



CJA 20

Automated MSExcel Billing Workbook Attorney Training Guide

*Provided by the
Tenth Circuit Court of Appeals*
MICROSOFT EXCEL (2003) CJA BILLING WORKBOOK
March 20, 2009

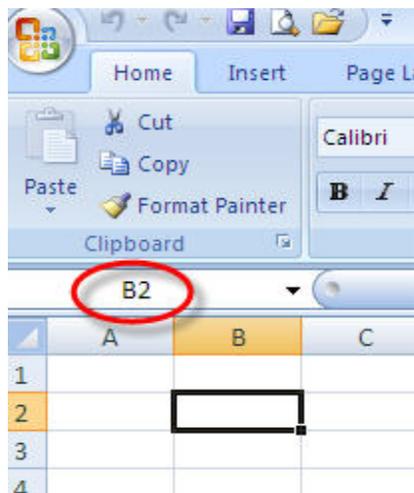
NOTES ABOUT MICROSOFT EXCEL 2003

Microsoft's Excel software was selected because it is widely available and Windows-based. The CJA voucher billing workbook uses Excel 2003, however Excel 2007 can be used with some adjustments (discussed below). **PLEASE SUBMIT YOUR VOUCHER AS AN E-MAIL ATTACHMENT IN THE EXCEL 2003 (.xls) FORMAT** (see Page 10). Files created in Excel are managed in the same way on your computer as Word Perfect and Microsoft Word files - easy to save and easy to attach to emails.

A single Excel file, with multiple spreadsheet pages, is called a "workbook" because several worksheets or pages interact with each other. This Excel CJA billing workbook contains separate worksheets making the CJA billing process easier and more user-friendly. Move from sheet to sheet by selecting the desired worksheet from the tabs across the bottom of your screen (see below).

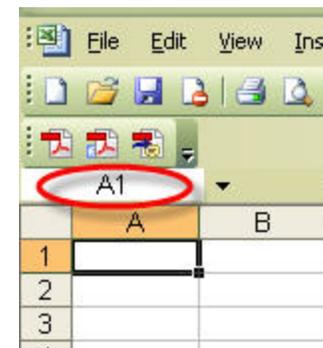
header / in court / out of court / travel expenses / other expenses / summary / CJA20 voucher / cumulative / CJA27 Excess-Fees / CJA5 Atty Data Form

Only very basic knowledge of Excel is needed to use this CJA billing workbook. Excel is menu-driven and has helpful icons like other Windows-based programs. However, normal spreadsheet functions, such as inserting columns, or adding and editing formulas, are not allowed (i.e., such functions are password protected). If you have sufficient expertise to end-run the passwords, please don't!



On each Excel worksheet, columns are labeled alphabetically and rows are labeled numerically. There is a name box in the upper left corner of the sheet that will tell you which cell you are in. The example to the right is an Excel 2003 sheet that has cell A1 selected.

The example to the left (in Excel 2007) has cell B2 selected. Move around in a worksheet by either tabbing from cell to cell, using the arrow buttons on your keyboard or clicking your mouse on the desired cell. If you try to access a protected part of the spreadsheet, you will get a warning that the cell is protected (click OK to proceed).

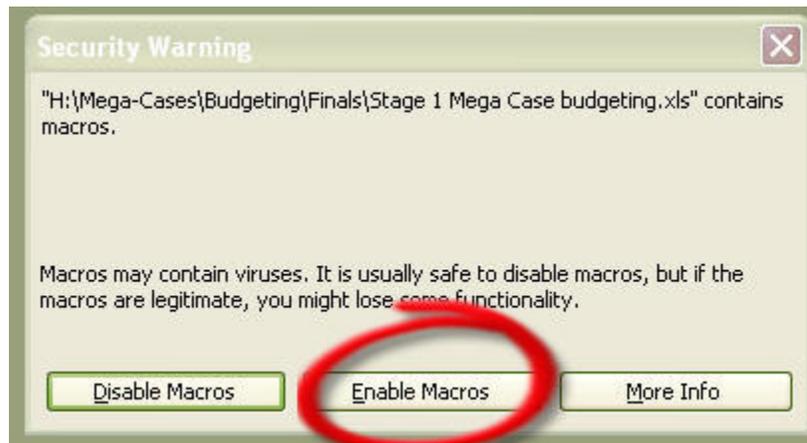


Because so much of your data entry will be numerical, we suggest you use the number lock on your keyboard so that your number pad will function like a calculator. Data entry is then more efficient and accurate.

