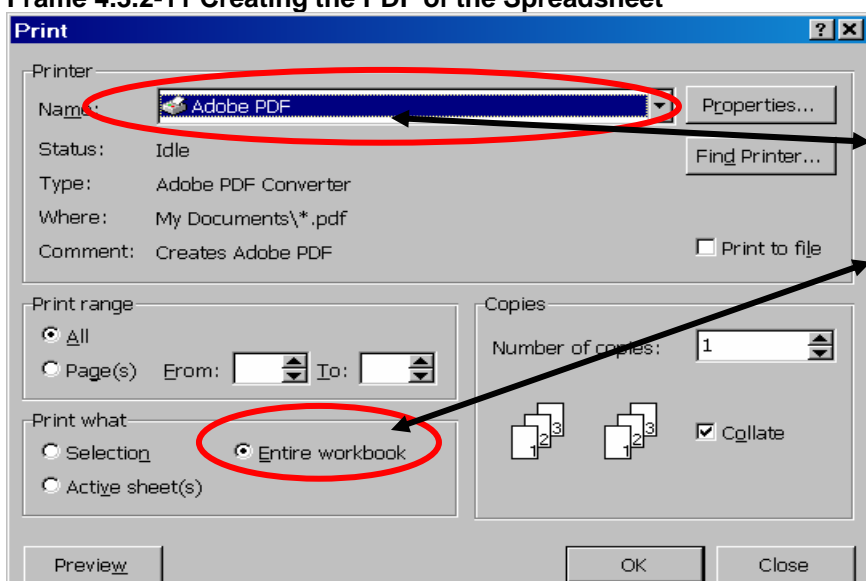
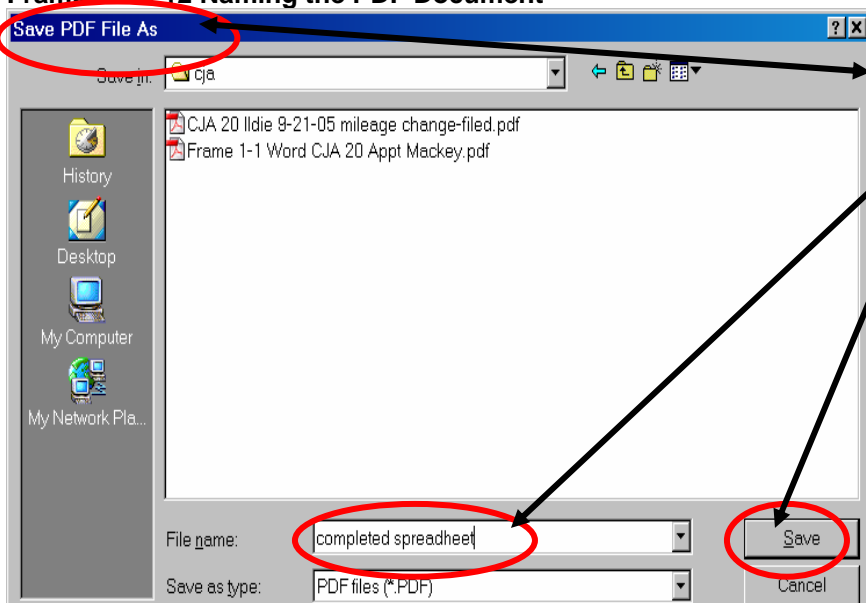
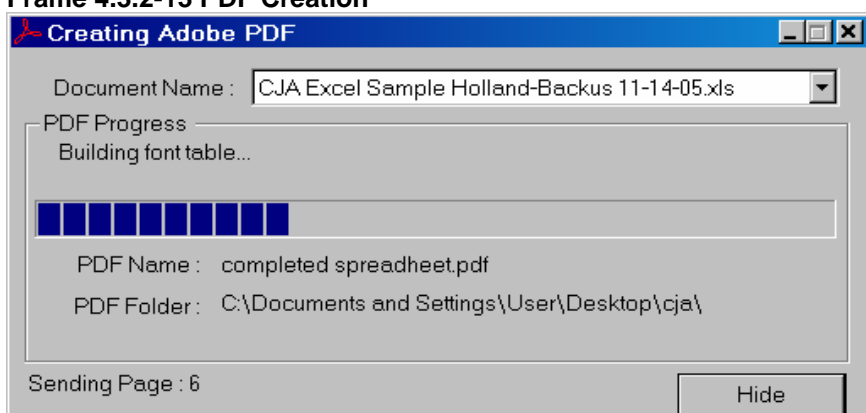
**Sample of completed Costs spreadsheet**

**Frame 4.3.2-9** Sample of Blank **Summary** Worksheet

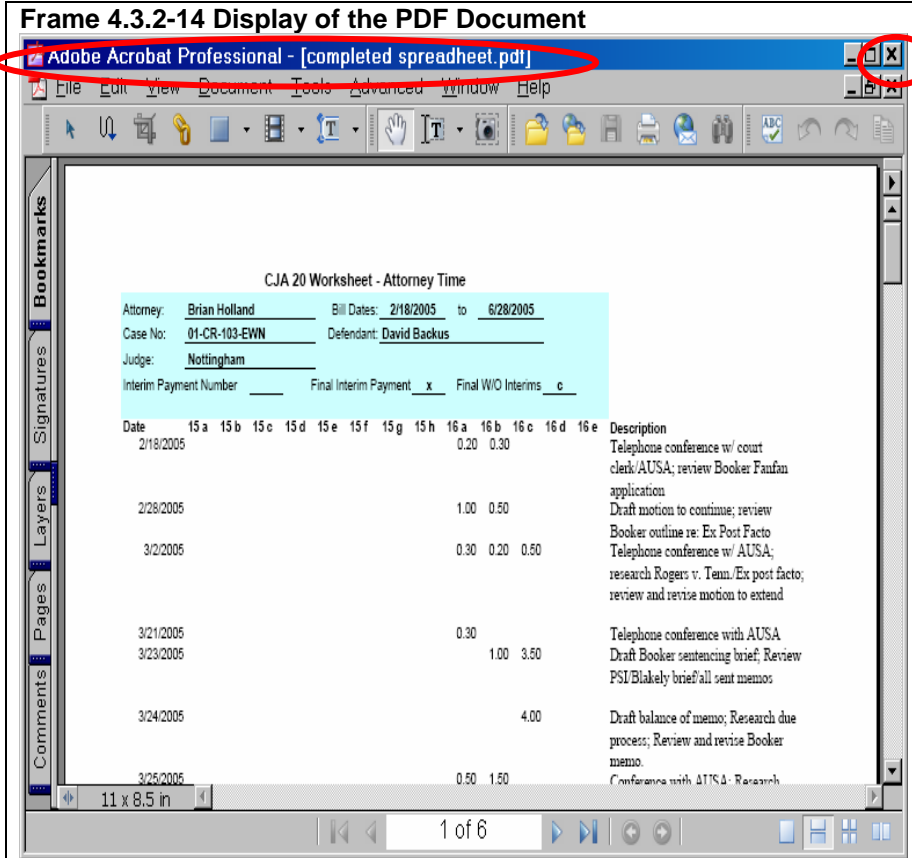
	A	B	C	D
1	<b>CJA 20 - Time and Costs Summary</b>			
2	Attorney:	Bill Dates: 1/0/1900 to 1/0/1900		
3	Case No:	Defendant:		
4	Judge:			
5	Interim Payment Number	Final Interim Payment	Final W/O Interims	
6				
7	<b>Categories</b>	<b>5/1/2002 - Current</b>	<b>4/1/2001 - 4/30/2002</b>	
8		Hours Claimed	Hours Claimed	
9	15a	0.00	0.00	
10	15b	0.00	0.00	
11	15c	0.00	0.00	
12	15d	0.00	0.00	
13	15e	0.00	0.00	
14	15f	0.00	0.00	
15	15g	0.00	0.00	
16	15h	0.00	0.00	
17	Total 15a - 15h (Hours)	0.00	0.00	
18	Total In-Court x Rate Per Hour	\$0.00	\$0.00	
19				
20	16a	0.00	0.00	
21	16b	0.00	0.00	
22	16c	0.00	0.00	
23	16d	0.00	0.00	
24	16e	0.00	0.00	
25	Total 16a - 16e (Hours)	0.00	0.00	
26	Total Out-of-Court x Rate Per Hour	\$0.00	\$0.00	
27				
28	17. Travel Expenses	\$0.00		

**Frame 4.3.2-10** Sample of Completed **Summary** Worksheet

	A	B	C	D
1	<b>CJA 20 - Time and Costs Summary</b>			
2	Attorney:	Brian Holland	Bill Dates: 2/18/2005 to 6/28/2005	
3	Case No:	01-cr-00103-EWN	Defendant: David Backus	
4	Judge:	Nottingham		
5	Interim Payment Number	Final Interim Payment x	Final W/O Interims c	
6				
7	<b>Categories</b>	<b>5/1/2002 - Current</b>	<b>4/1/2001 - 4/30/2002</b>	
8		Hours Claimed	Hours Claimed	
9	15a	0.00	0.00	
10	15b	0.50	0.00	
11	15c	0.00	0.00	
12	15d	0.00	0.00	
13	15e	2.00	0.00	
14	15f	0.00	0.00	
15	15g	0.00	0.00	
16	15h	0.00	0.00	
17	Total 15a - 15h (Hours)	2.50	0.00	
18	Total In-Court x Rate Per Hour	\$225.00	\$0.00	
19				
20	16a	8.40	0.00	
21	16b	13.30	0.00	
22	16c	16.40	0.00	
23	16d	0.00	0.00	
24	16e	0.00	0.00	
25	Total 16a - 16e (Hours)	38.10	0.00	
26	Total Out-of-Court x Rate Per Hour	\$3,429.00	\$0.00	
27				
28	17. Travel Expenses	\$0.00		

<p><b>Frame 4.3.2-11 Creating the PDF of the Spreadsheet</b></p> 	<p>To create the PDF copy of the spreadsheet, you must “<b>Print</b>” the document.</p> <ul style="list-style-type: none"><li>• When you see the <b>Print Dialog box</b>, you click on the drop down on the Name and select your PDF software.</li><li>• Also, make sure the “Entire Workbook” button is selected.</li><li>• Click on <b>OK</b></li></ul>
<p><b>Frame 4.3.2-12 Naming the PDF Document</b></p> 	<ul style="list-style-type: none"><li>• A <b>Save PDF File As</b> dialog box is displayed.</li><li>• You can enter the name for the PDF file you are creating.</li><li>• Click on <b>Save</b> to create the PDF document.</li></ul>
<p><b>Frame 4.3.2-13 PDF Creation</b></p> 	<p>The PDF creation software usually displays a status box indicating the status of the PDF files being created.</p> <ul style="list-style-type: none"><li>• After the PDF has been created, it is usually displayed in Adobe Reader.</li></ul>

### Frame 4.3.2-14 Display of the PDF Document



The PDF document is displayed for your review.

- You should click on the **x** in the top right corner to close the application after you've reviewed it.
- Closing the application will release it so it can be attached in your e-mail.

### Section 4.3.3 Completing the CJA Form (20/21/30/31)

When attorneys are appointed as counsel or they submit a CJA 21/31 as a pre-authorization, the court signed copy of the 20/30/21/31 is provided to the attorney as a PDF document. When submitting a 20/20/21/31 for **payment**, the court signed copy of the 20/30 appointment or the court signed copy of the 21/31 pre-authorization must be submitted, along with other supporting documents to initiate the payment process. (See Section 4.2.1 Quick Tip (What to File) as a guide as to what documents are needed for the type of payment request being submitted.

**NOTE:** The PDF copy of the court signed copy of the CJA 20/30/21/31 **is not interactive nor is it editable.** You must **hand write or type** information onto the form for submission and scan to create the PDF document for submission.

#### Section 4.3.3.1 CJA Form 20

Items 15 through 22 should be completed as necessary.

