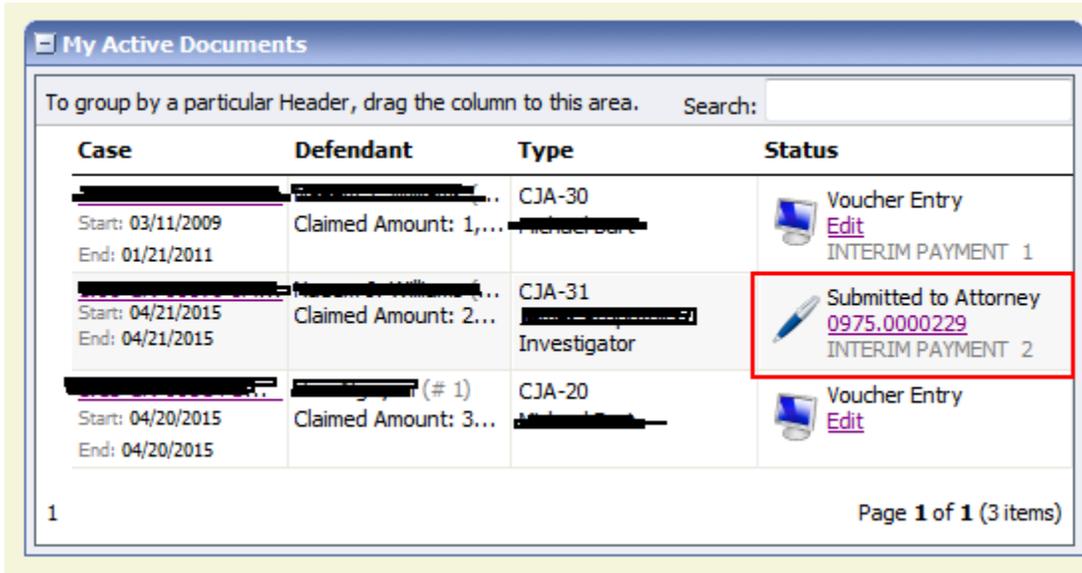


## How to Approve CJA 21/31 eVouchers for Attorneys

- All vouchers need to be approved by attorneys, despite who (attorney or expert) initially completed & submitted the vouchers.
- Under your “My Active Documents” box on the left side of your Home Page, click the desired CJA21/31 voucher that needs your approval.



Case	Defendant	Type	Status
Start: 03/11/2009 End: 01/21/2011	Claimed Amount: 1,...	CJA-30 Michael Bart	Voucher Entry <a href="#">Edit</a> INTERIM PAYMENT 1
Start: 04/21/2015 End: 04/21/2015	Claimed Amount: 2...	CJA-31 Investigator	Submitted to Attorney <a href="#">0975.0000229</a> INTERIM PAYMENT 2
Start: 04/20/2015 End: 04/20/2015	Claimed Amount: 3...	CJA-20	Voucher Entry <a href="#">Edit</a>

1 Page 1 of 1 (3 items)

- Go to the “Confirmation” tab. Review the voucher. Scroll down to the bottom. Check the “I certify that I have reviewed...” box, and then click “Approve.”

Note: Once the attorney approves the CJA 21/31 voucher, it will be transmitted to the court for processing.