CJA BILLING WORKBOOK OVERVIEW

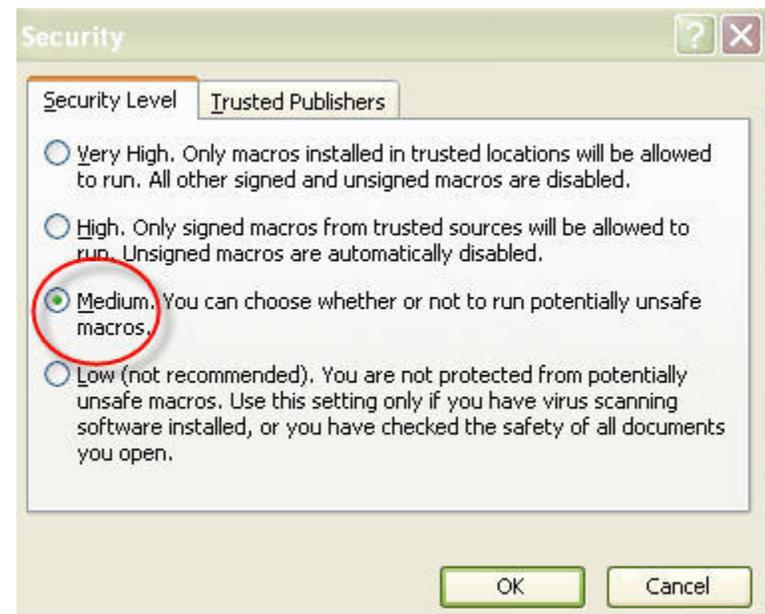
The Excel CJA billing workbook can be e-mailed to you or obtained from the court’s website. **The workbook allows up to four hourly and mileage rates to be recorded on a single summary page and a single voucher.** Once you obtain the workbook file, fill out the unchanging information (your name, firm name and contact details) requested on the header page. Use the **“Save As”** function now to save the workbook as a “master” file that can be copied for each of your CJA cases.

In versions of Excel prior to 2007, when you attempt to open the Excel CJA billing workbook, you should (if your security level is set correctly) get a message similar to the one shown here:



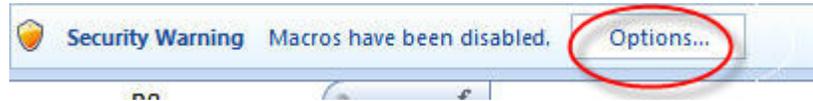
Viruses are sometimes transferred through macros, so your system may warn you that this program contains macros. Every effort has been made to prevent transferring malware via this workbook. **In order for the program to function properly, you must select “Enable Macros” if you get this, or a similar message. If you don’t get this message, you need to cancel opening the file and re-set your security level as described below.**

To set your security level properly in Excel 2003, open a new, blank Excel file and go to **Tools** on the menu bar, click **Options**, click on the tab **Security**, click on **Macro Security** and set the **Security Level** to medium, as shown here: Changing this setting will **NOT** compromise the security of your PC – it is simply giving you the choice to open a file containing macros.

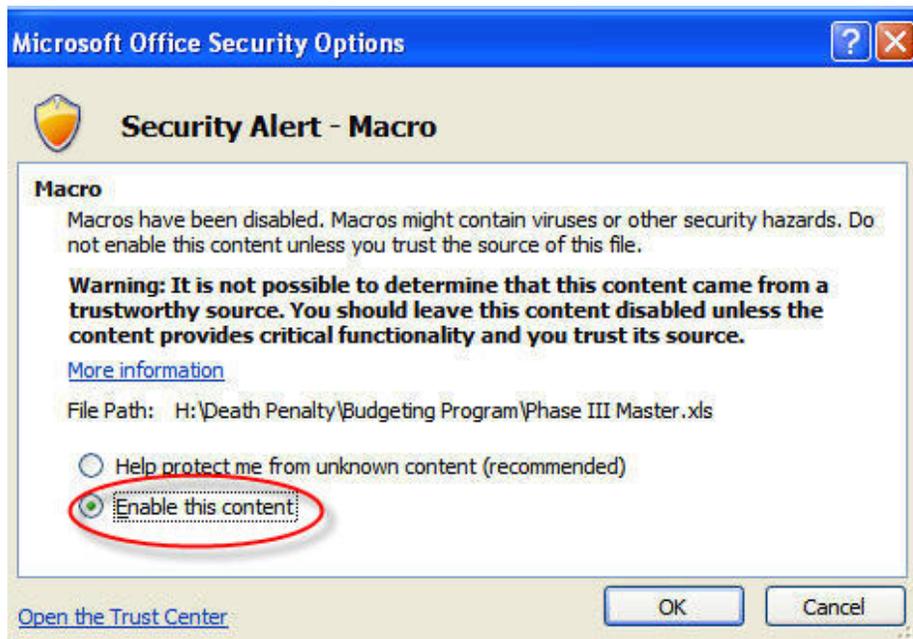


CONVERSION FOR EXCEL 2007

If you are using **Excel 2007**, the CJA billing workbook will open without the separate security warning dialog box (shown on the previous page), but there will be a security warning at the top of the file, **under the menu bars**, as shown below:



