eVoucher 6.11 | Importing Service Entries

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 can 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** section and locate the appropriate appointment. Click the case link.

Administrative Office
of the United States Courts

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.

Step 3

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

Step 4

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

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.

Administrative Office
of the United States Courts

eVoucher 6.11 | Importing Service Entries

Step 5

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

Note: The service types 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**.

Administrative Office
of the United States Courts
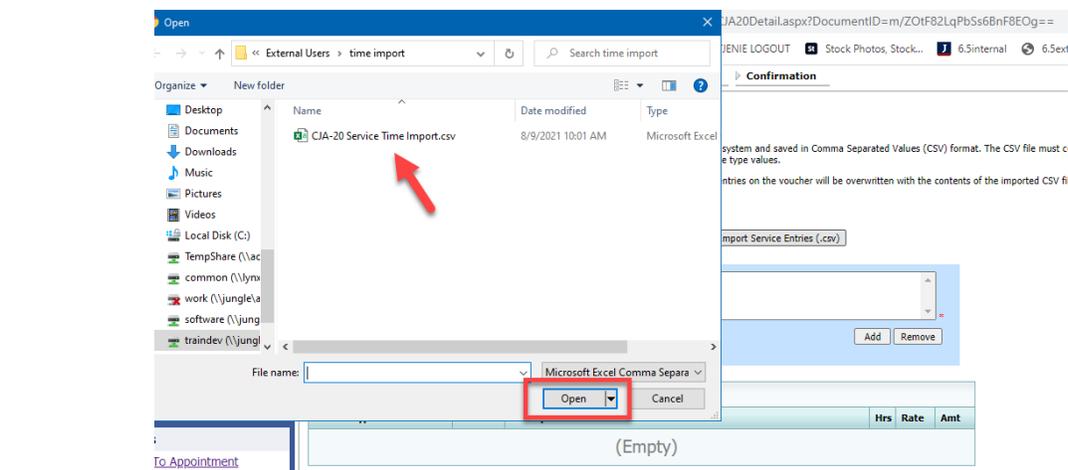
Step 7

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

Import Service Entries with Associates

To use the Import Service Entries feature on vouchers with associates, the lead attorney MUST import their entries first or they will overwrite the associate attorney's entries.

Step 1

The lead attorney imports their service entries to the voucher, leaving the field next to the associate's name set to the default **Not on Voucher** in the Associate's Info section, by following the steps in the Import Your Service Entries section above.

Administrative Office
of the United States Courts

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.

Step 3

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

Administrative Office
of the United States Courts

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

Step 2

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

Step 3

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

eVoucher 6.11 | Importing Service Entries

Step 4

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

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.

Administrative Office
of the United States Courts

eVoucher 6.11 | Importing Service Entries
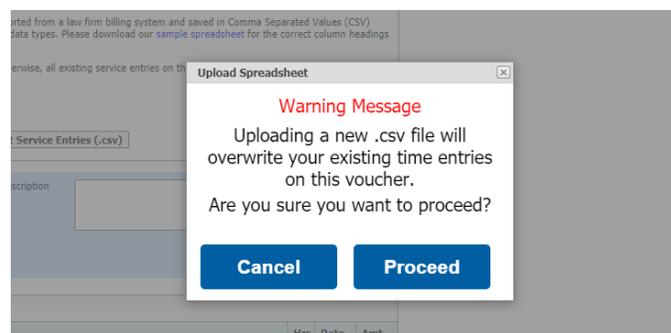
Fix Errors in Your .csv File

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

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

Step 2

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

Step 3

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

Administrative Office
of the United States Courts

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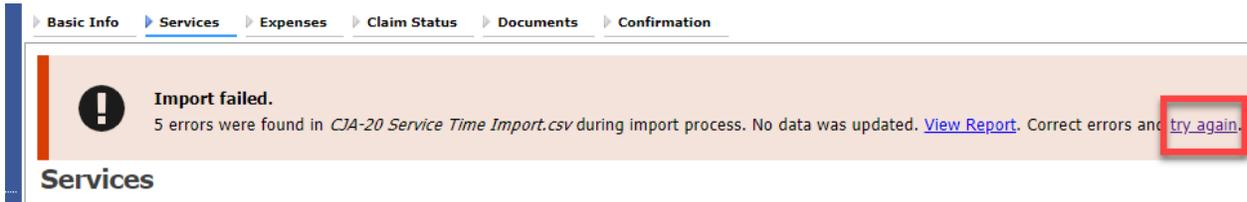
Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30, please see instructions for those documents.

