

Importing Service Entries into eVoucher from a .csv File

As of December 2021, eVoucher allows attorneys to import services entries from a .csv file instead of entering each line manually. A .csv file is a simple text file common in spreadsheet applications. When using this function, it is best to import all services entries from the .csv file into a new CJA 20 voucher; as importing additional entries to a partially completed voucher will overwrite already entered entries. ***Court staff are not responsible for helping attorneys create or download .csv files.***

Attorneys submitting a CJA 20 or a CJA 30 Voucher must have each of the following headings in the following order in the .csv file:

Date Hours Description Service Type Doc# Pages

The date, hours, description, and service type columns in the .csv file must be completed. The information under the Doc# and Pages columns are optional, but the headings are required. **Note:** Time entered into the Hours column should be rounded to the nearest tenth of an hour.

STEP	ACTION																																																																														
1	<p>Enter the service information into the user's preferred time tracking program.</p> <table border="1" data-bbox="365 1045 1386 1312"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> <tr> <th>Date</th> <th>Hours</th> <th>Description</th> <th>Service Type</th> <th>Doc.#</th> <th>Pages</th> </tr> </thead> <tbody> <tr> <td>9/2/2021</td> <td>0.1</td> <td>Email to/from co-def layer re: visit with Client and need for preliminary hearing</td> <td>15c. Investigative and other work</td> <td></td> <td>1</td> </tr> <tr> <td>9/3/2021</td> <td>0.2</td> <td>Attend Arraignment, etc via Zoom</td> <td>15a. Arraignment and/or Plea</td> <td></td> <td></td> </tr> <tr> <td>9/4/2021</td> <td>0.3</td> <td>Travel time from Other to Newtown to SA for initial appearance and conference</td> <td>16d. Travel time</td> <td>3</td> <td>10</td> </tr> <tr> <td>9/5/2021</td> <td>0.4</td> <td>Review of court filings as a result of prelim hearing; Copy to Client</td> <td>16b. Obtaining and reviewing records</td> <td>6</td> <td>12</td> </tr> <tr> <td>9/6/2021</td> <td>0.5</td> <td>Receiving, reviewing and copying to client all paperwork as a result of arraignment</td> <td>16b. Obtaining and reviewing records</td> <td>5</td> <td></td> </tr> <tr> <td>9/7/2021</td> <td>0.6</td> <td>Receive & review order scheduling preliminary hearing; Copy to Client</td> <td>15c. Investigative and other work</td> <td></td> <td></td> </tr> <tr> <td>9/8/2021</td> <td>0.7</td> <td>Reviewed 3:20-mj-46, 3:20-cr-06</td> <td>16c. Legal research and brief writing</td> <td></td> <td></td> </tr> <tr> <td>9/9/2021</td> <td>1</td> <td>Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252.</td> <td>16c. Legal research and brief writing</td> <td></td> <td></td> </tr> <tr> <td>9/11/2021</td> <td>1</td> <td>Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA)</td> <td>16d. Travel time</td> <td></td> <td></td> </tr> <tr> <td>9/12/2021</td> <td>1.1</td> <td>Call to codef lawyer X and AUSA re: status of cases and plea deal</td> <td>16a. Interviews and Conferences</td> <td></td> <td></td> </tr> <tr> <td>9/14/2021</td> <td>1.3</td> <td>Begin to review discovery from initial disclosure; No eports in discovery; Call to</td> <td>16b. Obtaining and reviewing records</td> <td>1</td> <td></td> </tr> </tbody> </table>	A	B	C	D	E	F	Date	Hours	Description	Service Type	Doc.#	Pages	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing	15c. Investigative and other work		1	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea			9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignment	16b. Obtaining and reviewing records	5		9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	15c. Investigative and other work			9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing			9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252.	16c. Legal research and brief writing			9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA)	16d. Travel time			9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences			9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
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1b Note: CJA 30 Service Types include:

30 categories
(30) 15a. In-Court Hearings
(30) 15b. Interviews and Conferences with Client
(30) 15c. Witness Interviews
(30) 15d. Consultation with Investigators & Experts
(30) 15e. Obtaining & Reviewing the Court Record
(30) 15f. Obtaining & Reviewing Documents and Evidence
(30) 15g. Consulting with Expert Counsel
(30) 15h. Legal Research and Writing
(30) 15i. Travel
(30) 15j. Other (Specify on Supporting Documentation)

2 Once the data has been entered, save the file as a .csv file to the user's desktop.
 Note: There might be multiple .csv extensions available. "CSV (Comma delimited)(*.csv)" should be selected.

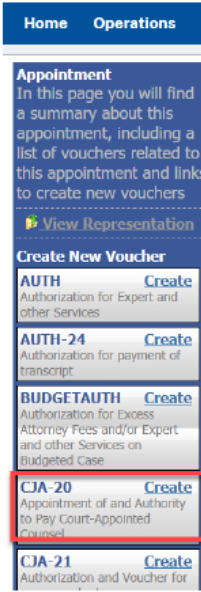
3 Log into eVoucher using your Single Login email address and password and navigate to the First Circuit using the "Accounts" drop-down menu.

4 Click on the relevant appointment.

Appointments	Defendant
Case: 114-20-08802-A6 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 Alberson Adm./Mag Judge:
Case: 114-20-08806-A6 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 Alberson Adm./Mag Judge:

5

Click on "CJA 20 Create" on the left-hand side.



The screenshot shows a navigation menu with 'Home' and 'Operations'. Below it is an 'Appointment' section with a description and a 'View Representation' link. The main content area is titled 'Create New Voucher' and lists several voucher types, each with a 'Create' link. The 'CJA-20' entry is highlighted with a red box. The entries are:

- AUTH** [Create](#): Authorization for Expert and other Services
- AUTH-24** [Create](#): Authorization for payment of transcript.
- BUDGETAUTH** [Create](#): Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case
- CJA-20** [Create](#): Appointment of and Authority to Pay Court-Appointed Counsel (highlighted)
- CJA-21** [Create](#): Authorization and Voucher for

6

Click "Import Service Entries (.csv)" on the left-hand side under "Actions."



The screenshot shows the 'CJA-20 Attorney Enters' page for user 'Def.: Tebediah Branson'. It includes a 'Link to CM/ECF' and a 'Voucher' section with fields for '#', 'Start Date', and 'End Date'. Below these are dropdown menus for 'Services: \$0.00' and 'Expenses: \$0.00'. The 'Actions' section contains a red-bordered link 'Import Service Entries (.csv)'. Other sections include 'Tasks' with links to 'Appointment' and 'Representation', and 'Reports' with links to 'Form CJA20' and 'Defendant Detail Budget'.

7

Click the "Import Service Entries (.csv)" button.

8

Select the appropriate .csv file and click "Open".

9

The user will receive either a success message or an error message.

Service entries have been updated!
13 entries have been successfully added from *CIA-20 Service Time Import_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

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](#).

10

If a success message is received, the data in the .csv file has been successfully uploaded to the voucher. Review to ensure that the data is accurate and complete, and then continue to complete and submit the voucher in the usual course.

11

If an error message is received, click on "View Report".

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](#).

12 Use the report to make corrections in *the original .csv file*. Resave the .csv to the user's desktop.

Errors Only Full Report

Case Number: 1-14-CR-09805 Person Represented: Jehediah Branson

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	12/2021	0.0	Test	15c. Motion Hearings		--
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	14/2021	1.1	Test<->	16a. Interviews and Conferences		

13 Return to the "Service" tab in eVoucher and click "try again" in the error message, following the same steps as above.

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