Click on the Options button and choose “Enable this content” as shown:



GETTING STARTED

The Excel CJA billing workbook consists of worksheets for attorney time (in-court and out-of-court), expenses (travel and other), a summary page, your CJA20 voucher and required Tenth Circuit required Form 5. CJA Form 27 is included which *may*, but need not be, used as the requisite excess-fee memo for attorney fee requests exceeding the current statutory maximum (\$6100). The workbook opens on the header page (shown below). The various sheets are listed on tabs along the **bottom** edge of your screen:

header / in court / out of court / travel expenses / other expenses / summary / CJA20 voucher / cumulative / CJA27 Excess-Fees / CJA5 Atty Data Form

HEADER WORKSHEET

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT CJA 20 Worksheets & Voucher, plus CJA27 & CJA5

To start the billing process, please complete the following information:

Dist. Ct. Case No:	2:06-CR-1453 SSS
Case Caption:	United States v. Belmont
Appellate Case No:	08-4567
Defendant:	James Edward Belmont
Dist. Ct. Judge:	Stuart Sams
	Appointed Attorney
Full Name:	Eton L. Wright
Firm Name:	Wright, Creighton & Ely
Street or PO Box:	3748 Fourth Street NW
City, State, ZIP:	Ellington, KS 55555
Phone No:	758.222.3425
Fax No:	758.222.3426
E-mail Address:	Ewright@aol.com

To begin, fill out all the fields on the Header page, using the tab key to move to the fields that need to be completed. Entries on this sheet will automatically populate the same fields on the other sheets, including the voucher. The information on this sheet does not clear when you clear the rest of the forms, so you only have to type the contact and specific case information once per case. You may want to type your contact information and make copies of the file (using the “Save As” command). That way, you need only type the specific case information (the first five fields) for each of your cases.

WARNING:

The next four pages are the worksheets (in-court, out-of-court, travel expenses and other expenses). So that you can re-sort by date, these sheets are not protected.

DO NOT ADD COLUMNS to these worksheets.
It will cause formula errors
on all subsequent pages.

IN COURT/OUT OF COURT ATTORNEY TIME WORKSHEETS

Case information is carried over from the header page. On both the “in court” and “out of court” worksheets enter the date, a short description of the task completed (“research,” or similar terms, standing alone, is inssufficient), the number of pages of record reviewed or pleading filed, and the number of hours into the appropriate category. **(Remember: Billable hours are claimed in tenths of an hour; six (6) minutes = .1)** If you use the date format m/d/yy, the date will automatically convert to mm/dd/yyyy format. If you enter the date in a different format, you will get an error message that displays the appropriate format.

CJA 20 Worksheet - Out-of-Court Attorney Time										
Attorney:	<u>Eton L. Wright</u>			<div style="border: 1px solid black; padding: 5px; display: inline-block;">Sort by Date</div>						
Defendant:	<u>James Edward Belmont</u>									
Dist. Ct. Case No:	<u>2:06-CR-1453 SSS</u>									
Appellate Case No:	<u>08-4567</u>									
Dist. Ct. Judge:	<u>Stuart Sams</u>									
IMPORTANT! Hourly rates are determined by the date entered. Be sure all dates are correct. Date	Description	Doc Number (CM/ECF)	Pages			16.a. Interviews	16.b. Records	16.c. Research\Writing	16.d. Travel Time	16.e. Investigative/Othe
2/7/2007	prepare preliminary documents									1.3
7/6/2007	legal research, principal brief, issue #1							3.2		
1/19/2008	prepare for oral argument/moot									1.5
1/20/2008	travel to OKC from Denver for OA								4.6	

We urge you to track your time in this workbook rather than in a separate billing software program – generally the ‘copy and paste’ function from such programs does not work well to transfer data to this workbook. Your hourly rate is determined by the date. **IF YOU ENTER THE WRONG DATE, YOU WILL GET THE WRONG HOURLY RATE.** As noted before, adding columns to any worksheet will cause formula errors on later sheets. Don’t! You may make billing entries in any date order and then simply select and click on the “Sort by Date” button to place all entries into order, oldest first. The “in-court” work sheet (not shown) looks and functions exactly the same way as the “out-of-court” worksheet except that the task categories are different.