Item 15.	<b>IN-COURT SERVICES</b>	
Item 16.	<b>OUT-OF-COURT SERVICES</b>	
Item 17.	<b>TRAVEL EXPENSES</b>	
Item 18.	<b>OTHER EXPENSES</b>	
Item 19.	<b>CERTIFICATION OF ATTORNEY/PAYEE FOR PERIOD OF SERVICE</b>	
Item 20.	<b>APPOINTMENT TERMINATION DATE, IF OTHER THAN CASE COMPLETION:</b>	
Item 21.	<b>CASE DISPOSITION</b>	
Item 22.	<b>CLAIM STATUS (and signature block for attorney's signature)</b>	
<p><b>NOTE:</b> For more information and detailed instructions for the completion of the CJA Form 20, see the forms instruction on the website: The URL address is : <a href="http://www.cod.uscourts.gov/CJA_Frame.htm">http://www.cod.uscourts.gov/CJA_Frame.htm</a></p>		After completion, scan the document to create a PDF copy for submission into CM/ECF

#### Section 4.3.3.2 CJA Form 30

Items 14 through 21 should be completed as necessary

Item 14.	<b>STAGE OF PROCEEDING</b>	
Item 15.	<b>CLAIM FOR SERVICES--CATEGORIES FOR HOURS AND COMPENSATION</b>	
Item 16.	<b>TRAVEL EXPENSES</b>	
Item 17.	<b>OTHER EXPENSES</b>	
Item 18.	<b>CERTIFICATION OF ATTORNEY/PAYEE FOR PERIOD OF SERVICE</b>	
Item 19.	<b>APPOINTMENT TERMINATION DATE, IF OTHER THAN CASE COMPLETION:</b>	
Item 20.	<b>CASE DISPOSITION</b>	
Item 21.	<b>CLAIM STATUS (and signature block for attorney's signature)</b>	
<p><b>NOTE:</b> For more information and detailed instructions for the completion of the CJA Form 30, see the forms instruction on the website: The URL address is : <a href="http://www.cod.uscourts.gov/CJA_Frame.htm">http://www.cod.uscourts.gov/CJA_Frame.htm</a></p>		After completion, scan the document to create a PDF copy for submission into CM/ECF

### Section 4.3.3.3 CJA Form 21

Items 16 through 18 should be completed as necessary

<b>Item 16. CLAIM FOR SERVICES AND EXPENSES</b>	
<b>Item 17. PAYEE'S NAME AND MAILING ADDRESS, TAXPAYER IDENTIFICATION NUMBER (TIN), CLAIMANT'S CERTIFICATION AND CLAIM STATUS</b>	
<b>Item 18. Item 18. CERTIFICATION OF ATTORNEY:</b>	
<b>NOTE:</b> For more information and detailed instructions for the completion of the CJA Form 21, see the forms instruction on the website: The URL address is : <a href="http://www.cod.uscourts.gov/CJA_Frame.htm">http://www.cod.uscourts.gov/CJA_Frame.htm</a>	After completion, scan the document to create a PDF copy for submission into CM/ECF

### Section 4.3.3.4 CJA Form 31

Items 15 through 18 should be completed as necessary

<b>Item 15. STAGE OF PROCEEDING</b>	
<b>Item 16. CLAIM FOR SERVICES AND EXPENSES:</b>	
<b>Item 17. PAYEE'S NAME AND MAILING ADDRESS, TAXPAYER IDENTIFICATION NUMBER (TIN), CLAIMANT'S CERTIFICATION AND CLAIM STATUS</b>	
<b>Item 18. Item 18. CERTIFICATION OF ATTORNEY:</b>	
<b>NOTE:</b> For more information and detailed instructions for the completion of the CJA Form 21, see the forms instruction on the website: The URL address is : <a href="http://www.cod.uscourts.gov/CJA_Frame.htm">http://www.cod.uscourts.gov/CJA_Frame.htm</a>	After completion, scan the document to create a PDF copy for submission into CM/ECF

### Section 4.3.3.5 Receipts Over \$50.00

Any single expenditure claim greater than \$50.00 must include a copy of the receipt. If there are four expenditures greater than \$50.00, each receipt must be submitted.	If the receipts are small. You can scan multiple receipts onto a single 8 ½ x 11 sheet."
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### Section 4.3.3.6 Court of Appeals Memorandum (CJA 21/31)

If the pre-authorization was for a CJA 21/31 and the pre-authorization amount is greater than \$1600.00, a <b>Court of Appeals (COA) Memorandum</b> is required and is usually sent to the attorney as part of the approval procedure.	If the payment request had a <b>COA Memorandum</b> , it must be submitted with the payment request.
<b>NOTE:</b> If you did not keep a copy, lost the COA Memorandum, or need another one, contact the CJA staff. Stephanie Matlock can be reached at 303-335-2011 and Nancy Rutledge can be reached at 303-335-2139.	

### Section 4.3.3.7 Motion Required (Filed as an Exparte document)

<p>Where required, you must also file any motions to the court for the following:</p> <ul style="list-style-type: none"> <li>• Claim exceeds statutory maximum</li> <li>• Claim filed 45 days past the disposition.</li> <li>• Claim exceeds the pre-authorization amount.</li> <li>• Claim exceeds the \$500.00 and no pre-authorization request was made.</li> </ul> <p>• These Exparte motions are filed in CM/ECF by the attorney. Please refer to the CM/ECF Users Manual to assist you in correctly filing those documents.</p>	<p>If a motion is required, it is considered the <b>Main Document</b>. All of the other documents, such as the CJA form, spreadsheet,/invoice, receipts, and COA Memorandum are <b>attachments to the main document</b>.</p>
<p><b>NOTE:</b> If you did not keep a copy, lost the COA Memorandum, or need another one, contact the CJA staff. Stephanie Matlock can be reached at 303-335-2011 and Nancy Rutledge can be reached at 303-335-2139. You can also e-mail them at <a href="mailto:cod_cja@cod.uscourts.gov">cod_cja@cod.uscourts.gov</a></p>	

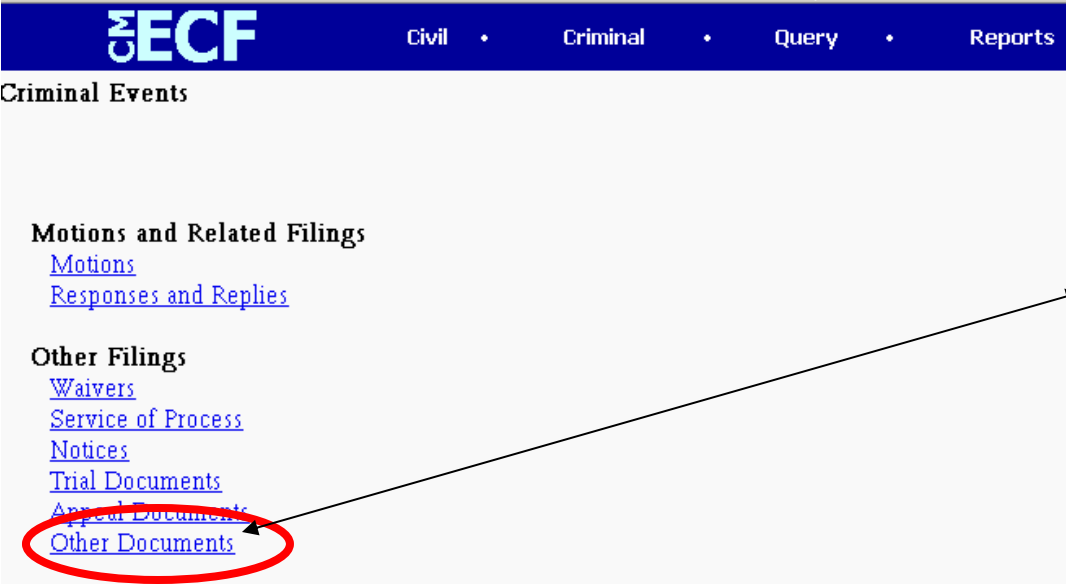
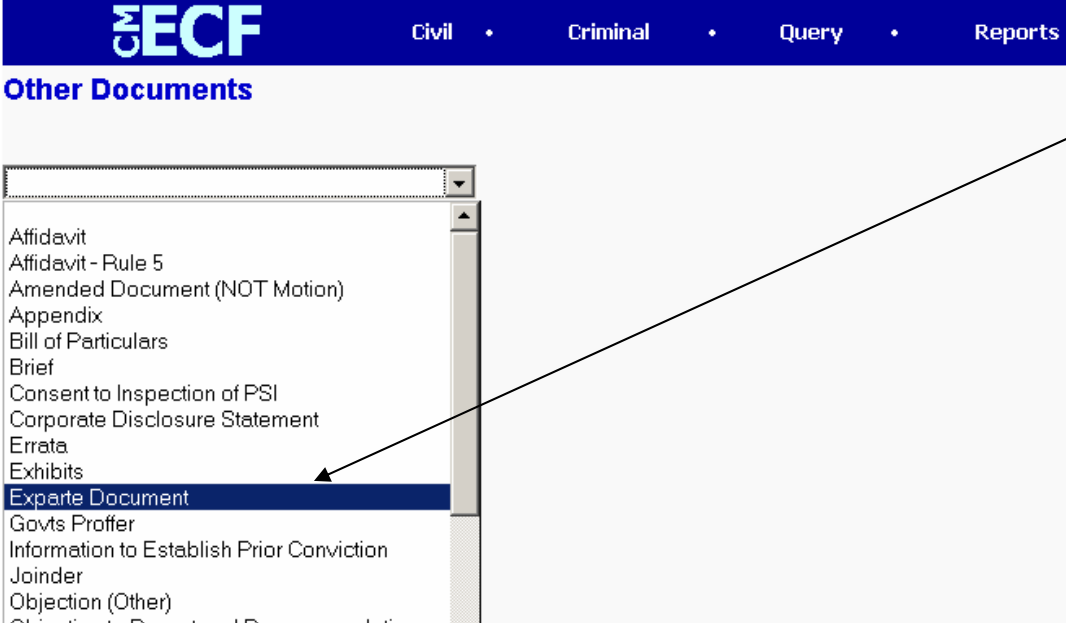
### Section 4.3.3.8 Re-submissions of a CJA 20/30/21/31 Payment Request.

<p>When a problem/error is encountered in the review/audit process, attorneys are generally notified via an e-mail and an attached <b>CHECKLIST</b> indicating what corrective actions are required.</p> <p><b>NOTE: When a problem/error is encountered, attorneys MUST RE-FILE the request, in its entirety, along with the CHECKLIST sent to the attorney.</b></p>	<p>The <b>CHECKLIST</b> must be submitted and a PDF document as an additional attachment with the re-submission.</p> <p><b>NOTE: See Section 4.2.1 Quick Tip (What to File)</b> as a guide as to what documents are needed for the type of payment request being submitted</p>
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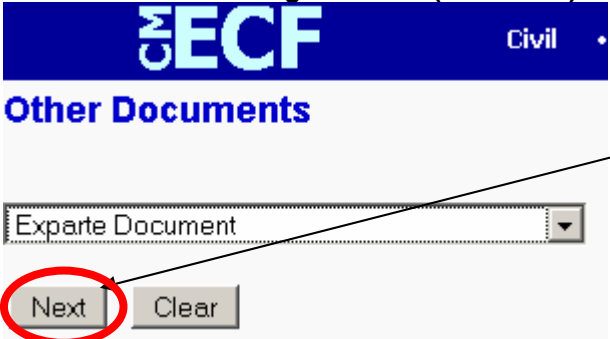
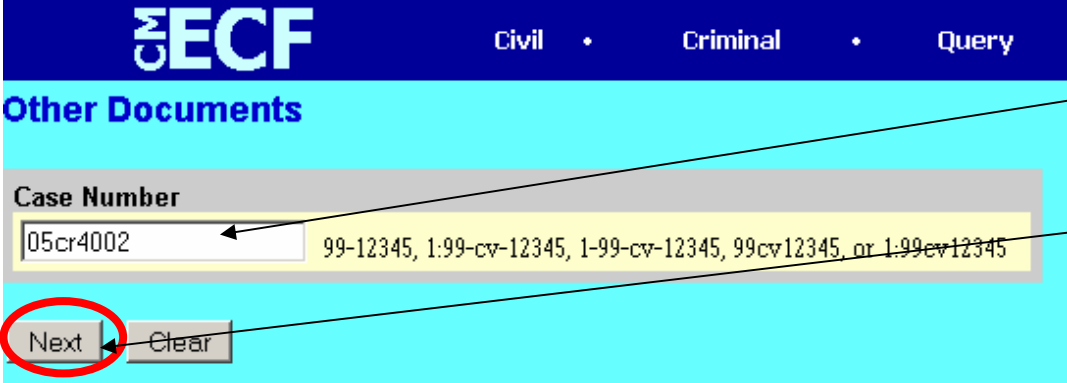
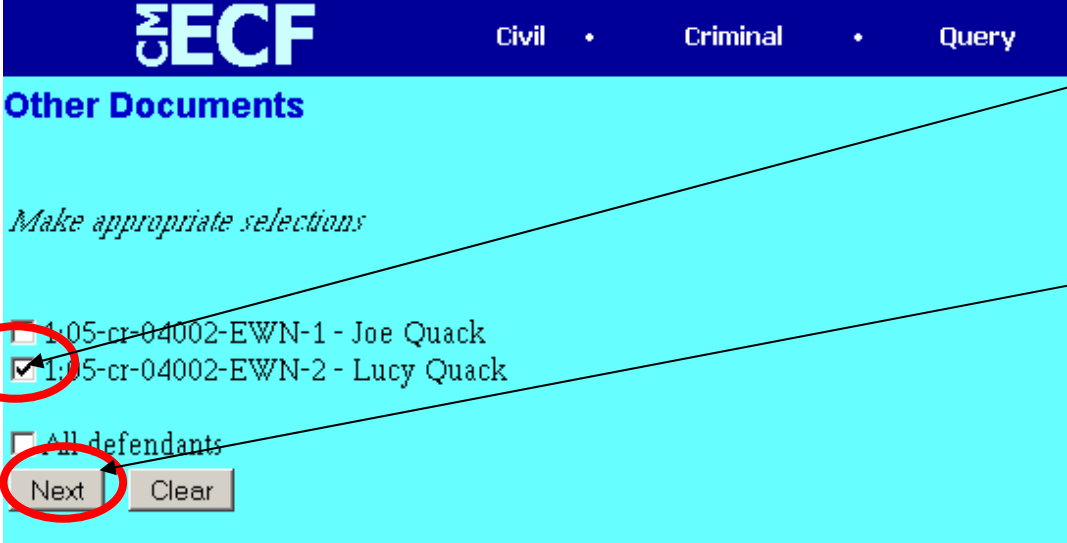
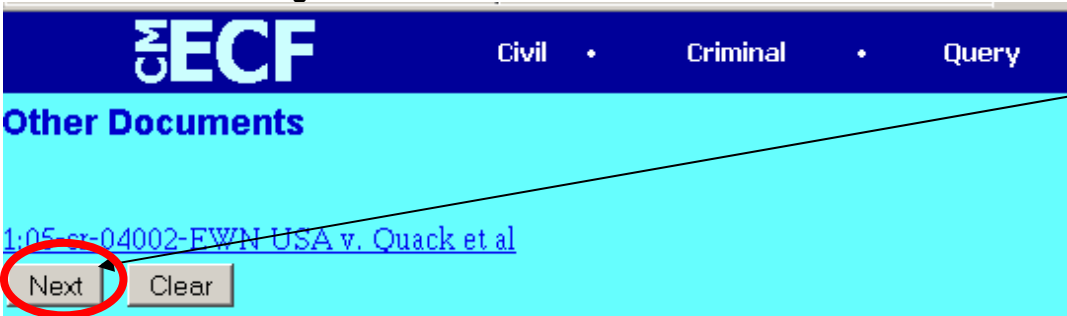
### Section 4.3.4 Filing the Payment Request

