

Linking an Authorization to a CJA21 Voucher

After your authorization has been approved by the judge, the authorization will appear in your Closed Voucher's panel. You may click the voucher number hyperlink to view the voucher if desired.

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Step
1

Select your appointment.

To create the CJA-21 Voucher and link it to the authorization, click the case number hyperlink of your defendant in the My Appointments panel.

Figure 1: Home Page – Appointment List

The screenshot displays the following interface elements:

- Navigation:** Home, Operations, Reports, CMECF, Links, Help, logout
- Welcome:** Welcome Andrew Anders: My Profile, My Appointments: View, Search Existing Appointments: Search
- My Active Documents:**

Case	Defendant	Type
1:14-CR-08805-AA Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders
- Appointments' List:**

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step
2

Create CJA21.

On the appointment screen, click the Create CJA 21 link on the left panel.

Figure 2: Appointment Info

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Operations', 'Reports', 'CMECF', 'Links', 'Help', and 'logout'. The main content area is split into two columns. The left column has a blue header 'Appointment' and contains a summary of the appointment and a list of voucher options: 'AUTH', 'AUTH-24', 'CJA-20', 'CJA-21', and 'CJA-20'. The 'CJA-21' option is highlighted with a red box. The right column has a yellow header 'Appointment Info' and contains a table of appointment details. The table has two columns: '1. CIR./DIST./DIV. CODE' and '2. PERSON REI'. The details include '0101', 'Thomas Wats', '3. MAG. DKT/DEF. NUMBER', '4. DIST. DKT/DEF. NUMBER', '7. IN CASE/MATTER OF(Case Name)', '8. PAYMENT C.', '11. OFFENSE(S) CHARGED', '12. ATTORNEY'S NAME AND MAILING ADDRESS', and '14. LAW FIRM NAME AND MAILING ADDRESS'. Below the table is a section titled 'Vouchers on File' with a table header 'Case' and 'Defendant'.

Step 3

Authorization Selection

The Basic Info screen will give you the options of No Authorization Required or Use Previous Authorization. Click Use Previous Authorization.

Figure 3: Authorization Selection

The screenshot shows a web application interface with a yellow header 'Authorization Selection'. Below the header is a paragraph of text: 'You can select a **Previous Authorization Request**, request a **New Authorization** or click the **"No Authorization Required"** button if under the statutory limit.' Below this text are two buttons: 'No Authorization Required' and 'Use Previous Authorization'. The 'Use Previous Authorization' button is highlighted with a red box. Below the buttons is a row of navigation buttons: '< First', '< Previous', 'Next >', 'Last >>', and 'Delete Draft'.

Notes:

- The system will search and display any Existing Requests for Authorization.

Step
4

Select Authorization

You cannot continue until you click the authorization listed -- it will change color to yellow.

Figure 4: Authorization Selection

The application will automatically pull up existing requests for authorization, but you must click it and have it turn golden yellow before you will be able to fill in the new voucher information.

Existing Requests for Authorization

<p>ID Number: 139 Order Date: 01/02/2014 Authorized Amount: 0</p>	<p>Service Type: Pathologist, Medical Examiner Estimated Amount: 1000 Requested Provider: Marcus Welby MD</p>
--	---

New Voucher Information

Service Type

Description

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Service Provider
 You can search one of the service providers already in the system
 OR you can enter the required information for another provider

Expert

First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name * <input type="text"/>
SSN/EIN: * <input type="text"/>	Email * <input type="text"/>	
Phone * <input type="text"/>	Fax <input type="text"/>	

Step
5

Fill in the New Voucher Information.

You may search for an existing expert or fill in the information for another provider.

Figure 5: New Voucher Information

Existing Requests for Authorization	
ID Number: 155	Service Type: Weapons Firearms Explosive Expert
Order Date: 05/27/2014	Explosive Expert
Authorized Amount: 0	Estimated Amount: 1000
	Requested Provider: Robert Arms

New Voucher Information

Service Type

Description

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Service Provider
 You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

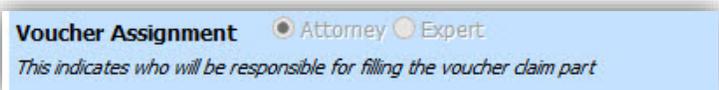
Address 1 * City *

Address 2 State * Zip *

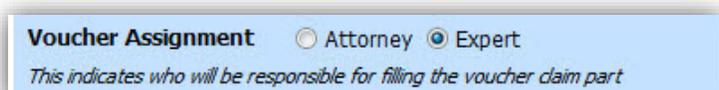
Address 3 Country

Select the Expert.

If the Expert you selected is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling the voucher claim part.



If the Expert you selected is authorized to use eVoucher, the Voucher Assignment field will unlock for you indicating the Expert will be responsible for filling in the voucher claim part.



Step 6 Click Create Voucher



Notes:

- If the Service Provider or Expert has rights to enter their own expenses, the radio button selection for Voucher Assignment will become active, and you will choose if you or the expert will be filling in the service fees on the voucher.
- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the “My Active Documents” section as submitted to attorney. After completion of the services, you will attach the expert invoice to the voucher before approving it.