

# Welcome Everyone!

CJA 20



The New CJA 20 Automated  
Spreadsheet

# What are we going to cover

- The differences between the old and new forms
- Demonstration of the new form
- Excel
  - Basic functionality
  - Tips
- What to do once you have completed the form
- The CJA 20 webpage

# Objectives

**By the end of this training you will be able to:**

- Navigate through Microsoft Excel to work the CJA 20 Spreadsheet
- Fill out the new CJA 20 Form
- Complete all necessary steps in filing your CJA 20 from start to finish

# Old CJA Form

- Fillable pdf
- Four different forms to fill out
- Easy to make mistakes
  - Not adding in court time
  - Rate Errors
  - Human Error

# New CJA 20 Automated Spreadsheet

- Only 1 document to fill out
- Creates voucher while gathering data
- Calculates totals (reduce human error)
- Configures Rates with the Date of Service

# New CJA 20 Automated Spreadsheet

- No handwritten text
- Gives detailed case history breakdown
- Only allows 10 hours per day per category
- Still quality controlled for errors