Appendix
Excel File

For the .csv file to be successfully uploaded to 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, 0.125 is rounded down to 0.1 and 0.75 is rounded up to 0.8.

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

Save as a .csv File

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

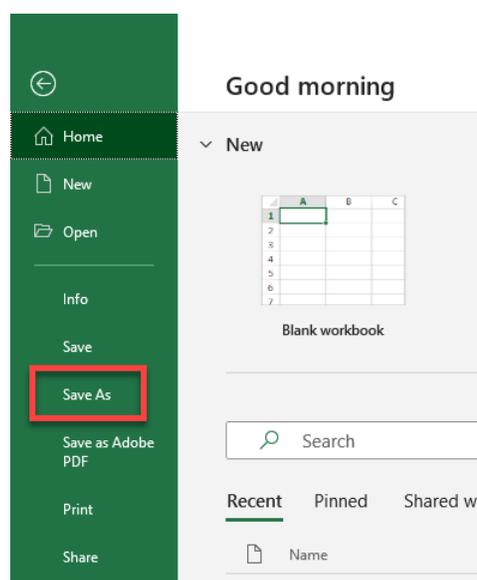**Note:** Most commercially available spreadsheet applications allow users to save in .csv format.

Step 1

On your Excel file, click the **File** tab.
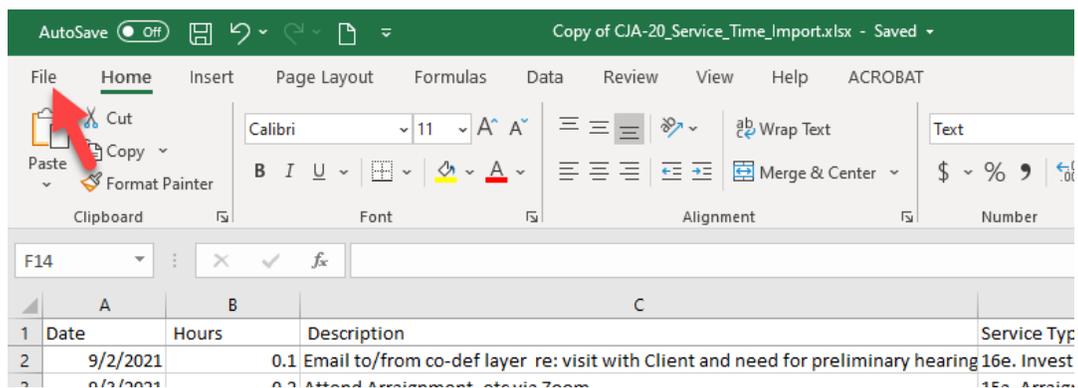
Step 2

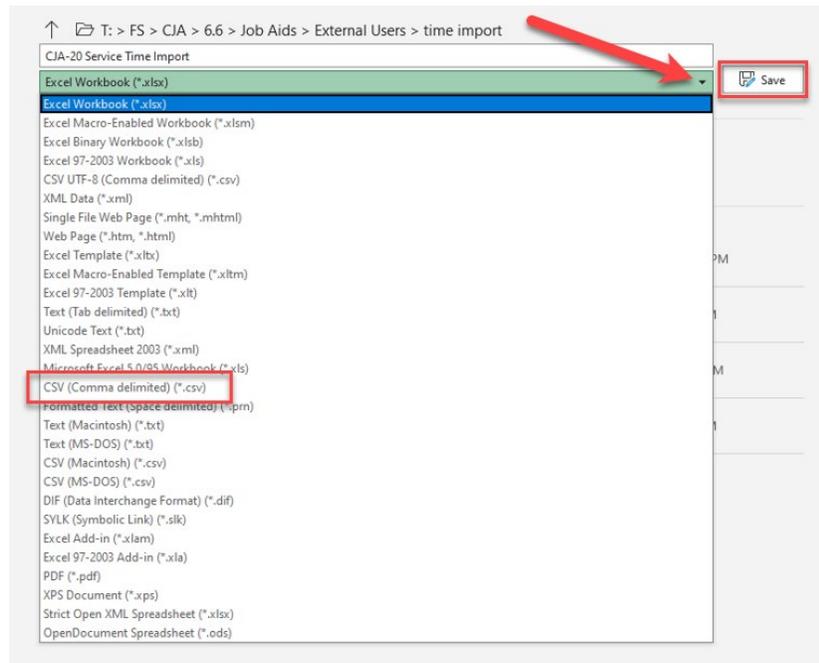From the panel on the left, click **Save As**.

Step 3

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

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