

Import Your Service Entries

Starting with eVoucher release version 6.6, attorneys can import service entries to a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format. This allows attorneys using commercially available timekeeping and billing systems to create an output file from that system that could then be imported into the **Services** tab of a CJA-20/30 voucher—so attorneys don't have to manually enter each service line.

Exporting a .csv file from a timekeeping or billing system may not export to a correct format and may need to be customized to match the required format as illustrated in the sample spreadsheets provided. You can enter data directly into the sample templates manually or using copy/paste.

IMPORTANT NOTES:

- Court staff are not responsible for helping attorneys create or download .csv files.
- As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

STEP 1

On the Home page, expand the **Appointments' List** folder and locate the appropriate appointment. Click the case link.

Appointments	Defendant
Case: 1:14-CR-06805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-06806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-06808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-06809-AA Defendant #: 1 Case Title: USA v Howell	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Associate

eVoucher 6.6 Importing Service Entries

STEP 2

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

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

Appointment Info

1. CR. DUTY DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. APPEALS DUTY DEF. NUMBER	4. OTHER DUTY DEF. NUMBER
5. MAG. DUTY DEF. NUMBER 114-CR-08806-1-AA	6. DIST. DUTY DEF. NUMBER 114-CR-08806-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Watson			
10. OFFENSE(S) CHARGED 15.1735 P MORTGAGE DISCRIMINATION			
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: and_ander@scacs.uscourts.gov		12. COURT ORDER <input type="checkbox"/> Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Side for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Side for Paid Attorney <input type="checkbox"/> R Side for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Side for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Steadby Counsel Prior Attorney's Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Date of Order: 03/2014 Next Pro Test Date: _____ Reprimand: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

To group by a particular header, drag the column to this area. Search: _____

Case	Defendant	Type	Status	Date Entered
114-CR-08806-AA	Thomas Watson (P 1)	AUTH	Submitted to Court 0101.0000034	01/23/2020
114-CR-08806-AA	Thomas Watson (P 1)	CJA-20	Submitted to Court	01/26/2017

STEP 3

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters

Def.: Jebediah Branson

Link to CM/ECF

Voucher #:
Start Date:
End Date:

Services: \$0.00
Expenses: \$0.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Actions
[Import Service Entries \(.csv\)](#)

Reports
[Form CJA20](#)
[Defendant Detail Budget](#)

Basic Info

1. CR. DUTY DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. APPEALS DUTY DEF. NUMBER	4. OTHER DUTY DEF. NUMBER
5. MAG. DUTY DEF. NUMBER 114-CR-08805-1-AA	6. DIST. DUTY DEF. NUMBER 114-CR-08805-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Branson			
10. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: and_ander@scacs.uscourts.gov		12. COURT ORDER <input type="checkbox"/> Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Side for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Side for Paid Attorney <input type="checkbox"/> R Side for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Side for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Steadby Counsel Prior Attorney's Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Date of Order: 03/2014 Next Pro Test Date: _____ Reprimand: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

Andrew Anders - Andrew Anders
 Billing Code: 0101-00002
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-833-5623
 Fax: _____

eVoucher 6.6 Importing Service Entries

STEP 4

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

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[- Additional Information](#)

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:
 Date, Hours, Description, Service Type, Doc#, Pages
 1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
 1/4/2021,,5,Reviewed Indictment,16b,4,25
 1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

[Import Service Entries \(.csv\)](#)

Date Description

Service Type

Doc.# (ECF) Pages

Hours * at \$155.00 per hour.

* Required Fields

Note: The sample spreadsheet is in Excel format. Once the file is populated with data, it must be saved in .csv format. View the appendix to see the required columns and information for the .csv file.

eVoucher 6.6 Importing Service Entries

STEP 5

Before you can import your .csv file, you must have it created and saved on your computer. The following fields are required for import: **Date**, **Hours**, **Description**, and **Service Type**. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

