

## Creating the CJA-21 Voucher

Counsel will continue to file a Motion for Expert Services with the Court. If the Motion is granted, court staff will create the CJA-21 in the CJA eVoucher system. Counsel will receive an email that the CJA-21 Voucher is ready to add Services and Expenses. The CJA-21 voucher can be found on the Home Page in the “My Active Documents” with the status of “Voucher Entry.”

### Entering Expert Services

Step 1

From your My Active Documents section, click on **Edit**.

Case	Defendant	Type	Status
<a href="#">3:15-CR-00012-RJC-</a> Start: 06/16/2015 End: 06/16/2015	Justin Vang (# 1) Claimed Amount: 0.00	CJA-21 A Iniesta Interpreter Translator	Voucher Entry <a href="#">Edit</a>
<a href="#">3:15-CR-00050-GCM-</a> Start: 06/24/2015 End: 06/24/2015	Jose Honorio Flores Almazo (# 1) Claimed Amount: 3,000.00	CJA-21 Joe Expert Investigator	Submitted to Attorney <a href="#">0419.0000104</a> FINAL PAYMENT

Step 2

Click the **Services** tab or click the **Next** option located on the Progress bar.

Step 3

Enter the Date, Hours, Rate, and Description.

Step 4

Click **Add**.

The item will appear in the bottom of the Services list section.

Step 5

Click **SAVE**.

#### Note:

- There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.
- If all information is not entered you cannot advance to the next screen.

### Entering Expert Expenses

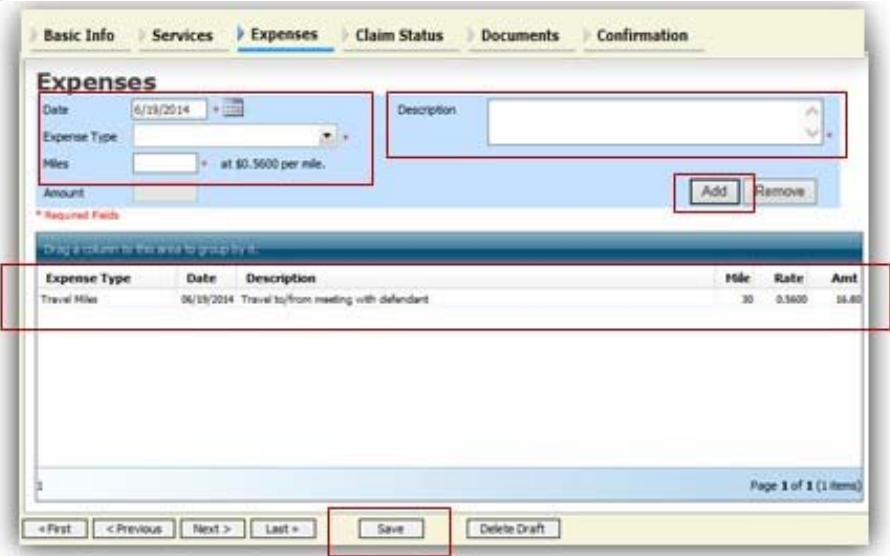
**Step 1** Click the **Expenses** tab or click the **Next** option located on the Progress bar.

**Step 2** Enter the Date, Expense Type, Description and Miles.

**Step 3** Click **Add**.

The item will appear in the bottom of the Expense Type section.

**Step 4** Click **SAVE**.



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

## Entering Claim Status

- Step 1 Click the **Claim Status** tab or click the **Next** option located on the Progress bar.
- Step 2 Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.
- Step 3 Select an option under the **Payment Claims** section.
- Step 4 Click **SAVE**.

### Note:

Interim Payment allows for payment in segments, but interim payment must be approved by the court in advance. If using this type of payment indicate the number of this requested payment.

## Supporting Documents

- Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.
- Step 2 Browse to select a PDF file to attach.
- Step 3 Click **Upload**. The document will appear in the bottom of the Description section.

### Note:

All documents must be submitted in PDF format and must be 10 MB or less.

- Step 4 Click **SAVE**.

## Signing and Submitting Voucher to Court

To submit the voucher to the court, click on the Confirmation tab. A confirmation page will appear.

**Step 1** → Verify all information is correct.

**Step 2** → Check the box to swear and affirm the accuracy of the voucher. This will automatically time stamp the voucher.

**Step 3** → Click **Submit**.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
 Date: 6/19/2014 9:28:36

Submit

« First < Previous Next > Last » Save Delete Draft

A confirmation screen will appear indicating the action was successful.

**Step 4** → Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to continue working with this appointment.

**Success**

Your voucher has been submitted for payment. You will receive a notification if we need more details.  
Please keep the following voucher number for your own records:

0101.0000154

Back to:

[Home Page](#)
[Appointment Page](#)

**Note:**  
 Since you are submitting the voucher on behalf of the expert, you'll need to approve the voucher twice: **Once** while submitting it for the expert, and a **second** time after it appears in the "My Active Documents" section. **Both approvals are required for payment.**

The voucher will appear in the "My Active Documents" section, with the status of "Submitted to Attorney."

**Step 5** → Select the voucher.

**My Active Documents**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
<a href="#">3:15-CR-00012-RJC-</a> Start: 06/16/2015 End: 06/16/2015	Justin Vang (# 1) Claimed Amount: 0.00	CJA-21 A Iniesta Interpreter Translator	<span style="font-size: x-small;">Submitted to Attorney 0419.0000110</span> <span style="color: yellow; font-size: 2em; margin-left: 5px;">←</span>
<a href="#">3:15-CR-00050-GOM-</a> Start: 06/24/2015 End: 06/24/2015	Jose Honorio Flores Almazo (# 1) Claimed Amount: 3,000.00	CJA-21 Joe Expert Investigator	<span style="font-size: x-small;">Submitted to Attorney 0419.0000104 FINAL PAYMENT</span>

### Signing and Submitting Voucher to Court (cont'd)

**Step 6** → Navigate to the Confirmation tab. Verify all information is correct.

**Step 7** → Certify the information is correct by checking the box. This will automatically time stamp the voucher.

**Step 8** → Click **Approve**.



The voucher will now appear in the “My Service Provider” section, with the status of “Submitted to Court.”

**Note:**

- Final Payment is requested after all services have been completed.
- After Final Payment number has been submitted, a Supplemental Payment may be requested due to a missed or forgotten receipt.