TRAVEL EXPENSES & OTHER EXPENSES WORKSHEETS

The basic case information from the header sheet will be pre-filled. Fill in the date, description, and for mileage, the number of miles traveled. **The mileage rate is calculated from the date you insert, so be accurate.** Remember to enter any per event charge under the description, e.g., 15¢/page. To sort your billing entries by oldest date first, simply select and click on the “Sort by Date” button.

CJA 20 Worksheet - Travel Expenses

Attorney: Eton L. Wright
 Defendant: James Edward Belmont
 Dist. Ct. Case No: 2:06-CR-1453 SSS
 Appellate Case No: 08-4567
 Dist. Ct. Judge: Stuart Sams

DO NOT ADD COLUMNS to worksheets.
 It will cause formula errors on all subsequent pages

Sort by
Date

<i>Mileage rate determined by date!</i> Date	Travel Expense Description	Travel mileage	Airfare	Rental Car	Taxi/ Shuttle	Hotel	Meals	Parking/ Tolls/ Public Trans	Other Travel Expense
3/5/2007	travel to CI Fort Hayes to meet w/client	123.0							
4/28/2007	travel to courthouse to retrieve ROA	4.0							
1/20/2008	rental car in OKC								
1/20/2008	drive from office to DIA	32.0							
1/20/2008	shuttle, incl tip, OKC airport to hotel				17.55				
1/21/2008	lodging, incl taxes					85.33			
1/20/2008	lunch, MilesExpress						3.25		
1/20/2008	dinner, Outback Steakhouse						33.26		

CJA 20 Worksheet - Other Expenses

Date	Provide per event charge, if applicable (e.g., 15¢/page) Other Expense Description	Facsimile	Long Distance Charges	Photocopies	Postage	Other Expenses
2/7/2008	prelim docs (Transcript order form, docketing statement, designation of record, EOA), in house 15 cents/page, 327 pages (4 copies)			49.05		
2/7/2008	postage, prelim docs to court, opposing counsel & client				14.95	
2/13/2008	long distance call from client		3.25			

SUMMARY PAGE

This page summarizes and totals the information transferred from the previous five worksheets (header, in-court, out-of-court, travel expenses and other expenses) and itemizes the hours and mileage claimed for different rates. **All cells on this page are locked.** Correct any errors by returning to the appropriate prior worksheets. If you try to enter or change any of these cells, you will get an error message.

CJA 20 - Voucher Summary								
Attorney: <u>Eton L. Wright</u>								
Defendant: <u>James Edward Belmont</u>								
Dist. Ct. Case No: <u>2:06-CR-1453 SSS</u>		<u>LEAVE BLANK ALL "COURT ADJUSTMENT" and "APPROVED" CELLS</u>						
Appellate Case No: <u>08-4567</u>								
Dist. Ct. Judge: <u>Stuart Sams</u>								
Rate	1/1/2008 - Current		5/20/07 - 12/31/07		1/1/06 - 5/19/07		5/1/02 - 12/31/05	
	\$100.00		\$94.00		\$92.00		\$90.00	
Categories	Hours Claimed	Court Adjustment	Hours Claimed	Court Adjustment	Hours Claimed	Court Adjustment	Hours Claimed	Court Adjustment
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	1.0	-	0.0	-	0.0	-	0.0	-
15h - Other	0.0	-	0.0	-	0.0	-	0.0	-
Total 15a - 15h (Hours)	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total In-Court x Rate Per Hour	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	-	3.2	-	0.0	-	0.0	-
16d - Travel Time	4.6	-	0.0	-	0.0	-	0.0	-
16e - Investigative/Other	1.5	-	0.0	-	1.3	-	0.0	-
Total 16a - 16e (Hours)	6.1	0.0	3.2	0.0	1.3	0.0	0.0	0.0
Total Out-of-Court x Rate Per Hour	\$610.00	\$0.00	\$300.80	\$0.00	\$119.60	\$0.00	\$0.00	\$0.00

SUMMARY PAGE (cont.)

This part of the summary worksheet summarizes all of the expenses you entered in the “travel” and “other” expense worksheets. Again, **all cells on this page are locked**. If you try to enter or change any of these cells, you will get an error message. Make any changes needed on the appropriate preceding worksheet (header, in-court, out-of-court, travel expenses and other expenses). The change will then be reflected on this summary page.