Again, as a reference, please see **Section 4.2.1 Quick Tip (What to File)** as a guide as to what documents are needed for the type of payment request being submitted

Section 4–2 Preparing Documents to Request for CJA Payments (CJA 20, 30, 21, 31) documented what forms/documents are needed for filing. This section, 4.2.3 documents examples of the filing process.

<p><b>Frame 4.3.4-1 Filing a Payment Request.</b></p> <p><b>NOTE: These series of examples depict the filing of a CJA 20/30 Payment Request.</b> where a motion is required</p> <p>The process for a CJA 30/21/31 and re-submissions are <b>very similar with the exception of using the correct CJA Form. Therefore, examples will not be shown.</b></p>	
<p><b>Frame 4.3.4-2- Filing a Payment Request</b></p>  <p>The screenshot shows the ECF website interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below this is a section for 'Criminal Events' with sub-sections for 'Motions and Related Filings' (containing links for Motions and Responses and Replies) and 'Other Filings' (containing links for Waivers, Service of Process, Notices, Trial Documents, Appeal Documents, and Other Documents). The 'Other Documents' link is circled in red. An arrow points from this link to the instruction on the right.</p>	<p>1. Click on the <a href="#">Other Documents</a> link..</p>
<p><b>Frame 4.3.4-3 Selecting the event</b></p>  <p>The screenshot shows the ECF website interface with the 'Other Documents' page selected. A dropdown menu is open, displaying a list of document types. The 'Ex parte Document' option is highlighted in blue. An arrow points from this option to the instruction on the right.</p>	<p>2. From the "drop down" box, select <a href="#">Ex parte Document</a></p>



<p><b>Frame 4.3.4-4 Selecting the event (continued)</b></p> 	<p>3. Click on the <b>Next</b> button.</p>
<p><b>Frame 4.3.4-5 Enter case number</b></p> 	<p>4. Enter the <b>case</b> number you wish to file in.</p> <p>5. Click on the <b>Next</b> button.</p>
<p><b>Frame 4.3.4-6 Select the defendant case for filing</b></p> 	<p>6. If the case has multiple defendants, you will need to check the appropriate defendant's case</p> <p>7. Click on the <b>Next</b> button</p>
<p><b>Frame 4.3.4-7 docketing continued</b></p> 	<p>8. After selecting the case, another screen is displayed. Click on the <b>Next</b> button</p>

**Frame 4.3.4-8 Attaching the PDF Document(s)**

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Criminal', and 'Query' tabs. Below this is a header for 'Other Documents' with a link to '1:05-cr-04002-EWN USA v. Quack et al'. The main area contains the instruction: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label and an empty text input field. To the right of the input field is a 'Browse...' button, which is circled in red. Below the input field are radio buttons for 'Attachments to Document:' with 'No' selected and 'Yes' unselected. At the bottom are 'Next' and 'Clear' buttons.

9. The PDF attachment screen is displayed.

10. Click on the **Browse...** button.

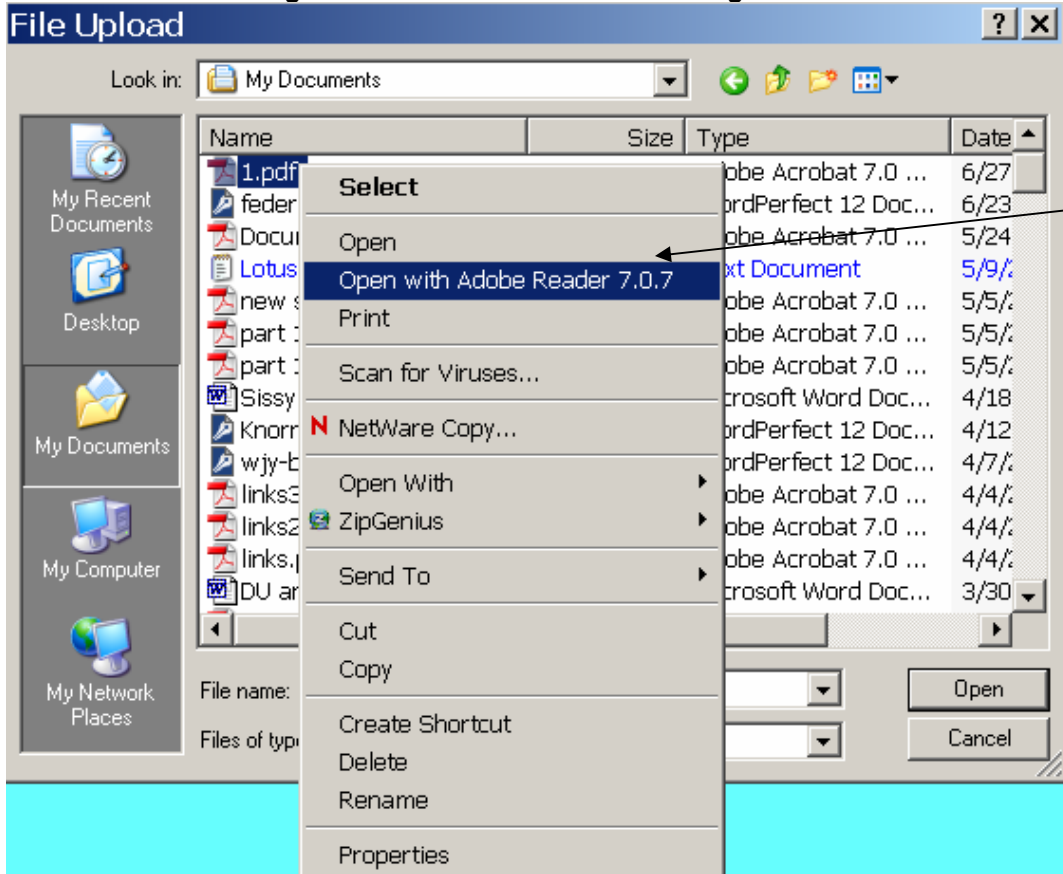
**Frame 4.3.4-9 Selecting and Viewing the PDF file to upload**

The screenshot shows a Windows 'File Upload' dialog box. The title bar says 'File Upload'. The 'Look in:' field shows 'My Documents'. The main area is a list of files with columns for Name, Size, Type, and Date Modified. The files listed include '1.pdf', 'federal holidays.wpd', 'Document1.pdf', 'LotusInstall.log', 'new save.pdf', 'part 1- pages 13-24.pdf', 'part 1- pages 1-12.pdf', 'Sissy.doc', 'Knorr and Associates.wpd', 'wjy-bus card.wpd', 'links3.pdf', 'links2.pdf', 'links.pdf', and 'DU and CU CM.doc'. At the bottom, there are fields for 'File name:' and 'Files of type:' (set to 'All Files'), and 'Open' and 'Cancel' buttons.

11. The **File Upload** dialog box is displayed to allow you to view and select the PDF document you want to submit.

**Note:** The court strongly recommends that each PDF document is opened and reviewed before submitting to the court. **This is the ONLY opportunity for this review to occur**

Frame 4.3.4-10 Viewing PDF documents before submitting to the court.

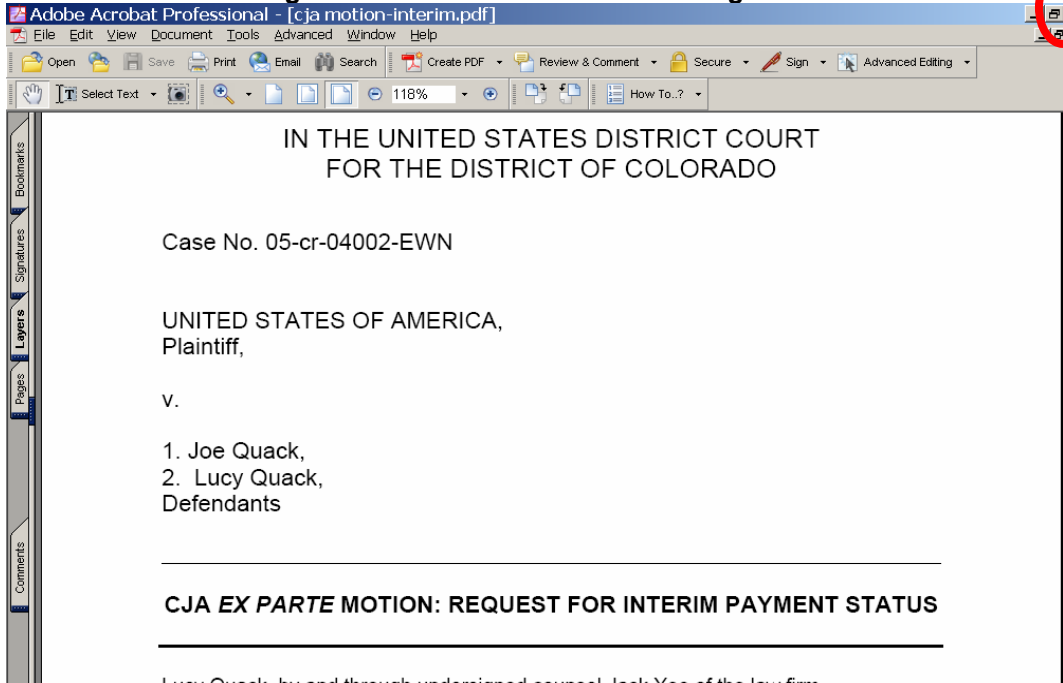


12. Highlight the PDF document you want to view and **RIGHT CLICK** and select (click) on

Open with Adobe Reader 7.0.7

to open the PDF document for review.

