

## Excel 2007

### Enabling Macros and Active X:

If you are operating MS Office 2007, upon opening the new CJA 20 form you will see a security warning (as pictured below in Figure 1).

- 1) Click on the Options button
- 2) Select Enable this content by clicking on the circle next to it (Figure 2 below)
- 3) Click Okay

Once you have completed this step you should be able to enter your information into the services and expenses tabs.

Figure 1

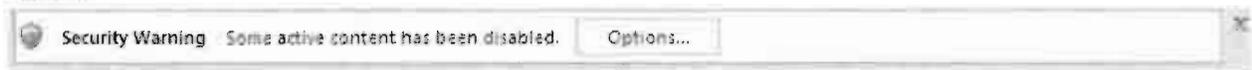


Figure 2



Automated CJA 20 Hourly Spreadsheet  
Setup and Instruction Guide

- Next to the **Expenses** tab is the **SUMMARY** worksheet tab. This worksheet will automatically summarize costs of items entered on the **Services** and **Expenses** worksheets.

**Completing the CJA 20 Hourly Spreadsheet**

**NOTE:** The top  
Once these fields are  
the other tabs.

<b>Attorney:</b>	_____
<b>Defendant:</b>	_____
<b>Material Witness:</b>	_____
<b>Case No:</b>	_____
<b>Judge:</b>	_____
<b>Bill Dates</b>	<b>From:</b> _____
	<b>To:</b> _____

header of the **Services** tab (**Figure 7**) has the following mandatory fields. completed on the **Services** tab, the data will simultaneously populate to all

**REMINDER:** Hourly rates are determined by the DATE entered, so **PLEASE** check your work!

Figure 10

Complete all appropriate fields as indicated below. **Remember that "In and Out of Court" time is recorded in tenths of an hour (6 minutes = .10).**

A. Completion of the **Services** Worksheet

1. Enter the header information. This information will automatically populate to the **Expenses**, **Summary**, and **Voucher** worksheets.

<b>Attorney</b>	-Enter attorney's name
<b>Defendant</b>	-Enter the defendant's name as it appears on the docket
<b>Material Witness</b>	-Enter the material witness's name as it appears on the docket
<b>Case No.</b>	-Enter the criminal/mag. case number assigned
<b>Judge</b>	-Enter the Judge's initials
<b>Bill Dates</b>	-Enter the "from/to" date range of the billing - it is <b>MANDATORY</b> that <b>BOTH</b> of these fields are filled in before entering any services or expenses. If left blank a reminder message will direct the cursor back to the date fields.

2. Enter the line by line data for "In and Out of Court" activity. Enter the date (MM/DD/YY), description of the entry, document number reflected on the docket in ECF (if applicable), number of pages for disclosure reviewed or motions filed, and time worked in the appropriate columns 15a. through 16e., as applicable (**Figure 8**). (**Remember that billable hours are claimed in tenths of hour; 6 mins. = .10** ). The hourly rate will automatically be applied to the time charged. The following columns correspond to the lines on the CJA-20 voucher.

**In Court**

- 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**

- 16a - Interviews/conferences
- 16b - Obtaining/reviewing records
- 16c - Legal research & Brief Writing
- 16d – Travel time
- 16e – Investigative and other work

Sort by Date		Printing / PDF Setup		CJA 20 Worksheet - Attorney Time													
Attorney:																	
Defendant:																	
Material Witness:																	
Case No:																	
Judge:																	
Bill Dates	From:																
	To:																
REMEMBER: Hourly rates are determined by the DATE entered, so PLEASE check your work!																	
	Date	Services Description	Doc Number (ECF)	Pages	15 a Arraignment/Plea	15 b Bail/Detention	15 c Motions	15 d Trial	15 e Sentencing	15 f Revocation	15 g Appeals Court	15 h Other	16 a Interviews	16 b Records	16 c Research/Writing	16 d Travel Time	16 e Investigative/Other
	5/1/06	Conference with defendant											0.5				
5/1/06	Arraignment			0.5													

Figure 11

B. Completion of the **Expenses** Worksheet

1. Enter the line by line data for "Travel Expenses" and "Other Expenses" activity (**Figure 9**). Mileage entered will automatically be calculated by the rate in effect **as of the date** of that entry. Dollar amounts claimed for expenses, other than mileage, must be manually entered in the appropriate columns. Include a detailed description for all other expenses claimed. (For example, when entering the expense claim for photocopies; the description might read as: "40 copies @ .20 each", then manually enter \$8.00 in the "Photocopies" column.)

**BOX 17 Travel Expenses**

**Date**  
**Expense Description** (ie, mileage to CCA, or parking)  
**Travel Miles** (enter # of miles only)  
**Travel Misc.** ( parking )

**BOX 18 - Other Expenses**

**Facsimile**  
**Long Distance Charges**  
**Photocopies**  
**Postage**  
**Other Expenses**

CJA 20 Worksheet - Expenses								
Attorney: <u>Joe Attorney</u>								
Defendant: <u>Jane Defendant</u>								
Material Witness: _____								
Case No: <u>CR 07-1234-001</u>								
Judge: <u>JMR</u>								
Bill Dates From <u>5/1/05</u>								
To: <u>7/29/07</u>								
REMEMBER: Hourly rates are determined by the DATE entered, so PLEASE check your work!	Expenses Description	17 Travel Miles	17 Travel Misc.	18 - Facsimile	18 - Long Distance Charges	18 - Photocopies	18 - Postage	18 Other Expenses
	5/1/06 1 trvl to court	20						
	7/29/07 1 trvl to court	20						
	7/29/07 3 copies @ .20 each					\$0.60		

Figure 12

C. Locked Cells

1. As information is entered on the **Services** and **Expenses** tabs, the data will transfer to the **Summary** tab and the **Voucher** tab. Those fields on the **Voucher** tab that have been populated by the **Services** or the **Expenses** tab will be locked to prevent any modifications. If adjustments are needed to those locked fields, the adjustments must be made to either the **Services** or the **Expenses** tab. If an attempt is made to edit a field that is locked on any of the tabs, the following message will be displayed on the screen (**Figure 10**):



**Figure 13**

Click on **OK** and continue working.