LEAVE BLANK ALL "COURT ADJUSTMENT" and "APPROVED" CELLS

17. Travel Miles	3/19/2008 - current	2/1/2007 - 3/18/2008	1/1/2006 - 1/31/2007	9/1/2005 - 12/31/2005	2/4/2005 - 8/31/2005	1/1/2004 - 2/3/2005	1/1/2003 - 12/31/2003	1/21/2002 - 12/31/2002
Rate per mile:	0.505	0.485	0.445	0.485	0.405	0.375	0.360	0.365
Total Miles Claimed	-	159.00	-	-	-	-	-	-
Court Adjustments	-	-	-	-	-	-	-	-
Total Adjusted Mileage x Rate Per Mile	-	77.12	-	-	-	-	-	-

	Atty Request	Court Adj. (if any)	Total Approved
17. Travel Misc.	232.49	-	232.49
17. Total Travel Expenses	309.61	-	309.61
18. Facsimile	4.62	-	4.62
18. Long Distance Charges	3.25	-	3.25
18. Photo Copies	49.05	-	49.05
18. Postage	14.95	-	14.95
18. Other Expenses	-	-	-
18. Total Other Expenses	71.87	-	71.87
Amounts transferred to voucher:	1,511.88	-	1,511.88

The information on the Summary worksheet transfers automatically to the CJA20 voucher. **COURT ADJUSTMENT** cells, columns and rows are for court use only at this time.

CJA20 VOUCHER

A	B	C	D	E	F	G	H	I	J	K	L
1. CIR./DIST./DIV. CODE 10CA			2. PERSON REPRESENTED James Edward Belmont			VOUCHER NUMBER					
3. MAG. DKT./DEF. NUMBER			4. DIST. DKT./DEF. NUMBER 2:06-CR-1453 SSS			5. APPEALS DKT./DEF. NUMBER 08-4567			6. OTHER DKT. NUMBER		
7. IN CASE/MATTER OF (Case Name) United States v. Belmont			8. PAYMENT CATEGORY			9. TYPE PERSON REPRESENTED			10. REPRESENTATION TYPE		
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) <i>More than one offense, list (up to five) major offense charges according to priority of charges.</i>											
12. ATTORNEY'S NAME (First Name, M.I., Last Name, including any suffix), AND MAILING ADDRESS: Name: Eton L. Wright Address: Wright, Creighton & Ely 3748 Fourth Street NW Ellington, KS 65555 Phone #: 758-222-3425 Fax #: 758-222-3426						13. COURT ORDER: Prior Attorney's Name: _____ Appointment Date: _____ <input type="checkbox"/> Because the above-named person represented has testified under oath or has otherwise satisfied this Court that he or she (1) is financially unable to employ counsel and (2) does not wish to waive counsel, and because the interests of justice so require, the attorney whose name appears in Item 12 is appointed to represent this person in his case, OR <input type="checkbox"/> Other (See Instructions) Signature of presiding Judicial Officer or By Order of the Court Date of Order _____ Nunc Pro Tunc/Date of NDA _____					
14. NAME AND ADDRESS OF LAW FIRM (Only provide per instructions) Name: _____ Address: _____											
Repayment or partial repayment ordered from the person represented for this service at time of appointment. <input type="checkbox"/> Yes <input type="checkbox"/> No											
CLAIM FOR SERVICES AND EXPENSES						FOR COURT USE ONLY					
Categories (Attach itemization of services w/ dates)			HOURS CLAIMED	TOTAL AMOUNT CLAIMED	Math/Tech. Adjusted Hrs	Math/Tech. Adjusted Amounts	Additional Review	Amount Authorized			
In Court	a. Arraignment and/or Plea	-	-	-	-	-	-	-	-		
	b. Bail and Detention Hearings	-	-	-	-	-	-	-	-		
	c. Motion Hearings	-	-	-	-	-	-	-	-		
	d. Trial	-	-	-	-	-	-	-	-		
	e. Sentencing Hearings	-	-	-	-	-	-	-	-		
	f. Revocation Hearings	-	-	-	-	-	-	-	-		
	g. Appeals Court	-	0.5	50.00	-	-	-	-	50.00		
h. Other (Specify on add'l sheets)			-	-	-	-	-	-			
TOTALS			0.5	50.00	-	-	-	50.00			
Out of Co	a. Interviews and Conferences	-	-	-	-	-	-	-	-		
	b. Obtaining and reviewing records	-	-	-	-	-	-	-	-		
	c. Legal Research and brief writing	-	3.2	300.80	-	-	-	300.80			
	d. Travel time	-	4.6	460.00	-	-	-	460.00			
	e. Investigative & other work (Specify on add'l sheets)	-	2.8	269.60	-	-	-	269.60			
TOTALS			10.6	1,030.40	-	-	-	1,030.40			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)			-	216.51	-	-	-	216.51			
18. Other Expenses (other than expert, transcripts, etc.)			-	67.25	-	-	-	67.25			
GRAND TOTALS (CLAIMED AND ADJUSTED):					1,364.16	-	-	1,364.16			
19. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE From: 2/7/2007 to: *****						20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION:			21. CASE DISPOSITION		
22. CLAIM STATUS: <input checked="" type="radio"/> Final Payment <input type="radio"/> Interim Payment Number <input type="checkbox"/> Supplemental Payment (Payment#)											
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, were you paid? <input type="checkbox"/> Yes <input type="checkbox"/> No											
Other than from the court, have you, or to your knowledge, had anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details on additional sheets.											
I swear or affirm the truth or correctness of the above statements.											
Signature of Attorney _____ Date _____											
APPROVED FOR PAYMENT -- COURT USE ONLY											
23. IN COURT COMP.		24. OUT OF COURT COMP.		25. TRAVEL EXPENSES		26. OTHER EXPENSES		27. TOTAL AMT. APPR./CERT.			
28. SIGNATURE OF THE PRESIDING JUDGE _____ DATE _____						28a. JUDGE CODE _____					
29. IN COURT COMP.		30. OUT OF COURT COMP.		31. TRAVEL EXPENSES		32. OTHER EXPENSES		33. TOTAL AMT. APPR./CERT.			
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) _____ DATE _____						34a. JUDGE CODE _____					

