

Under My Appointment's List on your eVoucher desktop , locate the case you want to create a voucher for. Click on the blue hyperlink case number and the case will open up. On the left side of the page are options for creating various vouchers, Choose CJA 21 by clicking create. Then follow the instructions below.

## Creating a CJA 21 Voucher or CJA 31

**Step 1** From the **Appointment** page click **Create** from the CJA 21 Voucher template.



The voucher opens to the **Basic Info** page.

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

**Basic Info**

1 CIR. DIST. DIV. CODE 0101	2 PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3 MAG. DIST. DEF. NUMBER	4 DIST. DIST. DEF. NUMBER 1-14-CR-08802-2-AA	5 APPEALS DIST. DEF. NUMBER	6 OTHER DIST. DEF. NUMBER
7 IN CASE MATTER OF (Case Name) USA v. Wilson et al	8 PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9 TYPE PERSON REPRESENTED Adult Defendant	10 REPRESENTATION TYPE Criminal Case
11 OFFENSE(S) CHARGED 18-13-4530 F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

**Authorization Selection**

You can select a **Previous Authorization Request**, request a **New Authorization** 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 Previous Authorization**  
Select this option to display a list of previous authorizations and requests in this appointment.

Navigation: < First, < Previous, Next >, Last >,

When submitting a CJA 21 voucher you'll have two options to choose from under the Authorization Selection.

**Step 2** If the request does not require advance authorization (\$800 or less), click on the **No Authorization Required** option.  
If you have a previous authorization received through an order from the Court, click on the **Use Previous Authorization** option.



## Creating a CJA 21 Voucher (cont'd)

If you click "Use Previous Authorization" a list of Existing Requests for Authorization will appear.

Step  
3

Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step  
4

The service type will rollover from the authorization selected. If no authorization is being used, use the drop-down box to select the service type.

Step  
5

Enter a description of the service to be provided.

**Existing Requests for Authorization**

<b>ID Number: 155</b> Order Date: 05/27/2014 Authorized Amount: 0	Service Type: Weapons Firearms Explosive Expert Estimated Amount: 1000 Requested Provider: Robert Arms
---	---

**New Voucher Information**

**Service Type** Weapons Firearms Explosive Expert

**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** Gabriel, Gina

<b>Expert Info</b>	<b>Gina Gabriel</b>
Details	110 Main Street San Antonio TX 78210 USA Phone: 210-593-3340

Create Voucher

\*\*\*Only a few interpreters have eVoucher access all other expert service providers do not. As the attorney you will be responsible for filing the CJA 21/31 voucher.

\*\*\*

Step  
6

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.

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

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

### Note:

Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page36.

---

## Creating a CJA 21 Voucher (cont'd)

Step  
7

Click Create Voucher.

### Notes:

- 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. You will perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will then move to the "My Submitted Documents" section. Outlined steps are on pages 36-39.**

## Creating a CJA 21 Voucher (cont'd)

\*\*\*This is only for a limited number of interpreters designated to have eVoucher access. You must submit a W-9 to the court to add a new expert.

If you wish to submit a person as an **Expert**, follow steps 3 through 5 on page 34.

\*\*\*

Step  
6

From the **Expert** drop-down list, select the empty (null) value. Voucher Assignment should be on the Attorney option.

Step  
7

Fill in all required information on the person you wish to submit for approval.

Step  
8

Click Create Voucher.

### Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

#### Existing Requests for Authorization

<b>ID Number: 155</b>	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**

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SSN/EIN: *</b>	<b>Email *</b>	
<input type="text"/>	<input type="text"/>	
<b>Phone *</b>	<b>Fax</b>	
<input type="text"/>	<input type="text"/>	
<b>Address 1 *</b>	<b>City *</b>	
<input type="text"/>	<input type="text"/>	
<b>Address 2</b>	<b>State *</b>	<b>Zip *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address 3</b>	<b>Country</b>	
<input type="text"/>	<input type="text"/>	

## Creating a CJA 21 Voucher (cont'd)

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

### Note:

If you have submitted the voucher for the expert, you'll need to approve the voucher twice, once while sending it for the expert, and a second time after it appears in the "My Active Documents" section.

Step 1

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

Step 2

Enter the **Date, Hours, Rate, and Description**.

Step 3

Click **Add**.

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

Step 4

Click **Save**.

The screenshot shows the 'Services' tab selected in the top navigation bar. The form contains input fields for Date (6/19/2014), Hours, Rate, and Description. Below these fields are 'Add' and 'Remove' buttons. A table below the form is currently empty, with a header row containing 'Date', 'Description', 'Hrs', 'Rate', and 'Amt'. At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

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**.

The screenshot shows the 'Expenses' tab selected in the top navigation bar. The form contains input fields for Date (6/19/2014), Expense Type, Miles (with a rate of \$0.5600 per mile), and Description. Below these fields are 'Add' and 'Remove' buttons. A table below the form contains one row of data: 'Travel Miles' on 06/19/2014, with a rate of 30 and an amount of 16.80. The table header includes 'Expense Type', 'Date', 'Description', 'Mile', 'Rate', and 'Amt'. At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

## Creating a CJA 21 Voucher (cont'd)

**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**.

The screenshot shows the 'Claim Status' form. The 'Start Date' is 06/12/2014 and the 'End Date' is 6/19/2014. Under the 'Payment Claims' section, 'Final Payment' is selected. The 'Save' button is highlighted with a red box.

### Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

**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**.

### Note:

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

The screenshot shows the 'Supporting Documents' form. The 'File Upload' section is highlighted with a blue bar. The 'Upload' button is highlighted with a red box. Below the upload section, a table shows a document with the description 'invoice from Expert'. The 'Save' button at the bottom is also highlighted with a red box.

The document will appear in the bottom of the Description section.

**Step 4** Click **Save**.

## Creating a CJA 21 Voucher (cont'd)

A confirmation page will appear.

Step 1

Verify all information is correct.

Step 2

Check the affirmation box. This will automatically time stamp the voucher.

Step 3

Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4

Click [Home Page](#) to return to the home page. Click [Appointment Page](#) if you wish to create additional document for this appointment.

The case file will appear in the "My Active Documents" section.

Step 5

Select the file.

Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (F 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explos...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate to the Confirmation tab.

Step 6

Verify all information is correct.

Step 7

Certify the information by checking the box. This will automatically time stamp the voucher.

Step 8

Click **Approve**.