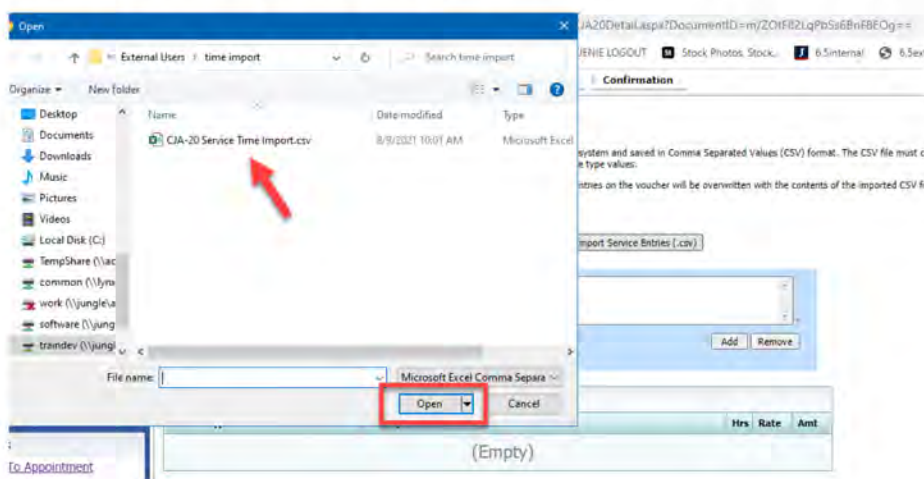
When the .csv file is ready for import, click **Import Service Entries (.csv)**.

The screenshot shows the 'Services' section of the eVoucher interface. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. Below the tabs, there is a heading 'Services' and a paragraph of instructions. A red box highlights the 'Import Service Entries (.csv)' button. Below this, there is a form with fields for 'Date' (8/6/2021), 'Service Type', 'Doc.# (ECF)', 'Pages', and 'Hours'. There is also a 'Description' field and 'Add' and 'Remove' buttons. At the bottom, there is a table with columns 'Service Type', 'Date', 'Description', 'Hrs', 'Rate', and 'Amt', which is currently empty.

Note: The column headings for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

STEP 6

Your file directory browser opens. Click the correct .csv file, and then click **Open**.



STEP 2

On successful import, in the Associate Info section, the lead attorney must select **On Voucher, Can Edit** from the drop-down list next to the associate's name.

Payment Info Preferred Payee: Andrew Anders - Andrew Anders Andrew Anders - Andrew Anders Billing Code: 0101-00002 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax:	Associate Info Kerry Kriger <div style="border: 2px solid red; padding: 2px;">On Voucher, Can Edit ▾</div>
--	---

« First < Previous Next > Last » Save Delete Draft Audit Assist

STEP 3

The associate can then sign in to eVoucher and import their service entries as shown above, or add them manually.

Kerry Kriger (Attorney)

Home Operations Reports Links Help Sign out

CJA-20 Attorney Enters

Basic Info **Services** Expenses Claim Status

Services

Date: 9/27/2021 Description:

Service Type: Doc.# (ECF): Pages: Hours: at \$100.00 per hour Add Remove

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

Service Type	Date	Description	Hrs	Rate	Amt
b. Bail and Detention Hearing	11/15/2018	Bail	3.0	\$100.00	\$300.00

[Link to Appointment](#)
[Import Service Entries \(.csv\)](#)

« First < Previous Next > Last » Save

Import Services Entries on Previously Created CJA-20s

STEP 1

If you already have a CJA-20 created and are adding time to your services, from the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

Andrew Anders (Attorney)

Home Operations Reports Links Help Sign out

> Home

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/03/2021
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/02/2021
2:18-MJ-07088-- Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	09/02/2021

STEP 2

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters

Def.: Tebediah Brannon

Link to DM/ECF

Voucher #: Start Date: End Date:

Services: \$0.00 Expenses: \$0.00

Tasks: Link To Appointment, Link To Representation

Actions: **Import Service Entries (.csv)**

Reports: Form CJA20, Defendant Detail Budget

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CR. DIV/ DIV CODE 0101	1. PERSON REPRESENTED Tebediah Brannon	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER	2. APPEALS DKT DEF NUMBER	6. OTHER DKT DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Brannon	8. FAVORITE CATEGORY Felony (including pre-trial diversion of alleged felony)	5. TYPE PERSON REPRESENTED Adult Defendant	9. REPRESENTATION TYPE Criminal Case
10. OFFENSES CHARGED 15.1815 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: jia_cmelka@acts.uscourts.gov		13. COURT ORDER <input type="checkbox"/> Associate <input type="checkbox"/> Co-Counsel <input type="checkbox"/> Federal Defender <input type="checkbox"/> Sub: for Federal Defender <input type="checkbox"/> Local Counsel <input checked="" type="checkbox"/> Appointing Counsel <input type="checkbox"/> Sub: for Pres. Attorney <input type="checkbox"/> Sub: for Retired Attorney <input type="checkbox"/> Pro Se <input type="checkbox"/> Retained Attorney <input type="checkbox"/> Sub: for Pro Se <input type="checkbox"/> Administrative <input type="checkbox"/> Specialty Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS			
Prior Attorney's Name Appointing Firm Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 03/2014 New Pro Test Desc Represented <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