Frame 4.3.4-11 Viewing PDF documents before submitting to the court - continued

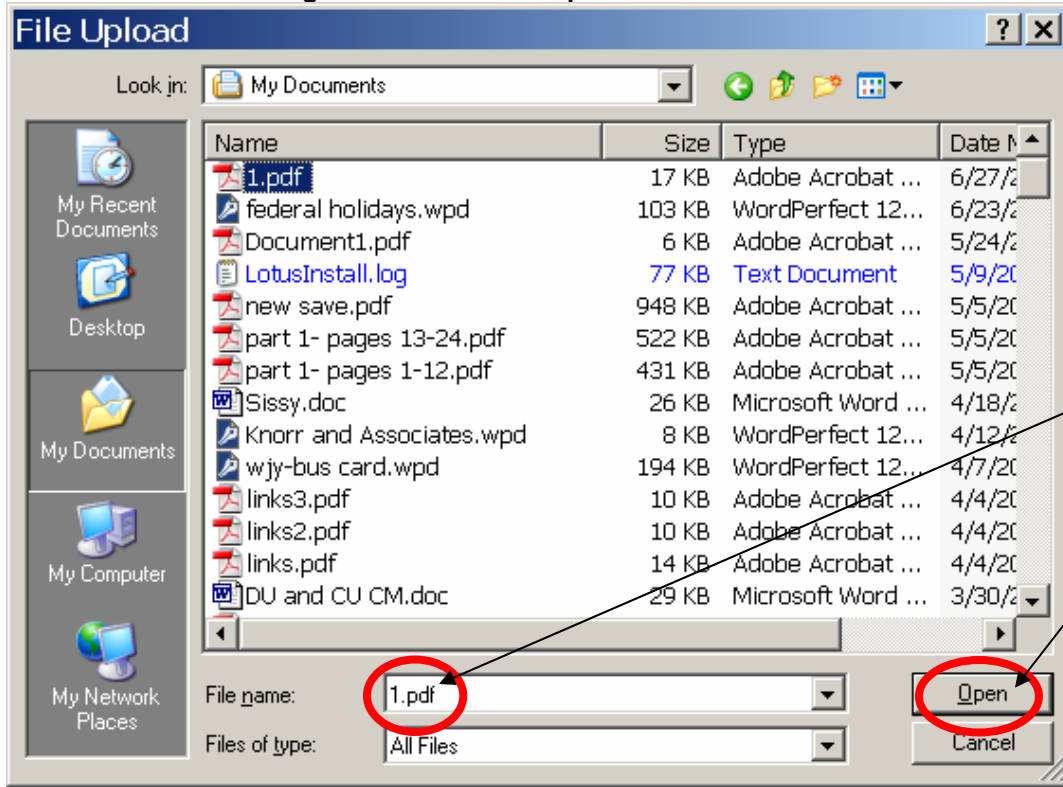


13. Adobe Reader or Adobe Acrobat will open and display the PDF document.

14. Review the document for completeness, accuracy, and authentication as to the correct document.

15. After review, click on the **X** in the upper right hand corner to close out Adobe.

Frame 4.3.4-12 Selecting the document for upload to CM/ECF

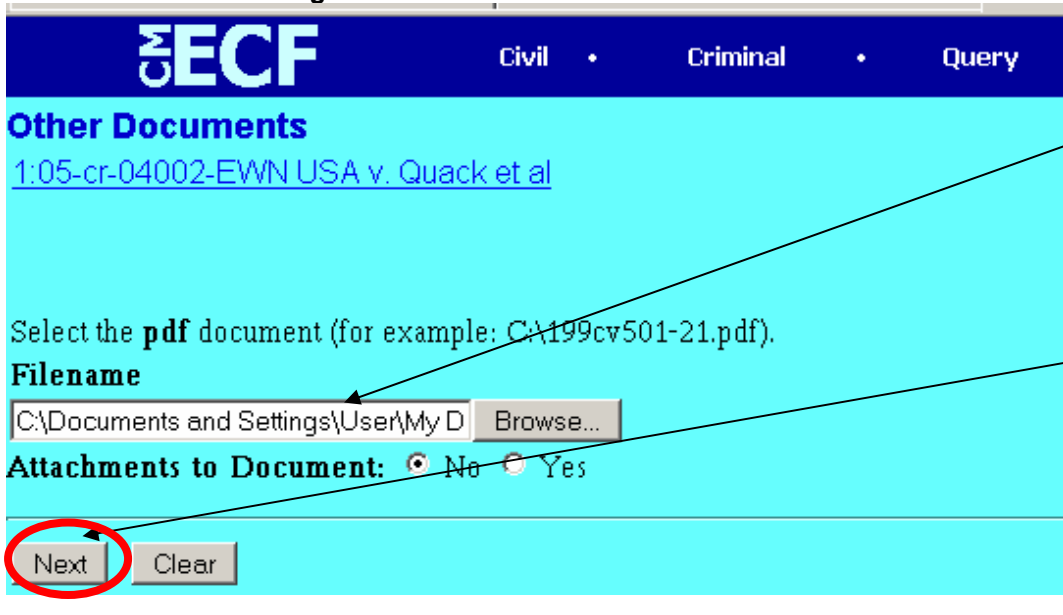


16. After clicking on the **X** from Adobe, you are returned to the **File Upload** dialog box of CM/ECF.

17. The PDF filename is populated in the **File name:** box.


18. Click on the **Open** button and the PDF file name will populate the **Filename** box in CM/ECF.

Frame 4.3.4-13 docketing- continued



**Note:** At this point, we have identified the "main document to be submitted to CM/ECF. In this example, we've indicated the "motion" as the main document

19. There are no other documents to attach, so Click on the **Next** Button

<p><b>Frame 4.3.4-14 Final Review Screen</b></p>	<p>20. The last screen in the process is displayed. You can review what the docket text will read.</p> <p>21. Click on the  button.</p>
<p><b>Frame 4.3.4-15, The NEF (Notice of Electronic Filing)</b></p>	<p>22. The NEF displayed to indicate the transaction is complete and has been entered onto the docket.</p> <p>The NEF provides the following information to the filer:</p> <p>23. Date and time entered/ filed.</p> <p>24. Link to docket Sheet.</p> <p>25. Link to the document Docket text</p> <p>26. Electronic document stamp for each document attached.</p> <p>27. Who will be served electronically</p> <p>28. Who will be served by other means.</p> <p>29. Display of the docket entry for the entry.</p>

<p><b>Frame 4.3.4-16 The Court Process</b></p> <ul style="list-style-type: none"><li>• The court will also be notified as to your filing of the Exparte document and attachments.</li><li>• The court will review the <b>filing</b>.</li><li>• If there are errors/problems from the initial review/audit, a <b>CHECKLIST</b> is marked up to indicate to the attorney what corrective actions are necessary for the request to move to the next step in the payment approval process. An e-mail is sent to the attorney along with a PDF copy of the <b>CHECKLIST</b>.</li></ul> <p><b>NOTE:</b> If the attorney receives such and e-mail, <b>THE CHECKLIST and all of the documents must be re-filed into CM/ECF. The CHECKLIST must also be submitted as an additional attachment.</b></p> <ul style="list-style-type: none"><li>• If there are no errors from the review/audit, the process is started to obtain the signatures/approvals necessary to generate the payment from Washington DC.</li><li>• Once all of the approvals are done, the payment will be processed for payment from Washington DC.</li><li>• Court staff will also docket an <b>Exparte Document</b> entry into CM/ECF noting the payment has been established for payment.</li></ul> <p>Attorneys will <b>not</b> be able to view the document from the NEF. The payment check will be mailed from Washington DC.</p> <p><b>NOTE:</b> If there are questions, contact the CJA staff. Stephanie Matlock can be reached at 303-335-2011 and Nancy Rutledge can be reached at 303-335-2139. You can also e-mail them at <a href="mailto:cod_cja@cod.uscourts.gov">cod_cja@cod.uscourts.gov</a></p>	
<p><b>Frame 4.3.4-17</b></p> <p>Remember, the above examples are for the filing of a CJA 20 with a motion.</p> <p>The filings of the following are very similar in the docketing steps,. so further examples will not be documented.</p> <p><b>Again, as a reference, please see Section 4.2.1 Quick Tip (What to File) as a guide as to what documents are needed for the type of payment request being submitted</b></p>	

**Chapter 5**

**CJA Form 24 Authorization & Voucher for Payment of Transcript**

**5.1 The CJA Form 24 Authorization and Voucher for Payment of Transcript**

CJA 24 AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT (Rev. 5/99)			
1. CIR./DIST./DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT. NUMBER
7. IN CASE/MATTER OF (Case Name)	8. PAYMENT CATEGORY <input 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 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)
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>			
<b>REQUEST AND AUTHORIZATION FOR TRANSCRIPT</b>			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly)			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). <i>NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see item 14).</i>			
14. SPECIAL AUTHORIZATIONS			JUDGE'S INITIALS
A. Apportioned Cost _____ % of Transcript with (Give case name and defendant)			
B. <input type="checkbox"/> Expedited <input type="checkbox"/> Daily <input type="checkbox"/> Hourly Transcript <input type="checkbox"/> Realtime Unedited Transcript			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal			
<input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcript will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT		16. COURT ORDER	
As the attorney for the person represented who is named above, I hereby affirm that the transcript request is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		Financial eligibility of the person represented having been established to the Court's satisfaction, the authorization requested in Item 15 is hereby granted.	
Signature of Attorney _____		Signature of Presiding Judicial Officer or By Order of the Court _____	
Date _____		Date of Order _____	
Printed Name _____		Nunc Pro Tunc Date _____	
Telephone Number: _____			
Board Attorney	Retired Attorney	De. Sec.	Legal Organization

Pull up CJA Form 24 in WordPerfect or Word from [www.cod.uscourts.gov](http://www.cod.uscourts.gov)

Complete the CJA Form 24 in WORD or WordPerfect.

**Box 2** Person Represented

**Box 3 or 4** Case Number

**Box 7** In Case/Matter

**Box 11** Offenses Charged

**Box 12** Proceeding in which transcript is to be used.

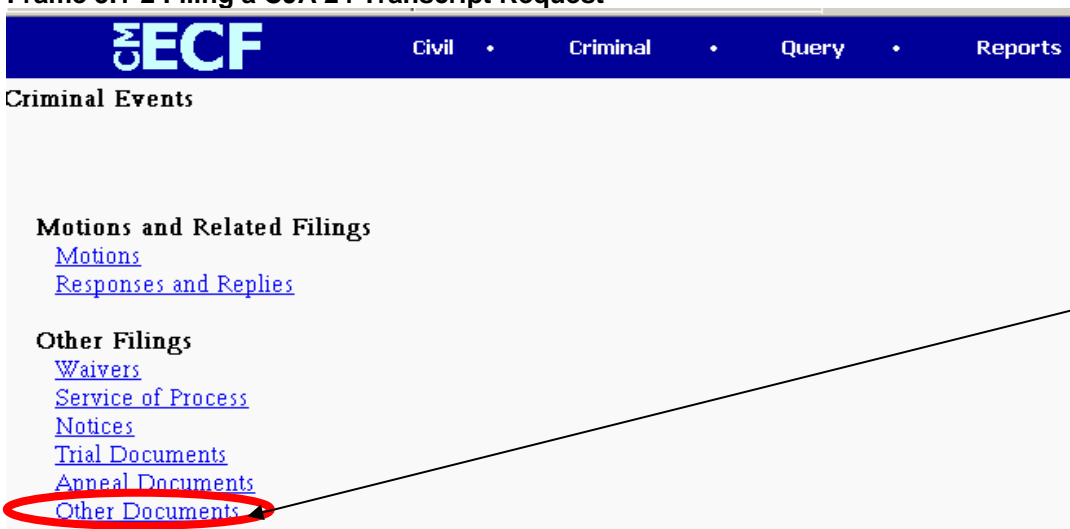
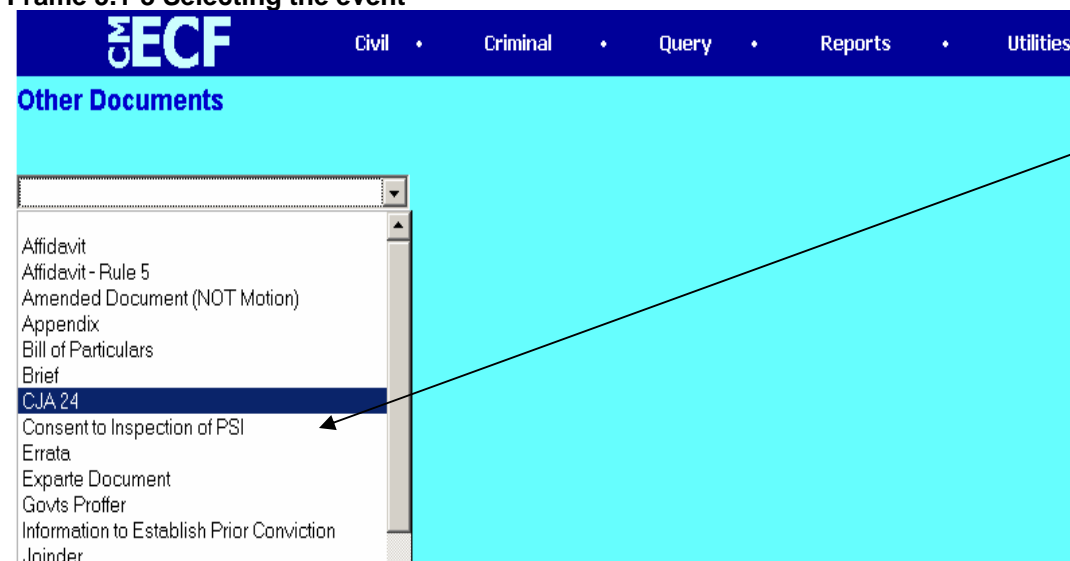
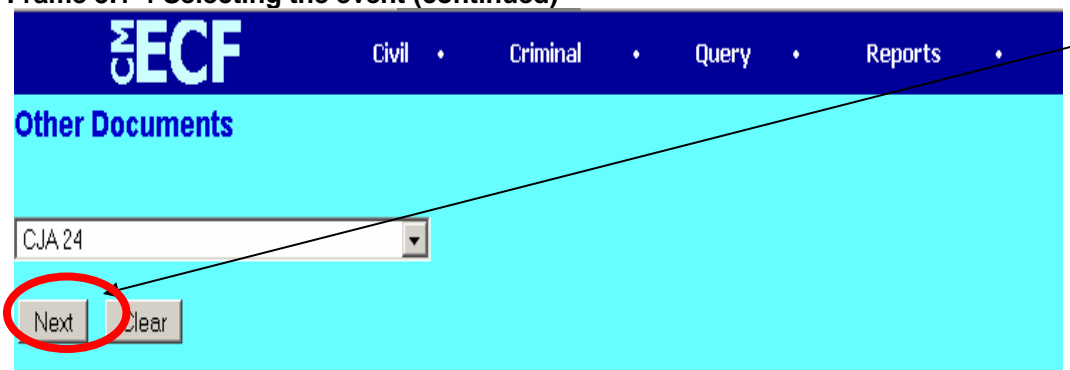
**Box 13** Proceeding to be transcribed