The basic information from the previous worksheets will then populate the CJA voucher. Many boxes are locked or are for court use only -- any changes must be made on the preceding attorney hour or expense worksheets. Hours and expenses will have been transferred from the summary worksheet to your voucher. The dates of service in Box 19 will be populated based on the dates you entered on the "in court" and/or "out of court" attorney hourly worksheets.

YOU MUST USE THE DROP DOWN MENUS TO COMPLETE THE FOLLOWING BOXES (see the down arrow to the right of each box – example to the right):



- Payment category (Box 8)
- Type Person Represented (Box 9)
- Representation Type (Box 10)
- Case Disposition (Box 21)

In addition, you must complete Box 20 (if appropriate) and Box 22. **If you do not complete Box 22 in its entirety, your voucher cannot be processed and paid!**

As of 10/08, the Tenth Circuit accepts vouchers by e-mail attachment, but not by e-filing. Send the saved Excel workbook (as an Excel 2003 .xls file, **not** as a .pdf file!) to us by e-mail at CJA_Vouchers@ca10.uscourts.gov. In the e-mail subject line, reference the **appellate** case caption and case number. Attach .pdf copies of any required itemized invoices (commercial copying, Westlaw/Lexis, meals & over \$50) to the e-mail.

E-signatures cannot yet be accepted on the voucher itself. YOU MUST ALSO print and send a hard copy of the one-page CJA20 voucher, with a pen-and-ink signature, to:

**10th Circuit Court of Appeals/CJA Vouchers
1823 Stout Street, Denver, CO 80257**

CUMULATIVE PAGE

The “cumulative” sheet is for court use in mega-cases, those that exceed 300 hours or \$30,000.

CJA27 EXCESS-COMPENSATION WORKSHEET

The CJA27 is provided in the Excel Workbook for your convenience. However, you may use the form (a revised version of the national form), an excess-fee memo/pleading/letter, or both, as you prefer to provide the requisite justification when requesting fees exceeding the current statutory maximum (\$6100). A few of the CJA27 form fields will automatically populate from the “header” worksheet, but most fields will require your input. Click or tab through the fields. Whatever your method, your material should describe how all three tests are met: **(1)** Whether the case meets the “complex or extended” criteria (see below); **(2)** Whether payment over the cap is necessary to provide fair compensation (see below), and **(3)** Whether the hours spent are “reasonable” and “necessary” to the tasks of this particular appeal. CJA vouchers requesting less than \$6100 in attorney fees need not be accompanied by either the CJA27 or any other excess-fee memo.

If the legal or factual issues in a case are unusual, thus requiring the expenditure of more time, skill and effort by the lawyer than would normally be required in an average case, the case is “**complex**.” If more time is reasonably required for total processing than the average case, the case is “**extended**.” *Guidelines for the Administration of the CJA*, §2.22(B) (3).

