United States District Court
Eastern District of Missouri

James G. Woodward
Clerk of Court

_314-244-7900_

FREQUENTLY ASKED QUESTIONS FOR THE AUTOMATED CJA -20 AND WORKSHEET

Q. Is a specific Excel program needed to use the CJA 20 Hourly Spreadsheet?

A. The Excel spreadsheet is compatible with many versions of Microsoft Excel. It is recommended that you use a version that is newer than version 5.

Q. Entries were added at the bottom of the worksheet and are out of sequence. Can I sort the worksheet so that all the entries are in date order?

A. Yes, Data sorting is possible with the CJA 20 Hourly Spreadsheet. There is a gray button on the spreadsheet around Cell A1 that reads **Sort by Date**. When this button is clicked, both the Services and Expenses entries will be sorted by date in ascending order.

Q. Time entered on the Services tab is not calculating properly on the Summary sheet. Why?

A. Because this is a DATE driven spreadsheet, entries for time spent on tasks must be input on the same line as the date. This problem commonly occurs when several lines are used to describe work performed, The date ends up on the first line and the time claimed ends up on the last line. Excel formulates dollar amounts based on the rate in effect on the date entered. Please check your work, and be sure the dates and times claimed are accurate and that every line has a date.

Q. Can rows be deleted from either the Services or the Expenses worksheets?

A. No. Deleting rows is a locked function. Information can be removed only by highlighting and clearing the contents of cells in a particular row to get rid of the information or it can be pasted into another range of cells within the worksheet. However, if you insert an empty row by mistake and would like to delete it, you can UNDO the action as an option of deleting the inserted row.

Q, Is text wrap set for every field?

A. No. Text wrapping is only set for the description field on both the Services and Expenses worksheets

Q. Why is Spelling grayed out (under the Tools menu) when I try to spell check my work?

A. In order to protect the worksheet formulas, it was necessary to lock the CJA 20 Hourly Spreadsheet. Therefore, spell check is no longer an available option.

Q. I am trying to check the boxes on the voucher, but no matter how I click, I can't get a checkmark? What am I doing wrong?

A. Most likely, you have neglected to click on **Enable Macros** when launching the spreadsheet. Close the spreadsheet and re-open to get the message again and choose **Enable Macros**. If you do not get this message contact the court for additional help.

Q. I am trying to change a cell on the voucher tab, but when I try to type in the field, I get an error that says that the cell or chart that I am trying to change is protected and therefore, read-only. I am the one that entered the information and now I can't change it. What am I doing wrong?

A. Verify that the information that you are attempting to change is information that was entered on the top of the Services tab. That heading information links and fills in on the fields of the voucher tab. If changes need to be made to that information, it **MUST** be made on the Services tab and will automatically update the fields on the voucher tab.

Q. How do I know if I am using the most current version of the spreadsheets?

A. We encourage Panel Attorneys and staff to periodically visit the Court's CJA Web page and retrieve the most current version of the automated spreadsheet. New versions are posted and named with the current date of their posting. The court will also send an e-mail notification to Panel Attorneys conveying any changes to the Web page or CJA procedures.