**Box 14** Special authorization

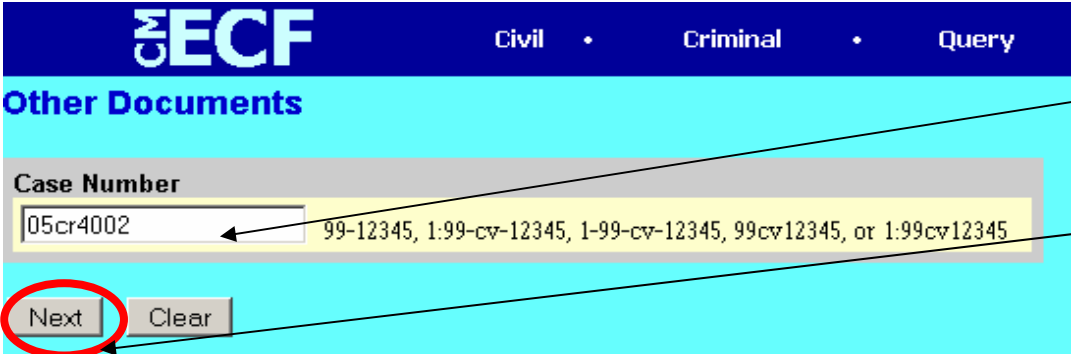
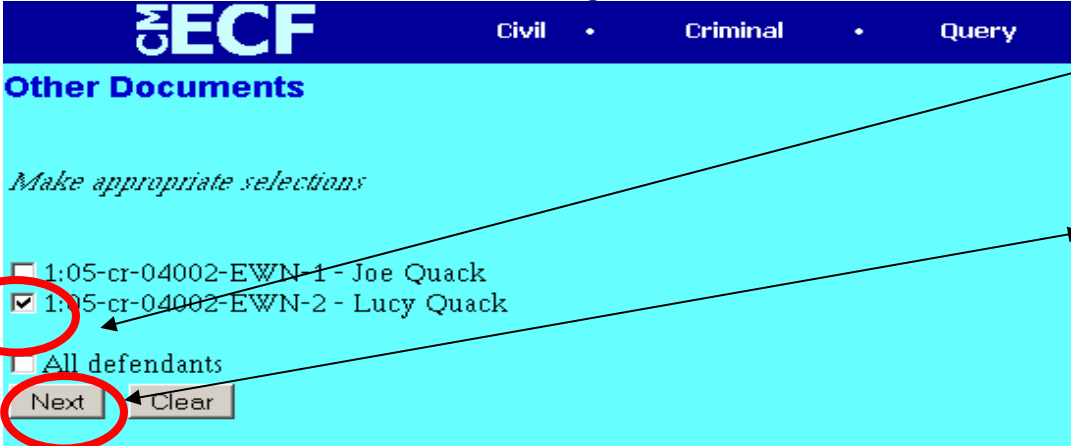
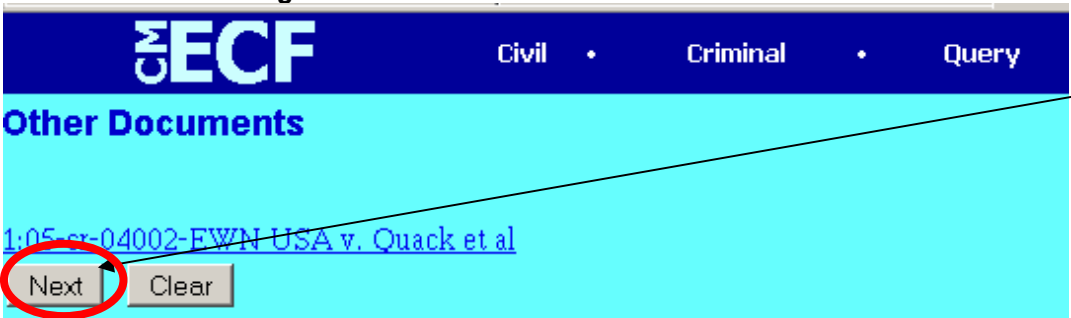
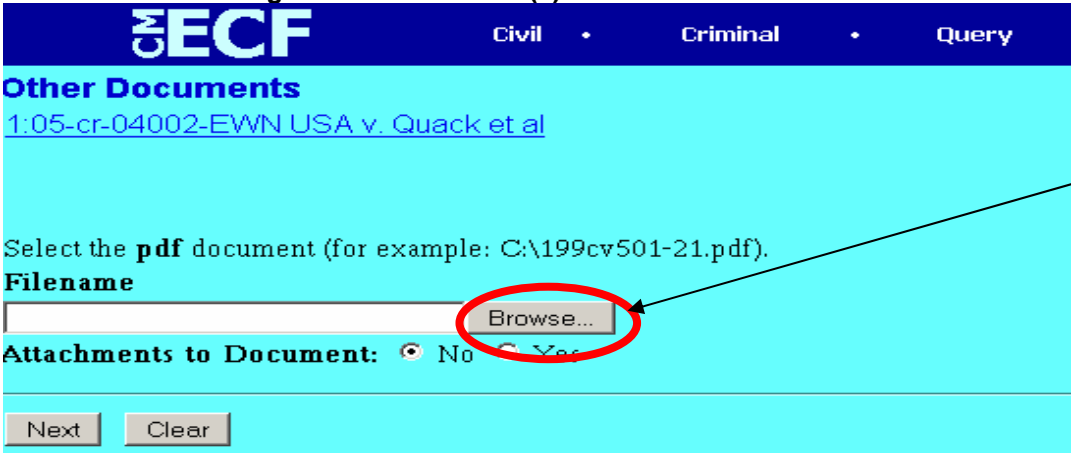
**Box 15** Attorney's statement

When you are done, you **must convert** the Word/WordPerfect document to a PDF document.

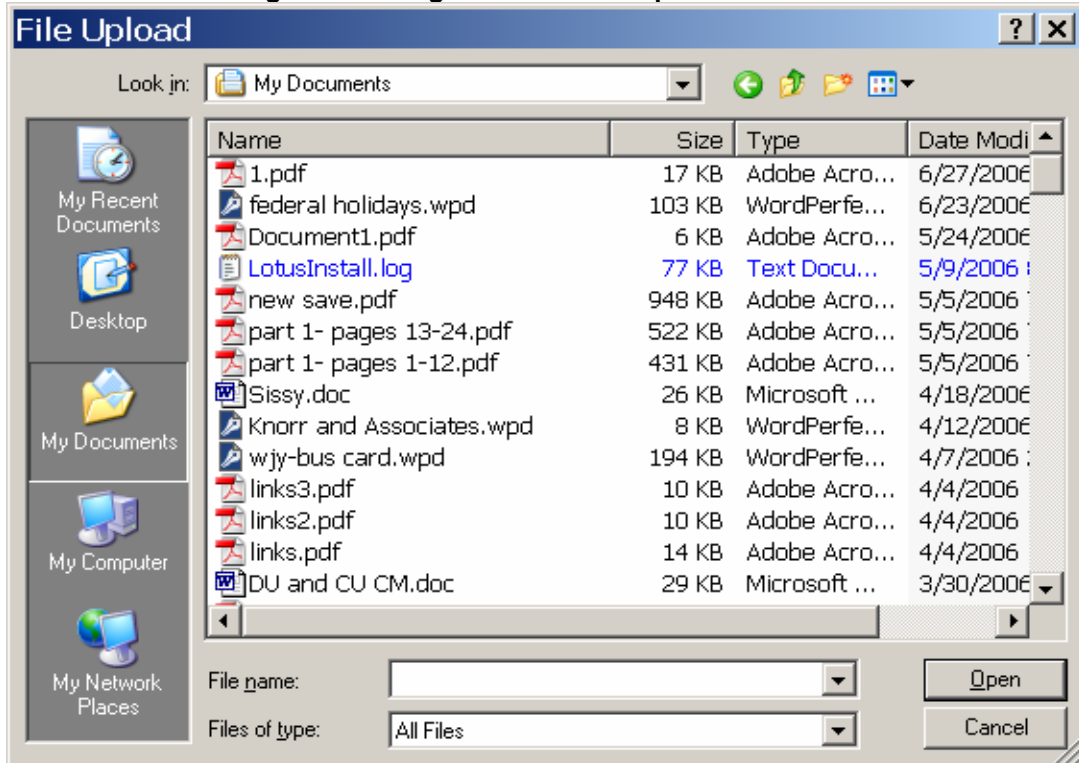
**NOTE:** Wherever possible, the court recommends PDF documents be created via software

<p><b>Frame 5.1-2 Filing a CJA 24 Transcript Request</b></p>  <p>The screenshot shows the ECF website interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below this is a section titled 'Criminal Events'. Underneath, there are two sub-sections: 'Motions and Related Filings' with links for Motions and Responses and Replies; and 'Other Filings' with links for Waivers, Service of Process, Notices, Trial Documents, Appeal Documents, and Other Documents. The 'Other Documents' link is circled in red.</p>	<p>1. Click on the <a href="#">Other Documents</a> link..</p>
<p><b>Frame 5.1-3 Selecting the event</b></p>  <p>The screenshot shows the 'Other Documents' page on the ECF website. A dropdown menu is open, displaying a list of document types. 'CJA 24' is highlighted in blue, indicating it is the selected option. Other items in the list include Affidavit, Affidavit - Rule 5, Amended Document (NOT Motion), Appendix, Bill of Particulars, Brief, Consent to Inspection of PSI, Errata, Exparte Document, Govts Proffer, Information to Establish Prior Conviction, Joinder, and Other Documents.</p>	<p>2. From the "drop down" box, select <b>CJA 24</b></p>
<p><b>Frame 5.1-4 Selecting the event (continued)</b></p>  <p>The screenshot shows the 'Other Documents' page with the dropdown menu now closed and 'CJA 24' displayed in the selection box. At the bottom of the page, there are two buttons: 'Next' and 'Clear'. The 'Next' button is circled in red.</p>	<p>3. . Click on the <b>Next</b> button.</p>



<p><b>Frame 5.1-5 Enter case number</b></p> 	<p>4. Enter the <b>case</b> number you wish to file in.</p> <p>5. Click on the <b>Next</b> button.</p>
<p><b>Frame 5.1-6 Select the defendant case for filing</b></p> 	<p>6. If the case has multiple defendants, you will need to check the appropriate defendant's case</p> <p>7. Click on the <b>Next</b> button</p>
<p><b>Frame 5.1-7 docketing continued</b></p> 	<p>8. After selecting the case, another screen is displayed. Click on the <b>Next</b> button</p>
<p><b>Frame 5.1-8 Attaching the PDF Document(s)</b></p> 	<p>9. The PDF attachment screen is displayed.</p> <p>10. Click on the <b>Browse...</b> button.</p>

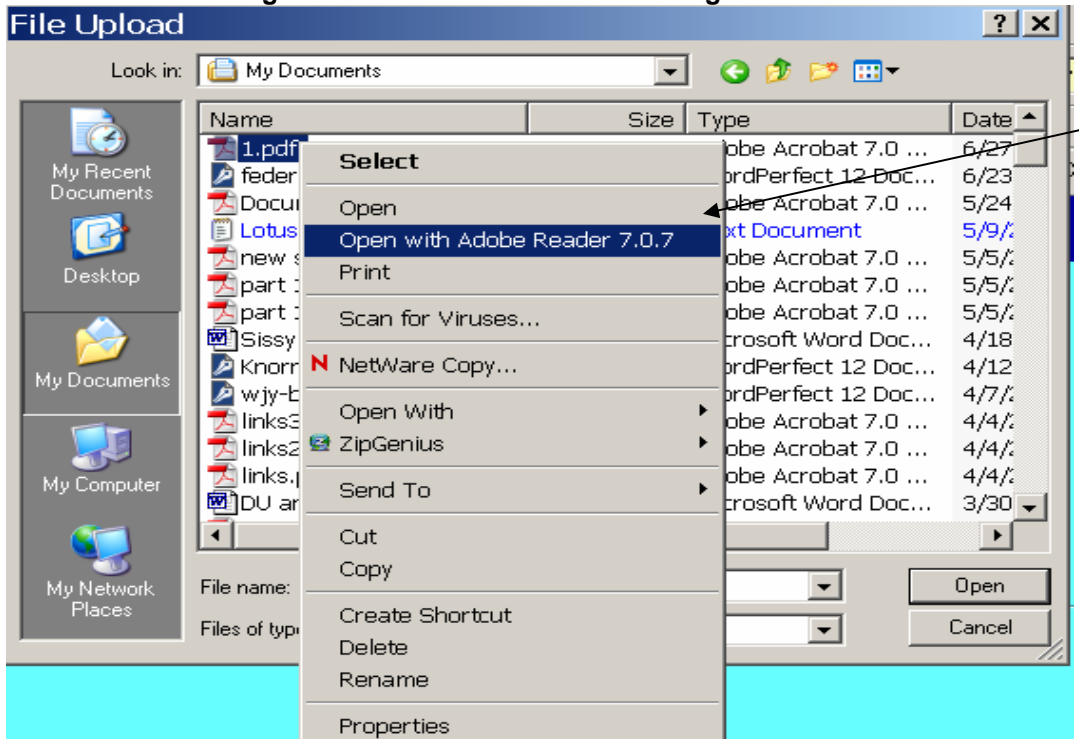
**Frame 5.1-9 Selecting and Viewing the PDF file to upload**



11. The **File Upload** dialog box is displayed to allow you to view and select the PDF document you want to submit.

**Note:** The court strongly recommends that each PDF document is opened and reviewed before submitting to the court. **This is the ONLY opportunity for this review to occur**

**Frame 5.1-10 Viewing PDF documents before submitting to the court.**



12. Highlight the PDF document you want to view and **RIGHT CLICK** and select (click) on **Open with Adobe Reader 7.0.7** to open the PDF document for review.