Andrew Anders - Andrew Anders
Billing Code: 0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

eVoucher 6.6 Importing Service Entries

STEP 3

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

Basic Info Services Expenses Claim Status Documents Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in comma separated values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

```
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,.5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,
```

Import Service Entries (.csv)

Date: 9/3/2021 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$155.00 per hour. Add Remove

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00

STEP 4

Before you can import your .csv file, you must create it and save it on your computer. The following fields are required for import: **Date**, **Hours**, **Description**, and **Service Type**. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click **Import Service Entries (.csv)**.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

Import Service Entries (.csv)

Date: 9/3/2021 | Description:

Service Type:

Doc.# (ECF): | Pages:

Hours: at \$155.00 per hour.

* Required Fields

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

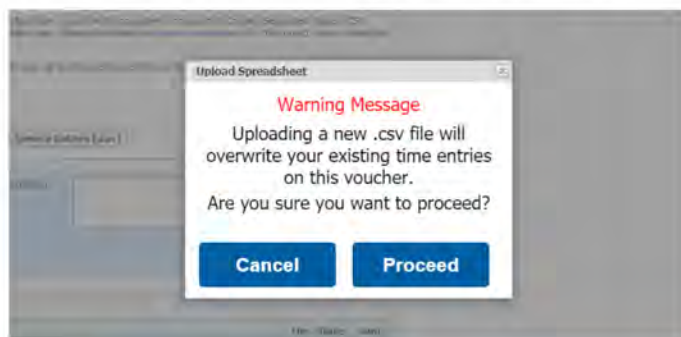
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

STEP 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 5-7 in the Import your Service Entries section above.



Fix Errors in Your .csv File

Errors in the .csv file must be corrected and saved in the original .csv file before attempting another import. If there are problems with the .csv file, the error report displays errors.

STEP 1

If your import fails, a message appears at the top of the page, indicating the number of errors found.

The screenshot shows a web interface with a navigation bar containing 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Services' tab is active. A red banner at the top contains an exclamation mark icon and the text: 'Import failed. 5 errors were found in CIA-20 Service Time Import.csv during import process. No data was updated. View Report. Correct errors and try again.' Below the banner, the 'Services' form is visible with fields for Date (9/27/2021), Service Type, Doc.# (ECF), and Pages.

STEP 2

Click the **View Report** link to view errors.

This screenshot is similar to the previous one, showing the 'Import failed' message. The 'View Report' link in the message is highlighted with a red rectangular box.

STEP 3

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

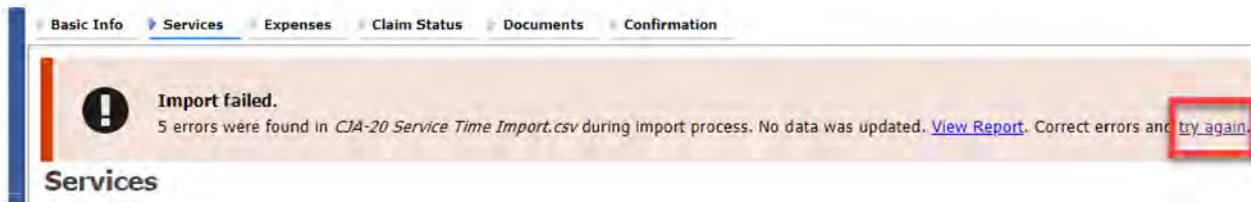
Errors Only Full Report

Case Number: 1:14-CR-08905 Person Represented: Jebediah Branson

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	7/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	7/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	7/12/2021	0.9	Test	15c. Motion Hearings		
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	7/14/2021	1.1	Test <>	16a. Interviews and Conferences		

STEP 4

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Import Service Entries on Previously Created CJA-20s section above.



Basic Info Services Expenses Claim Status Documents Confirmation

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Services

Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30, please see instructions for those documents.

Appendix Excel File

For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row. If the first row contains data rather than headings, the data in row 1 is ignored. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

Your Excel file should look similar to the image below, containing all four mandatory column headings: Date, Hours, Description, and Service Type. The **Doc. #** and **Pages** fields can be included as header rows; however, they are not required unless data is provided.

Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1 and .75 is rounded up to .8.

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-det layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		1
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time		3
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records		6
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignment	16b. Obtaining and reviewing records		5
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA)	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from Initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records		1
13						
14						

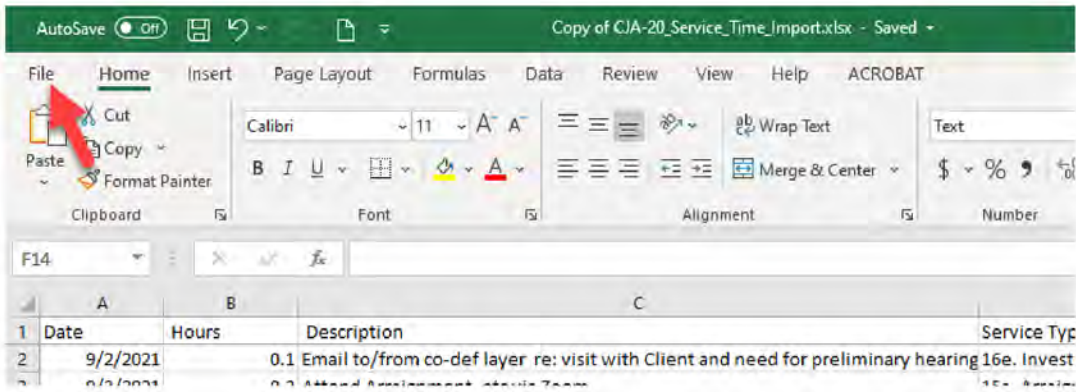
Save as a .csv File

To convert your Excel file into a .csv format, follow the steps below.

Note: Most commercially available spreadsheet applications allow users to save in .csv format.

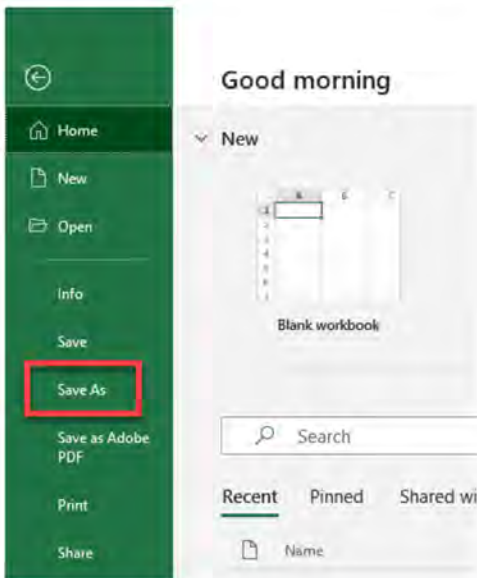
STEP 1

On your Excel file, click the **File** tab.



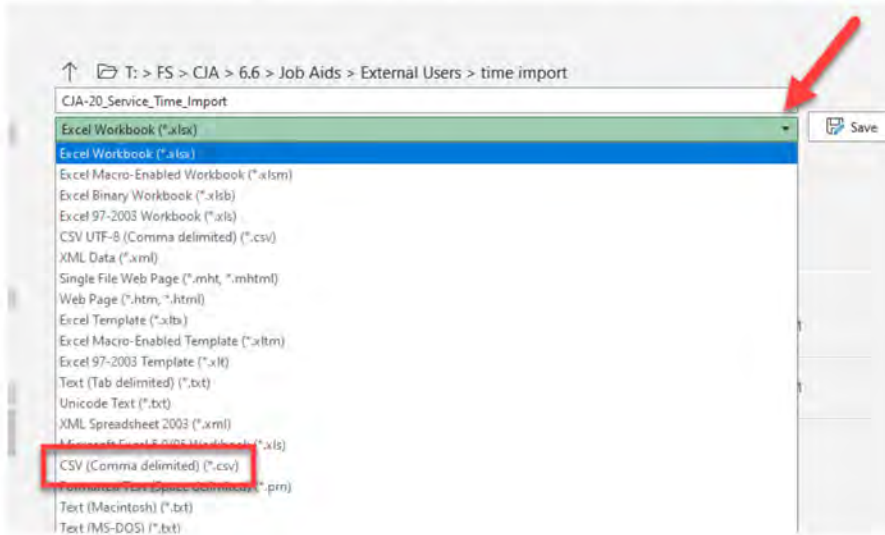
STEP 2

From the navigation menu on the left, click **Save As**.



STEP 3

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



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

