

Linking an Authorization to a CJA-21 Voucher

After your authorization has been approved by the judge, it appears in your Closed Vouchers panel. If desired, click the voucher number link to view the voucher.

Step 1

To create a CJA-21 voucher and link it to the authorization, you first need to select your appointment. On the Home page, in the Appointments' List section, click the defendant case number link.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	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-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

To create the CJA-21 voucher, in the Appointment section, click the CJA-21 **Create** link.

The screenshot shows the 'Appointment Info' page. On the left sidebar, the 'Appointment' section is highlighted with a red box. Below it, a 'Create New Voucher' section lists several options, with 'CJA-21' and its 'Create' link highlighted by a red arrow. The main content area displays 'Appointment Info' with various case details and a 'Vouchers on File' table.

Case	Defendant
1:14-CR-08805-AA Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00
1:14-CR-08805-AA	Jebediah Branson (# 1)

Step 3

To select your authorization, on the Basic Info screen, choose one of two options in the Authorization Selection section: **No Authorization Required** or **Use Existing Authorization**. Click **Use Existing Authorization**.

Basic Info

1. CIR./DIST/DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	
7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00		PRESIDING JUDGE Albert Albertson	

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of :

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

Note: The system searches for and displays any existing requests for authorization.

Step 4

The application automatically displays existing requests for authorizations. You must select the appropriate authorization from the list before you can enter the new voucher information; when an authorization is selected, the cell turns light blue.

Authorization Selection
 You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

No Authorization Required
 If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
 Select this option to display and select from a list of approved authorizations for this appointment.

Please Select the Associated Authorization

ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 223 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 297 Order Date: 08/23/2018 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,000.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:

New Voucher Information

Service Type: Chemist/Toxicologist

Step 5

Complete the New Voucher Information section either by searching for an existing expert or entering the information for another provider.

New Voucher Information

Service Type: Chemist/Toxicologist

Description: [Empty]

Service Provider
 You can search for an expert already in the system OR you can enter the required information for another provider.

Expert: [Dropdown menu with "Astley, Rick" selected]

Voucher Assignment: Attorney Expert

Create Voucher

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: [Dropdown menu]

First Name: [Input] Middle Name: [Input] Last Name: [Input]

Email: [Input]

Phone: [Input] Fax: [Input]

Address 1: [Input] City: [Input]

Address 2: [Input] State (U.S. Only): [Dropdown] Zip: [Input]

Address 3: [Input] Country: [Dropdown]

Voucher Assignment: Attorney Expert

Create Voucher

To determine any increase in the authorization amount, compare the original authorized amount to the grand total amount, which includes the increase.

on button to select from a list of approved authorizations, or click the **No Authorization Required** button

Please Select the Associated Authorization

ID Number: 224	Service Type: Chemist/Toxicologist
Order Date: 03/03/2014	Estimated Amount: \$500.00
Authorized Amount: \$500.00	Notes:
Grand Total Amount: \$800.00	

New Voucher Information

Step 6

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become available. Assign the voucher by clicking the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

New Voucher Information

Service Type: Chemist/Toxicologist *

Description: [Empty text area]

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: Astley, Rick

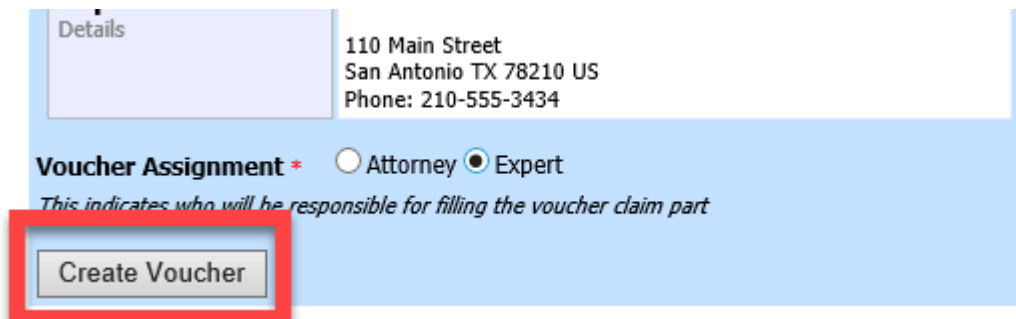
Expert Info
Details
Rick Astley
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

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

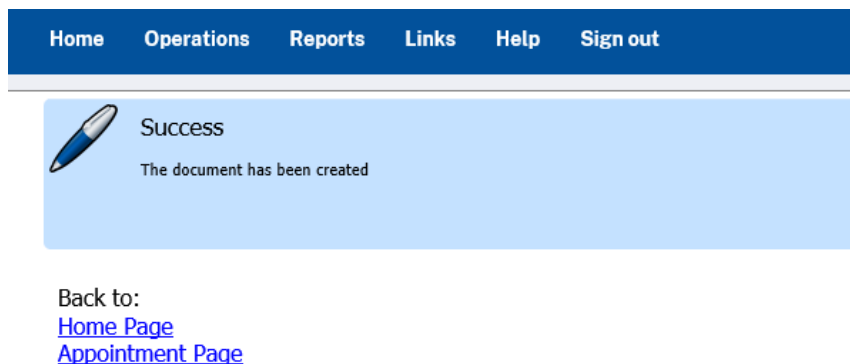
Create Voucher

Step 7

Once you have made your selection, click **Create Voucher**.



If you indicated that the voucher is to be completed by the expert, a message appears stating that the voucher has been created and is on the expert’s Home page. If you indicated that the voucher is to be completed by the attorney, the voucher opens for you to complete.



Note: All CJA-21 vouchers, whether created and submitted by you or by the expert, are then returned to the My Service Providers’ Voucher folder on your Home page. You must virtually sign the completed CJA-21 voucher again to submit it to the court for processing.