**Frame 5.1-11 Viewing PDF documents before submitting to the court - continued**

13. Adobe Reader or Adobe Acrobat will open and display the PDF document.

14. Review the document for completeness, accuracy, and authentication as to the correct document.

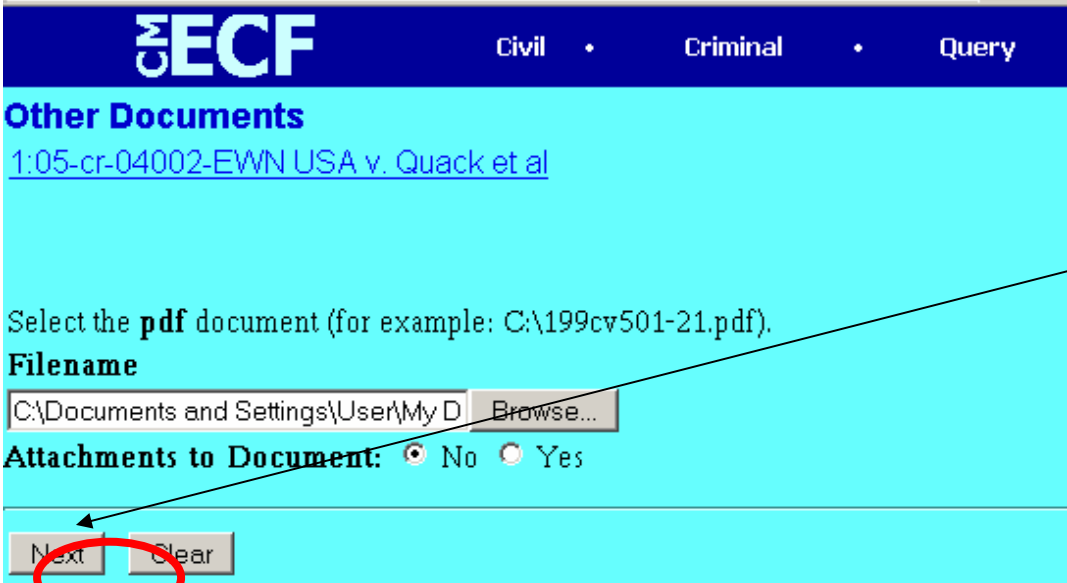

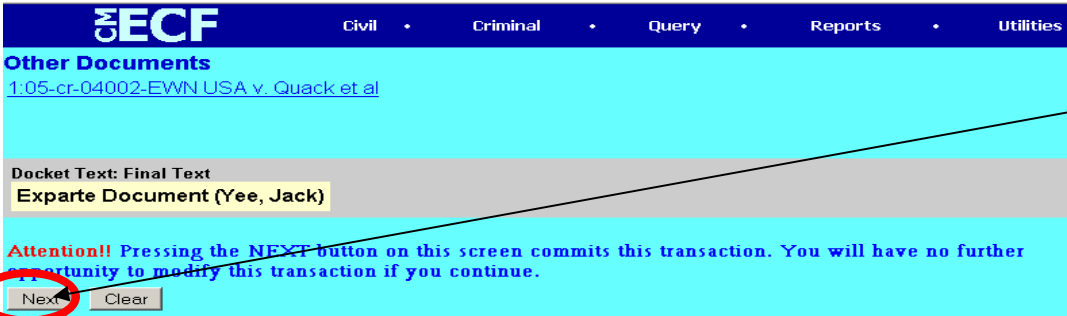

15. After review, click on the **X** in the upper right hand corner to close out Adobe.

**Frame 5.1-12 Selecting the document for upload to CM/ECF**

16. After clicking on the **X** from Adobe, you are returned to the **File Upload** dialog box of CM/ECF.

17. The PDF filename is populated in the **File name:** box.

18. Click on the **Open** button and the PDF file name will populate the **Filename** box in CM/ECF.

<p><b>Frame 5.1-13 docketing- continued</b></p> 	<p><b>Note:</b> At this point, we have identified the “main document to be submitted to CM/ECF. In this example, we’ve indicated the “motion” as the main document</p> <p>19. There are no other documents to attach, so Click on the  Button</p>
<p><b>Frame 5.1-14 Final Review</b></p> 	<p>20. The last screen in the process is displayed. You can review what the docket text will read.</p> <p>21. .Click on the  button.</p>

**Frame 5.1-15 The Notice of Electronic Filing (NEF)**

**Other Documents**  
[1:05-cr-04002-EWN USA v. Quack et al](#)

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

Notice of Electronic Filing

The following transaction was received from yee, jack entered on 7/5/2006 at 3:07 PM MDT and filed on 6/26/2006

**Case Name:** USA v. Quack et al  
**Case Number:** [1:05-cr-4002](#)  
**Filer:**  
**Document Number:** [10](#)

**Docket Text:**  
CJA 24 (yee, jack)

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/28/2006] [FileNumber=75903-0] [6a7f3833860777e0c67f224ba9325a486bbd789eb35484fab5e5dcbef6fa2dbb4df1d9dbc2a55554d9a9f8bbeedc2560d3efa8e9cbae480b16917821f1e5dda]]

**Document description:**Exparte Attachment 1  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/28/2006] [FileNumber=75903-1] [70a44a3e8f1ba00b3aadeff9c62145d854cf457bef4d881f809cd880804a77ba65a6e1d1eab69c399dcb5de3c1b06edf7fae74759b0b74557f6f89890bd93481]]

**1:05-cr-4002-2 Notice will be electronically mailed to:**  
Chris Vagner [chris\\_vagner@cod.uscourts.gov](mailto:chris_vagner@cod.uscourts.gov), [cod\\_aty@yahoo.com](mailto:cod_aty@yahoo.com)  
Jack Yee [jack\\_yee@cob.uscourts.gov](mailto:jack_yee@cob.uscourts.gov)

**1:05-cr-4002-2 Notice will be delivered by other means to:**  
The Docket entry looks like:

06/26/2006	<a href="#">10</a>	CJA 24 (yee, jack) (Entered: 07/05/2006)
------------	--------------------	--

22. The NEF displayed to indicate the transaction is complete and has been entered onto the docket.

The NEF provides the following information to the filer:

23. Date and time entered/entered.

24. Link to docket Sheet.

25. Link to the document Docket text

26. Electronic document stamp for each document attached.

27. Who will be served electronically

28. Who will be served by other means.

29. Display of the docket entry for the entry.

**Frame 5.1-16 The Court Process**

- The court will also be notified as to your filing of the CJA 24 Transcript Request.
- The court will review the **filing**.
- If there are errors/problems from the initial review/audit, you will be contacted by phone or e-mail. **You will have to re-submit the CJA 24 as a new filing.**
- Once all of the approvals are done, the payment will be processed for payment from Washington DC.
- Court staff will also docket an **Exparte Document** entry into CM/ECF.

Attorneys will **not** be able to view the document from the NEF. The payment check will be mailed from Washington DC.

**NOTE:** If there are question as to the **transcript and the approvals for a transcript**, contact charlotte Hoard at 303-335-2100 or Lucy West on 303-335-2099

**NOTE:** If there are questions as to the **PAYMENT**, contact the CJA staff. Stephanie Matlock can be reached at 303-335-2011 and Nancy Rutledge can be reached at 303-335-2139. You can also e-mail them at [cod\\_cja@cod.uscourts.gov](mailto:cod_cja@cod.uscourts.gov)

**Frame 5.2-1 CJA 24 Re-submission**

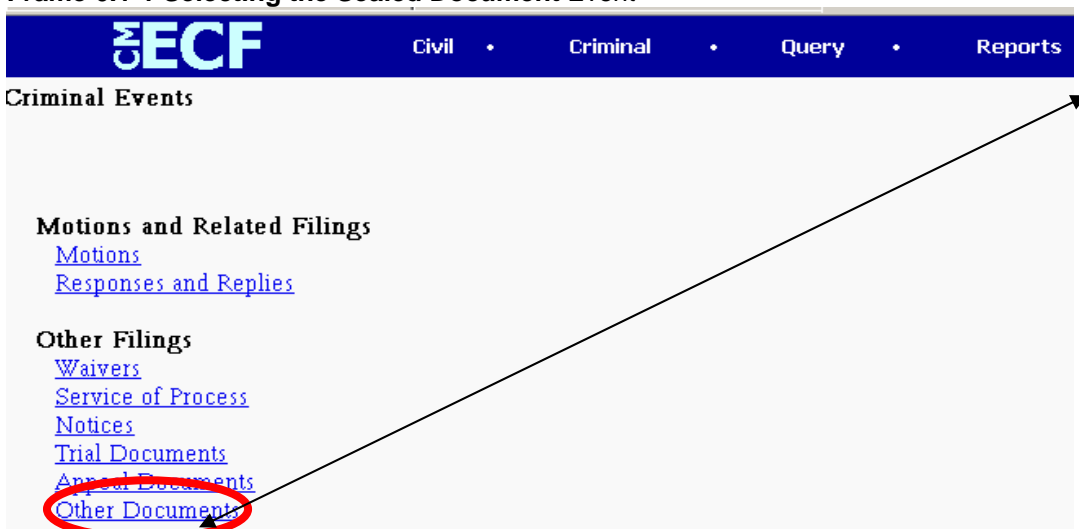
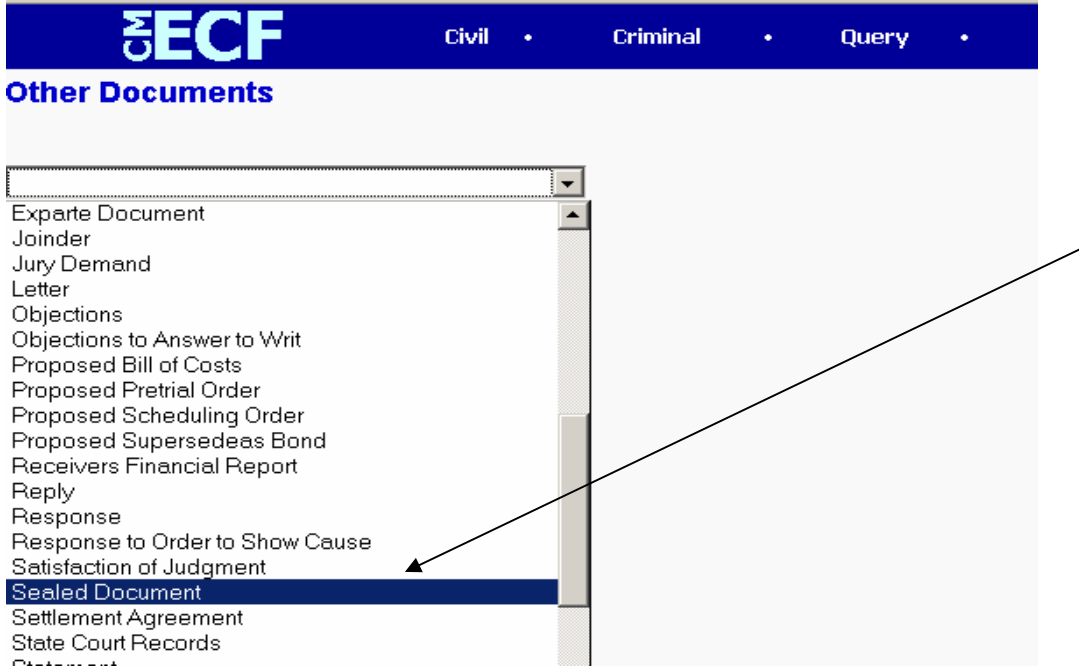
If you are notified as to an error, you will need to re-submit the CJA 24 request as another filing..