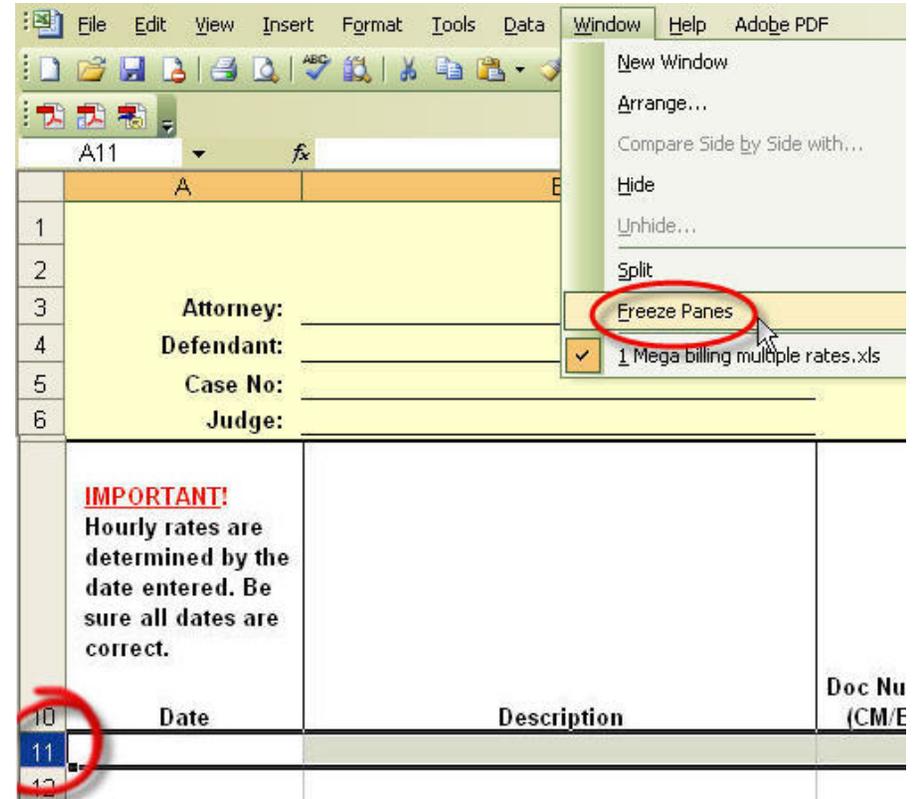
To aid the court in determining if **excess payment is necessary to provide fair compensation (Test #2)**, discuss: the complexity/ novelty of the issues and whether any of these issues were briefed at the district court; matters researched but not briefed; responsibilities involved measured by the magnitude and precedential importance of the case; manner in which duties were performed; special skills, knowledge, efficiency, professionalism, judgment and experience required of or used by counsel; the nature of counsel’s practice and any injury thereto resulting from the representation; any unusual pressure of time or other factors under which professional services were delivered; and any other circumstance relevant and material to a determination of a fair and reasonable fee. *Id* and Tenth Circuit *Advice to CJA Counsel* letter, at 1.

CJA 5 – ATTORNEY DATA FORM

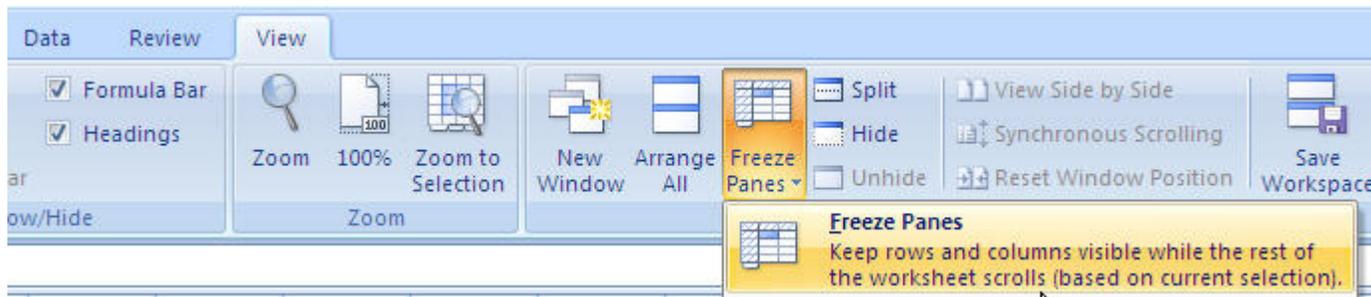
This worksheet must be submitted with every Tenth Circuit appellate CJA voucher request. The CJA payment system sorts payments by the attorney’s social security number, regardless of whether the tax consequences of the income are assigned to the attorney or their firm. This form requires you to fill out your SSN and, if the firm should be reported to the IRS as the recipient of the income, requires you to provide the firm’s EIN number and contact information. **Please check the appropriate box assigning the tax consequences either to you as an individual, or to a firm!**

EXCEL TIPS

To make it easier to enter your time in the appropriate categories, Excel's "freeze panes" feature is activated. This feature allows the rows with the category information to "freeze" on the page so that as you scroll down to make entries onto the sheet, you can still see the column headers. If this feature is not activated, in pre-2007 versions of Excel, go to Window on the menu bar and click "Freeze Panes." To freeze the pane in the proper position in the example to the right, you must first click on cell A11. To unfreeze, click on Window and "Unfreeze Panes."

