

How to Create CJA 21/31 eVouchers for Attorneys

- Attorneys will receive an email notification when the Expert Services Authorization Request is approved.

Creating CJA 21/31 Voucher:

- To start a new voucher, click the desired case number hyperlink under your “Appointments’ List” box on the left side of your Home Page.



Appointments	Defendant
Case: 3:12-CR-00666-JSW Defendant #: 1 Case Title: Hogswart v. Voldemort Attorney: Atticus Finch	Defendant: Voldemort, Lord Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 02/01/12 Pres. Judge: Jeffrey S White Adm./Mag Judge:

- Once you have clicked on the case for which you want to create a new voucher, you will be directed to the “Appointment Info” page. On the left side of the page, click “Create” next to the CJA-21 or CJA-31.

Create New Voucher

AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-24 Authorization and Voucher for Payment of Transcript	Create

3. You will be directed to the page below.

Basic Info

Basic Info

1. CIR./DIST./DIV. CODE 0975	2. PERSON REPRESENTED Hien Nguyen		VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER 1:13-MJ-00480-1-SOM-BMK	4. DIST. DKT/DEF NUMBER 1:13-CR-00514-1-SOM-BMK	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Nguyen 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 21:846=CD F 21:846=CD F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE; 21:846 -- Conspiracy to possess with intent to distribute, methamphetamine, a Schedule II controlled substance 21:841A=CD F 21:841A=CD F CONTROLLED SUBSTANCE - SELL, DISTRIBUTE, OR DISPENSE; 21:841(a)(1), 841(b)(1)(A) -- Possess with intent to distribute methamphetamine, a Schedule II controlled substance			
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE Susan Mollway	MAGISTRATE JUDGE Barry Kurren	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.

Under **"Authorization Selection"** section, you can either select **"No Authorization Required"** or **"Use Previous Authorization"**.

Note: You may only select **"No Authorization Required"** **IF** the CJA 21/31 vouchers are for Interpreter services that is under \$800, and the total cost of services obtained without prior authorization have not exceeded \$800 per case.

a. No Authorization Required

- Click the drop down menu under "Service Type" and select the service type for the voucher.
- Under "Expert," click the drop down arrow and select the expert for the voucher.
- Under "Voucher Assignment," you can select either "Attorney" or "Expert."
 - **Attorney** – Attorney is responsible for completing & submitting the voucher.
- OR**
- **Expert** – Expert is responsible for completing & submitting the voucher.
- Click "Create Voucher".

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.

The screenshot shows a web form titled "New Voucher Information". On the left, there are two buttons: "No Authorization Required" (circled in red) and "Use Previous Authorization". The main form area contains the following fields and options, all of which are circled in red:

- Service Type:** A dropdown menu with "Interpreter Translator" selected.
- Description:** A text input field.
- Voucher Assignment:** Radio buttons for "Attorney" (selected) and "Expert".
- Service Provider:** A section with instructions: "You can search one of the service providers already in the system OR you can enter the required information for another provider".
- Expert:** A dropdown menu with "Harprstrite, Patricia" selected.
- Expert Info:** A section showing details for "Patricia Harprstrite":
 - Details
 - 30
 - Honolulu HI 96850 USA
 - Phone: 8085413084

At the bottom of the form is a "Create Voucher" button.

b. Use Previous Authorization

- When you click "Use Previous Authorization," a list of the approved Authorization Requests will appear.
- Select the ID Number you would like to use for the CJA 21/31 voucher.
Note: It is important that you select the correct ID Number at this stage. Once you create the voucher, you cannot edit the ID number that is linked to it. If the ID Number is incorrect, you need to create a new CJA 21/31 voucher with the correct ID Number, and delete the voucher with the incorrect ID Number.
- Under "Expert," click the drop down arrow and select the expert for the voucher.
- Under "Voucher Assignment," you can select either "Attorney" or "Expert."
 - **Attorney** – Attorney is responsible for completing & submitting the voucher.
- **OR**
- **Expert** – Expert is responsible for completing & submitting the voucher.
- Click "Create Voucher."
 - If Attorney is assigned the voucher, you will be directed to the voucher and continue to enter services and expenses on behalf of the expert (Refer to "How to Complete CJA 21/31 eVouchers" for instructions).
 - If Expert is assigned the voucher, an email notification will be sent to the expert informing him/her that a voucher has been initiated on his/her behalf. Expert needs to log in to CJA eVoucher to complete and submit the voucher (Experts can refer to "Instructions on Submitting CJA 21/31 eVoucher for Experts").

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.

Existing Requests for Authorization

ID Number: 110 Order Date: 02/05/2015 Authorized Amount: 0	Service Type: Interpreter Translator Estimated Amount: 900 Requested Provider: Patricia Harpstrite
ID Number: 124 Order Date: 02/05/2015 Authorized Amount: 0	Service Type: Interpreter Translator Estimated Amount: 15000 Requested Provider: Patricia Harpstrite

New Voucher Information

Service Type Interpreter Translator

Description

Voucher Assignment Attorney Expert

This indicates who will be responsible for filing 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 Harpstrite, Patricia

Expert Info

Details

Patricia Harpstrite

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Honolulu HI 96850 USA
Phone: 8085413084

Create Voucher

- **Notes:**

- All eVouchers need to be approved by attorneys, despite who initially completed and submitted the vouchers. Please refer to "How to Approve CJA 21/31 eVouchers" for instructions.