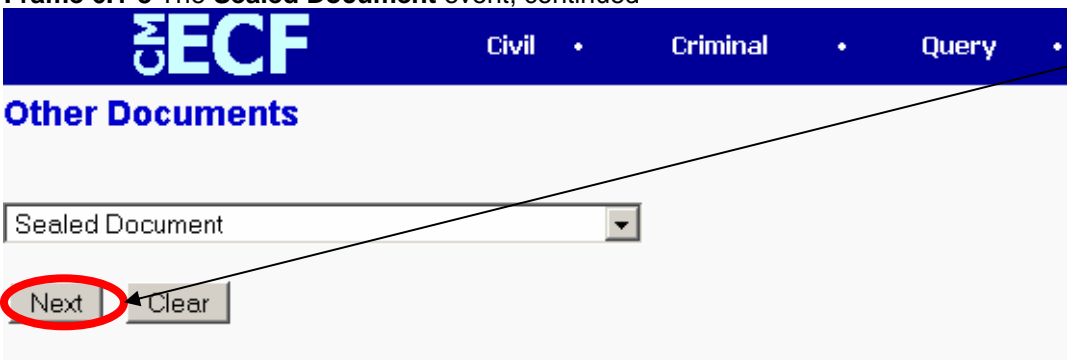

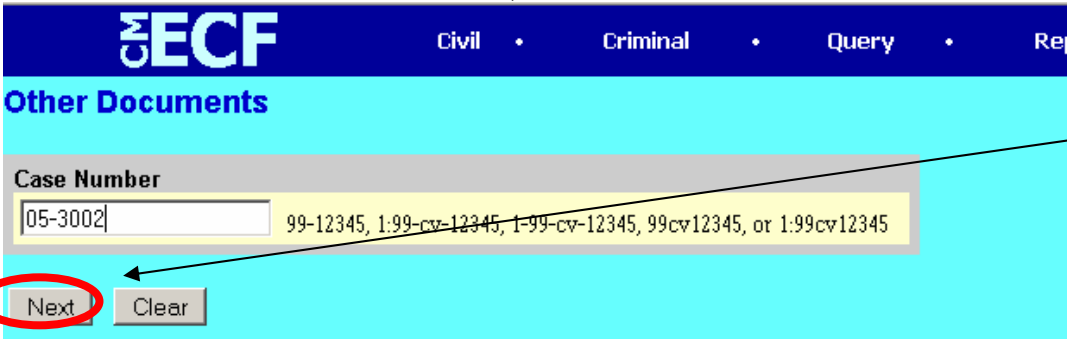

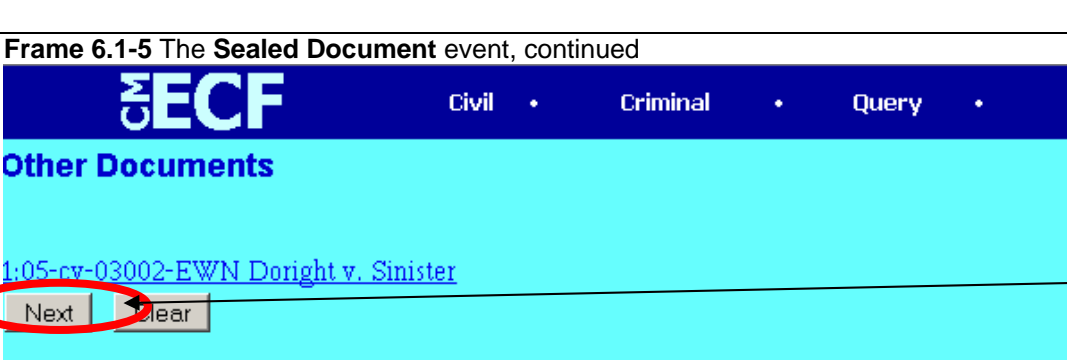


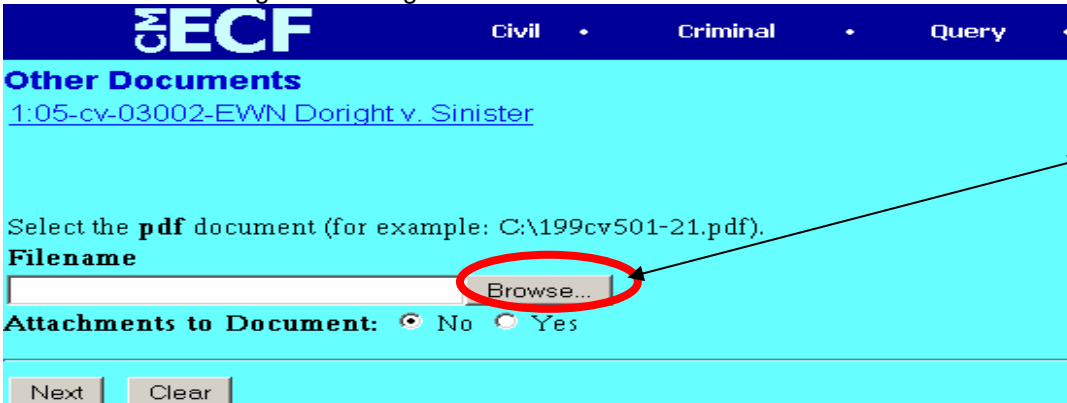
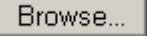
# Chapter 6 CJA 23 Financial Affidavit

## 6.1 The CJA Form 23 Financial Affidavit

If an attorney needs to file a CJA Form 23- Financial Affidavit, it is usually required when a motion is filed requesting appointment of CJA counsel. The motion filed is usually a public document and can be viewed by opposing counsel as well as by the public. The CJA Form 23 – financial affidavit is considered a private document and should **NOT** be filed as an attachment to the motion (or any other public document.) Therefore, the CJA Form 23 must be filed as a **Sealed Document** in CM/ECF.

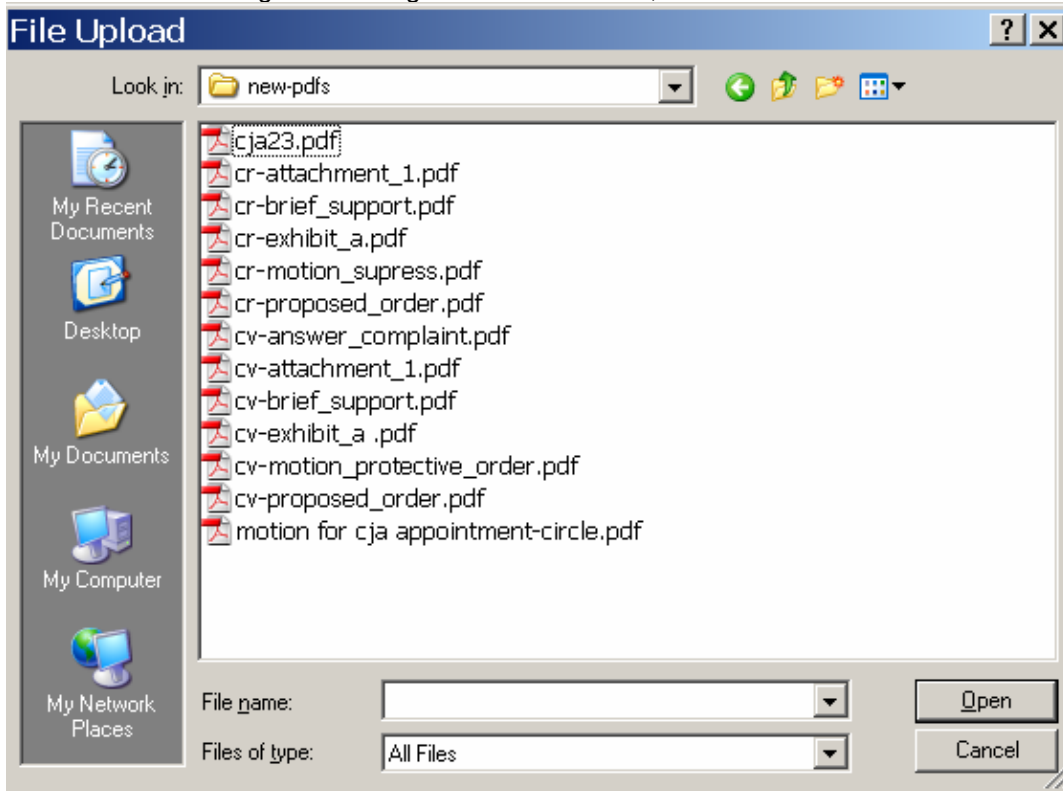
**NOTE:** These examples are for the filing of the sealed document (CJA 23). The motion should have been filed before the filing of the sealed document.

<p><b>Frame 6.1-1 Selecting the Sealed Document Event</b></p>  <p>1. Click on the <a href="#">Other Documents</a> link..</p>	
<p><b>Frame 6.1-2 The Sealed Document Event</b></p>  <p>2.. Click on the <b>Sealed Document</b> event.</p>	

<p><b>Frame 6.1-3 The Sealed Document event, continued</b></p>  <p>Other Documents</p> <p>Sealed Document</p> <p>Next Clear</p>	<p>3. . Click on the  button.</p>
<p><b>Frame 6.1-4 The Sealed Document event, continued</b></p>  <p>Other Documents</p> <p>Case Number</p> <p>05-3002 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345</p> <p>Next Clear</p>	<p>4. Enter the <b>case</b> number you wish to file in.</p> <p>Click on the  button</p>
<p><b>Frame 6.1-5 The Sealed Document event, continued</b></p>  <p>Other Documents</p> <p>1:05-cv-03002-EWN Doright v. Sinister</p> <p>Next Clear</p>	<p>5. After entering the case number and clicking , another screen is displayed.</p> <p>6. Click on the  button</p>
<p><b>Frame 6.1-6 Selecting and viewing the PDF document</b></p>  <p>Other Documents</p> <p>1:05-cv-03002-EWN Doright v. Sinister</p> <p>Select the <b>pdf</b> document (for example: C:\199cv501-21.pdf).</p> <p>Filename</p> <p>Browse...</p> <p>Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Next Clear</p>	<p>7. The PDF attachment screen is displayed.</p> <p>8 . Click on the  button.</p>



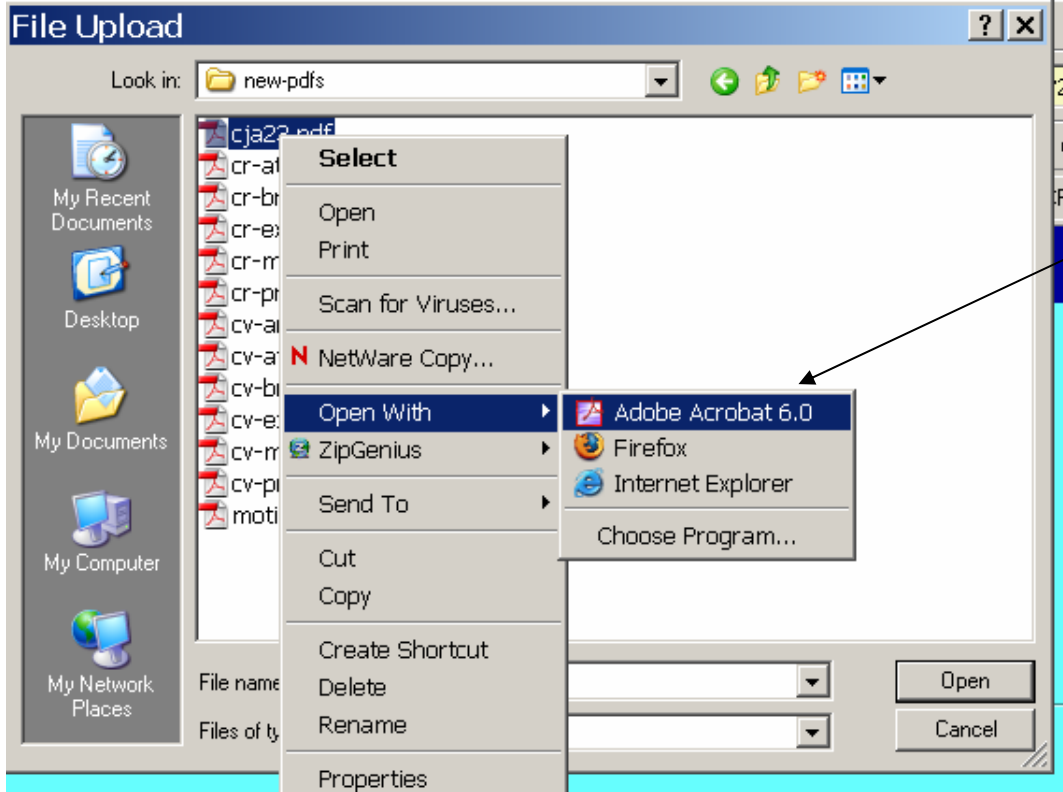
Frame 6.1-7 Selecting and viewing the PDF document, continued



9. The **File Upload** dialog box is displayed to allow you to view and select the PDF document you want to submit.

**Note:** The court strongly recommends that each PDF document is opened and reviewed before submitting to the court. **This is the ONLY opportunity for this review to occur**