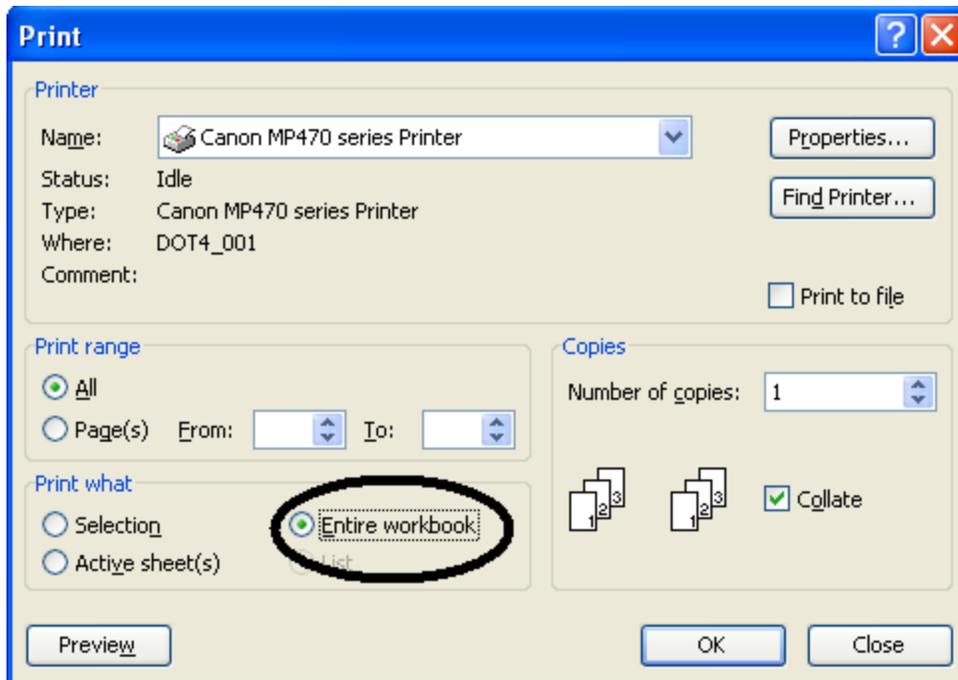


In Excel 2007, shown below, go to the View tab, choose Freeze Pane. Again, you must be on cell A11 in order for the sheet to "freeze" in the correct position.



RESORTING YOUR TIME AND EXPENSE ENTRIES INTO DATE ORDER

You do not have to enter your data in chronological order – simply select and click on the “Sort by Date” button on any page and your entries will be rearranged with the oldest entries to the top.



PRINTING

Last, but not least, if you want to print the entire workbook, you need to choose that option in the print dialog box. Otherwise you will get a printout of only the active page (the page you have showing on your screen.)

SAVING THE WORKBOOK FILE

Remember to rename the file (using the “Save As” command). We suggest for ease in finding it again that you name the file using the client’s name and appellate case number, e.g.,

J E Belmont appellate CJA billing file, 08-4567.xls

NOTE: If you are using Excel 2007, the Tenth Circuit requires that you save the file in Excel 2003. To tell if a file is saved in “compatibility mode,” the file will have the .xls extension. If the file is saved in Excel 2007 the extension will be .xlsx.

CLEARING THE WORKBOOK FILE

There are two buttons on the header (first) worksheet that will allow you to clear either the entire workbook (*i.e.*, all the worksheets) or just your time and expenses. The vast majority of the time you will use the “clear all worksheets” button. Once the sheets have been cleared, they are ready for new entries for your next submission. The “clear all worksheets” button does just that – it clears every sheet, including the cumulative sheet.

To clear only time and expenses and to cumulate totals:

Clear time & expenses

To clear the entire file, including cumulative totals:

Clear all worksheets

You would only use the “clear time and expenses” button in the extremely rare 10th Circuit instance that the court has agreed to process interim vouchers – you won’t have to re-type the information on the header sheet or on the CJA27.