D. The **Summary Worksheet** (completed automatically as information is entered on the **Services and Expenses** tabs)

This sheet presents the calculated totals based on hours and miles/expenses entered in the **Services and Expenses** worksheets (Figure 11).

**CJA 20 - Voucher Summary**

Attorney: \_\_\_\_\_  
 Defendant: \_\_\_\_\_  
 Material Witness: \_\_\_\_\_  
 Case No: \_\_\_\_\_  
 Judge: \_\_\_\_\_  
 Bill Dates: \_\_\_\_\_  
 To: \_\_\_\_\_

Categories	1/1/2008 - Current (\$100/hour)	5/20/2007 - 12/31/07 (\$94/hour)	1/1/2006 - 5/19/07 (\$92/hour)	5/1/2002 - 12/31/2005 (\$90/hour)
	Hours Claimed	Hours Claimed	Hours Claimed	Hours Claimed
15a - Arraignment/Plea	0.0	0.0	0.0	0.0
15b - Bail/Detention	0.0	0.0	0.0	0.0
15c - Motions	0.0	0.0	0.0	0.0
15d - Trial	0.0	0.0	0.0	0.0
15e - Sentencing	0.0	0.0	0.0	0.0
15f - Revocation	0.0	0.0	0.0	0.0
15g - Appeals Court	0.0	0.0	0.0	0.0
15h - Other	0.0	0.0	0.0	0.0
Total 15a - 15h (Hours)	0.0	0.0	0.0	0.0
<b>Total In-Court x Rate Per Hour</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
16a - Interviews	0.0	0.0	0.0	0.0
16b - Records	0.0	0.0	0.0	0.0
16c - Research/Writing	0.0	0.0	0.0	0.0
16d - Travel Time	0.0	0.0	0.0	0.0

Figure 11

17. Travel Miles	2/1/2007 - Current (.485 per mile)	1/1/2006 - 1/31/2007 (.445 per mile)	9/1/2005 - 12/31/2005 (.485 per mile)	2/4/2005 - 8/31/2005 (.405 per mile)
	Miles Claimed	Miles Claimed	Miles Claimed	Miles Claimed
Total Miles Driven	20	20	0	0
Total Miles x Rate Per Mile	\$9.70	\$8.90	\$0.00	\$0.00
17. Travel Misc.	\$0.00			
17. Total Travel Expenses	\$18.60			
18. Facsimile	\$0.00			
18. Long Distance Charges	\$0.00			
18. Photo Copies	\$0.60			
18. Postage	\$0.00			
18. Other Expenses	\$0.00			
18. Total	\$0.60			
<b>Grand Total Of CJA Voucher</b>	<b>\$111.20</b>			

F. Completion of the **Voucher Tab**

Data entered on the **Services and Expenses** tabs will carry over to the CJA 20 **Voucher** tab. However, this form requires certain additional information to be entered prior to submission for payment, specifically boxes 1, 3, 8 through 12, 21 and 22. Boxes 6 and 7 must be completed if applicable.

FYI: If you are having trouble checking the checkboxes on the CJA 20 **Voucher** tab in the spreadsheet, then you have neglected to click on **Enable Macros** when launching the spreadsheet. Close the spreadsheet and re-open to get the message again. If you do not get this message, go back to step 2. If you have **Excel 2007**, scroll down to the **Addendum** (page 12). **Please enter and review all information on this form prior to converting to .pdf and e-filing!**

Clipboard Font Alignment Number Styles

Times New Rom 9

Conditional Formatting Format of Table Cell Styles

Security Warning Some active content has been disabled. Options...

G7

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	S	T	U	V	W	X	Y	Z		
4	3. MAG. DKT./DEF. NO.						DIST. DKT./DEF. NO.						5. APPEALS DKT./DEF. NUMBER						6. OTHER DKT. NO.								
5																											
6	7. IN CASE/MATTER OF /Case																										
7	USA vs. John Defend																										
8																											
9																											
11	11. OFFENSE(S) CHARGED (C												pellant						10. III PRESENTATION TYPE								
12													pellsee						(See Instructions)								
13	12. ATTORNEY'S NAME (Firs																										
14	AND MAILING ADDRESS																										
15	Jo Attorney																										
16																											
17																											
18																											
19																											
20	Telephone Number: _____																										
21																											
22	14. NAME AND MAILING ADD																										
23	Jo Attorney																										
24																											
25																											
26																											
27																											
28	CLEAR FOR SERVICES AND FEE												FOR COURT USE ONLY														
29	CATEGORIES (Attach itemization of services with dates)												HOURS CLAIMED			TOTAL AMOUNT CLAIMED			MATH/TECH. ADJUSTED		MATH/TECH. ADJUSTED		ADDITIONAL REVIEW				
30													3/11/09 - Current (\$110/hour)			01/01/08 - 3/10/09 (\$100/hour)			5/20/07 - 12/31/07 (\$94/hour)								

### Print

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PRINTERNAME=PASSTHROUGH

Comment: Finance

Print range:  All

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