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, you can click the voucher number link to view the voucher.

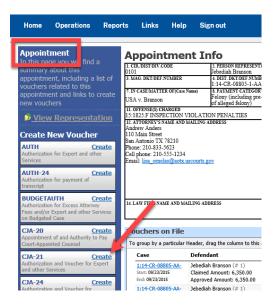
Step 1

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



Step 2

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





Step 3

The application automatically displays existing requests for authorizations. Select the appropriate authorization or click the **No Authorization Required** link if the voucher does not require advance authorization.

Basic Info

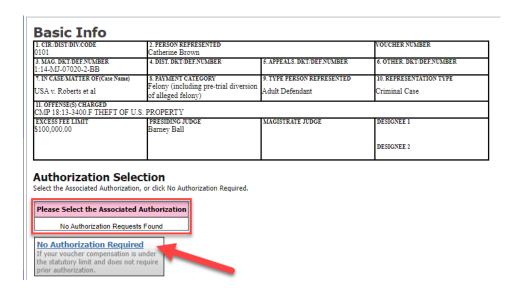
| 1. CIR/DIST/DIV.CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | | VOUCHER NUMBER |
|--|---|----------------------------|--------------------------|
| 3. MAG. DKT/DEF.NUMBER | 1:14-CR-08805-1-AA | 5. APPEALS. DKT/DEF.NUMBER | 6. OTHER. DKT/DEF.NUMBER |
| 7. IN CASE/MATTER OF(Case Name) | | 9. TYPE PERSON REPRESENTED | 10. REPRESENTATION TYPE |
| USA v. Branson | Felony (including pre-trial diversion of alleged felony) | Adult Defendant | Criminal Case |
| 11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES | | | |
| EXCESS FEE LIMIT \$11,500.00 | PRESIDING JUDGE Albert Albertson | MAGISTRATE JUDGE | DESIGNEE 1 |
| | | | DESIGNEE 2 |

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.



If there are no associated authorizations available, a "No Authorization Requests Found" message displays, and you must click the **No Authorization Required** link to proceed.





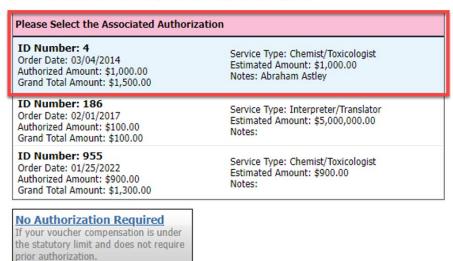
CJA-21 Voucher

Step 4

If using an approved authorization, 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

Select the Associated Authorization, or click No Authorization Required.



Step 5

In the New Voucher Information section, from the **Expert** drop-down list, select an existing expert.

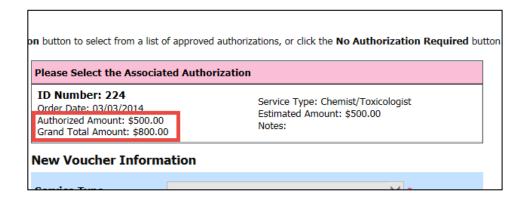
Service Type Chemist/Toxicologist * Description Service Provider Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider. Expert Voucher Assignment * Attorney Expert This indicates who will be responsible for filling the voucher claim part Create Voucher « First < Previous Next > Last »



CJA-21 Voucher

Step 6

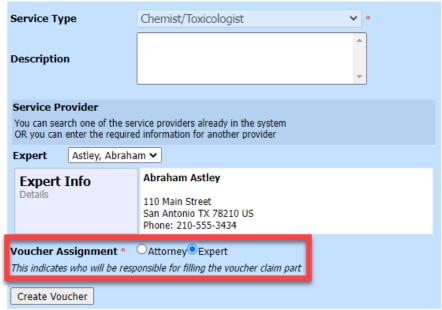
To determine any increase in the authorization amount, compare the original authorized amount to the grand total amount, which includes the increase.



Step 7

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

New Voucher Information

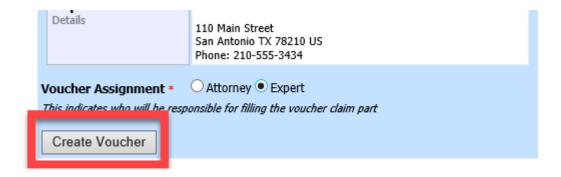




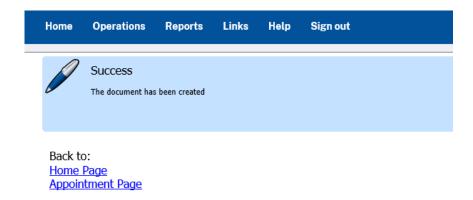


Step 8

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.