Frame 6.1-8 Opening the PDF document for viewing

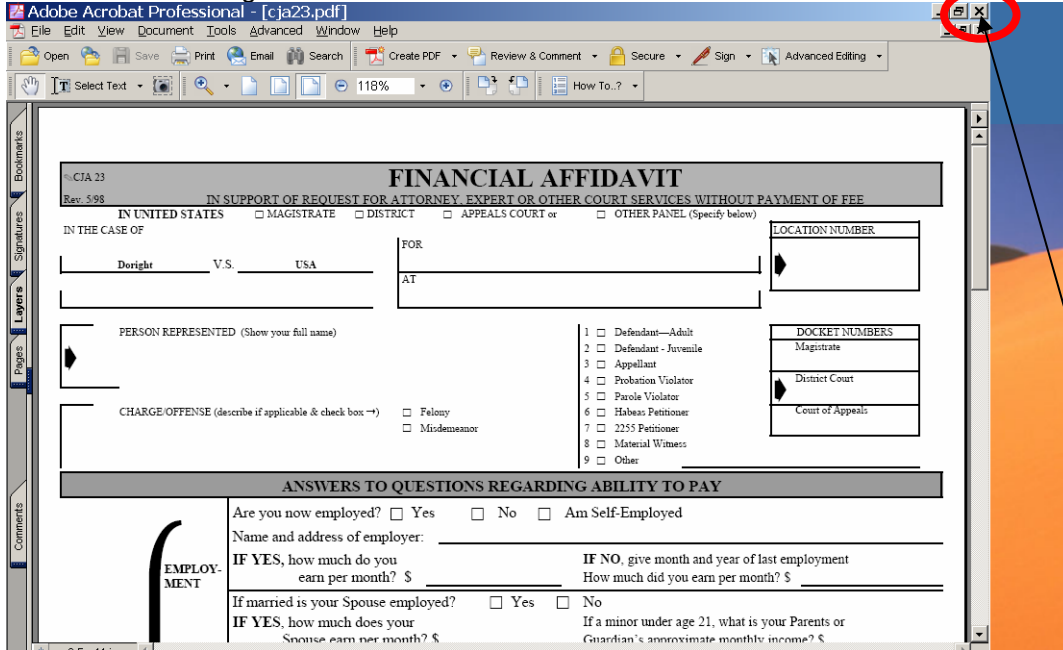


10. Highlight the PDF document you want to view and **RIGHT CLICK** and select (click) on

**Open With** to open the PDF document for review.

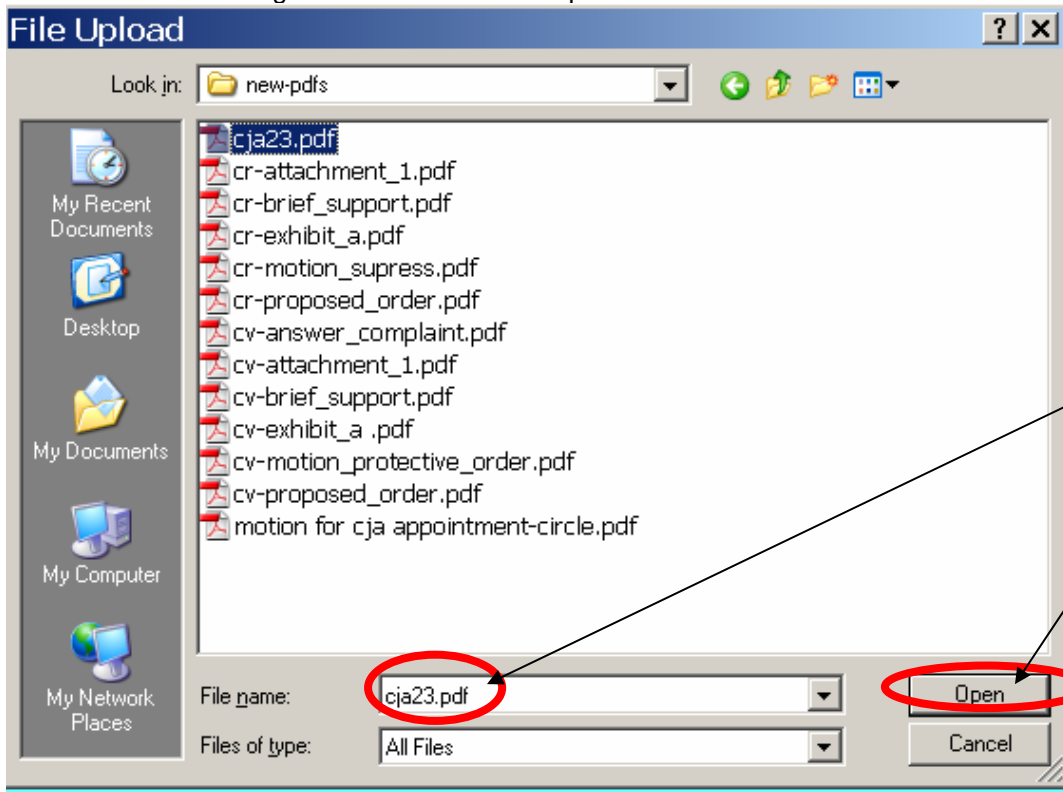
**Note:** Your PC may display something different. The bottom line is to open the PDF document so you can view before submitting to the court. **This is the ONLY opportunity for this review to occur**

### Frame 6.1-9 Viewing the PDF document



11. Adobe Reader or Adobe Acrobat will open and display the PDF document.
12. Review the document for completeness, accuracy, and authentication as to the correct document.
13. After review, click on the **X** in the upper right hand corner to close out Adobe.

### Frame 6.1-10 Selecting the PDF document to upload



14. After clicking on the **X** from Adobe, you are returned to the **File Upload** dialog box of CM/ECF.
15. The PDF filename is populated in the **File name:** box.
16. Click on the **Open** button and the PDF file name will populate the **Filename** box in CM/ECF

**Frame 6.1-11** Uploading the PDF document

CM/ECF Civil • Criminal • Query •

**Other Documents**  
1:05-cv-03002-EWN Doright v. Sinister

Select the pdf document (for example: C:\199cv501-21.pdf).

**Filename**

T:\External Training\new-pdfs\cja23.pdf Browse...

**Attachments to Document:**  No  Yes

Next Clear

17. After clicking on the **Open** button, the file name is populated in the **Filename** box of CM/ECF.

**Note:** At this point, we have identified the “main document to be submitted to CM/ECF. In this example, we’ve indicated the “motion” as the main document

18. There are no other documents to attach, so Click on the **Next** button

**Frame 6.1-12** Selecting the filer

CM/ECF Civil • Criminal • Query • Reports • Ut

**Other Documents**  
1:05-cv-03002-EWN Doright v. Sinister

Select the filer.

Select the Party:

Doright, Dudley [Plaintiff]  
Sinister, Sam [Defendant]

Only court personnel can add new parties. Contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday - Friday, from 8:00 a.m. to 5:00 p.m. (MDT/MST) with the parties you wish to add.

Next Clear

19. The next screen displayed allows us to select the filer.

20. Click on the party filing the document. In this example, click on Dudley Doright.

21. Click on the **Next** button.

**Frame 6.1-13** Selecting the filer, continued

CM/ECF Civil • Criminal • Query • Reports

**Other Documents**  
1:05-cv-03002-EWN Doright v. Sinister

Next Clear

22. After clicking the **Next** button, another screen is displayed.

23. Click on the **Next** button

<p><b>Frame 6.1-14 final screen review</b></p>	<p>24. The last screen in the process is displayed. You can review what the docket text will read.</p> <p>25. Click on the <b>Next</b> button.</p>
<p><b>Frame 6.1-15 The Notice of Electronic filing (NEF)</b></p>	<p>26. The NEF displayed to indicate the transaction is complete and has been entered onto the docket.</p> <p>The NEF provides the following information to the filer:</p> <p>27. Date and time entered/entered.</p> <p>28. Link to docket Sheet.</p> <p>29. Link to the document Docket text</p> <p>30. Electronic document stamp for each document attached.</p> <p>31. Who will be served electronically</p> <p>32. Who will be served by other means.</p> <p>33. Display of the docket entry for the entry.</p> <p><b>Note:</b> the "Sealed Document entry</p>

**Frame 6.1-5 The Court Process**

- The court will also be notified as to your filing of the Sealed Document.
- The court will review the **filing**.
- If there are errors/problems from the filing, you will be contacted by phone and instructed as to what must be done.

**Note:** this is just the CJA 23. A motion should have been filed to request the CJA appointment. This filing of the sealed document is a support document for the motion.

Attorneys will **not** be able to view the document from the NEF.

## Chapter 7

# Violation Notices (Petty Offenses) and CJA Counsel

### 7.1 Violation Notices

A Violation Notice is issued to a person on federal property by federal authority, such as a Park Ranger, Military Police, or Federal Protective Service, etc. when an alleged violation has occurred. Depending on the violation, incarceration may be the outcome if the party is found guilty. In those cases, and where warranted, CJA counsel may be appointed to defend the party receiving the Violation Notice.

### 5.2 Central Violations Bureau

When a Violation Notice is issued, the central record keeping is the responsibility of the Central Violations Bureau (CVB). Therefore cases that are initiated and terminated as a CVB case, the case is never entered in the district court database (CM/ECF). However, there may be occurrences where CJA counsel has been appointed to represent a party in a Violation Notice case. **In those situations where the case is initiated and terminated as a CVB case, the CJA 20, CAJ 21 will ALWAYS be handled in paper.**

### 5.3 CJA Processing

If CJA counsel is appointed in a Violation Notice case, there are **two** possible situations as to how CJA appointed counsel will process CJA related forms.

The forms involved are:

- |                             |                              |
|-----------------------------|------------------------------|
| CJA 20 - Appointment        | CJA 20 - Request for Payment |
| CJA 21 - Pre- Authorization | CJA 21 – Request for Payment |

<b>Scenario 1 Case Initiated and Terminated as a CVB case</b>	
<b>Frame 7-1</b> CJA 20 Appointment	The Court will <b>mail/fax</b> CJA 20 Appointment Form to CJA counsel.  Counsel will need to keep form to complete when requesting payment.
<b>Frame 7-2</b> CJA 20 Payment Request	<ol style="list-style-type: none"> <li>1. Counsel must hand complete the CJA 20 received from the court.</li> <li>2. Counsel must complete and print the WordPerfect or Excel Spreadsheet for costs, etc.</li> <li>3. Counsel must submit all receipts greater than \$50.00</li> <li>4. Counsel <b>mails</b> the items to the court for processing.</li> </ol>
<b>Frame 7-3</b> CJA 21 Pre-Authorization Request	<ol style="list-style-type: none"> <li>1. Counsel must electronically or hand complete the CJA Form 21 and print.</li> <li>2. Counsel must prepare and print a motion requesting approval of the pre-authorization.</li> <li>3. Counsel <b>mails</b> the items to the court for processing.</li> </ol>
<b>Frame 7-4</b> CJA 21 Payment Request	<ol style="list-style-type: none"> <li>1. Counsel must hand completes the CJA Form 21 authorization received from the court.</li> <li>2. Counsel must complete and print the Excel Spreadsheet for costs, or the invoice for services.</li> <li>3. Counsel must submit all receipts greater than \$50.00.</li> <li>4. If counsel received a Court of Appeals Memorandum with the pre-authorization, the COA Memorandum must also be submitted.</li> <li>5. Counsel shall <b>mail</b> the items to the court for processing.</li> </ol>

<p><b>Frame 7-5</b> <b>Re-submitted</b> CJA 20 Payment Request</p>	<p>Generally, a checklist is sent to counsel indicating what corrections are needed for re-submission.</p> <p>Counsel must make the corrections and submit <b>ALL</b> of the items listed in <b>Frame 6-2</b> and the <b>checklist</b>.</p> <p>Counsel <b>mails</b> the items with the corrections requested to the court for processing.</p>
<p><b>Frame 7-6</b> <b>Re-submitted</b> CJA 21 Payment Request</p>	<p>Generally, a checklist is sent to counsel indicating what corrections are needed for re-submission.</p> <p>Counsel must make the corrections and submit <b>ALL</b> of the items listed in <b>Frame 6-4</b> and the <b>checklist</b>.</p> <p>Counsel <b>mails</b> the items with the corrections requested to the court for processing.</p>
<p><b>Scenario 2 Case Initiated as a Violation Notion but an Information is filed thus allowing the case to be opened as a mj (magistrate) or po (petty offense) case in the district court database (CM/ECF)</b></p>	
<p><b>Frame 7-7</b> CJA 20 Appointment</p>	<p>Same as the process and procedures documented in Chapter 2 of this document.</p>
<p><b>Frame 7-8</b> CJA 20 Payment Request</p>	<p>Same as the process and procedures documented in Chapter 2 of this document.</p>
<p><b>Frame 7-9</b> CJA 21 Pre-Authorization Request</p>	<p>Same as the process and procedures documented in Chapter 3 of this document.</p>
<p><b>Frame 7-10</b> CJA 21 Payment Request</p>	<p>Same as the process and procedures documented in Chapter 4 of this document.</p>
<p><b>Frame 7-11</b> <b>Re-submitted</b> CJA 20 Payment Request</p>	<p>Same as the process and procedures documented in Chapter 4 of this document.</p>
<p><b>Frame 7-12</b> <b>Re-submitted</b> CJA 21 Payment Request</p>	<p>Same as the process and procedures documented in Chapter 4 of this document.</p>