

How to Request Authorizations for CJA 21/31 for Attorneys

- Once the Order Granting Ex Parte Motion for Expert Services is signed by the judge, attorneys need to submit an Authorization Request for Expert Services in CJA eVoucher. One eVoucher is required for each expert.
- In general, interpreter services do not need authorizations. However, the total cost of services obtained without prior authorization may not exceed \$800 per case. For services that do not require prior authorization, attorneys can create CJA 21 vouchers directly without an Authorization Request.

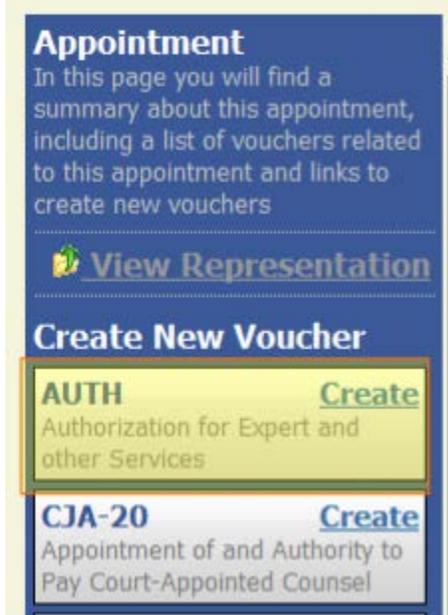
Creating an Expert Services Authorization Request for CJA 21/31:

- To start a new Expert Services Authorization Request, 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 an authorization request, you will be directed to the “Appointment Info” page. On the left side of the page, click “Create” next to the AUTH.



Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create

- You will arrive on the first page of your newly authorization request.



AUTH
Attorney Enters Authorization

▶ **Basic Info** ▶ Documents ▶ Confirmation

Basic Info

4. Under the “Basic Info” tab, fill in the following fields.
 - a. Estimated Amount – enter amount approved on the order granted by the judge.
 - b. Description – brief description of the services requested.
 - c. Service Type – select the type of service provider.
 - d. Requested Provider – enter expert’s full name.

5. Under “Documents” tab, attach any supporting documents (PDFs) you may have for this request. The court’s finance may ask for more supporting documents, if needed.

Examples of the documents that need to be uploaded are:

 - Ex Parte Motion.
 - Order Granting Ex Parte Motion, if available.
 - W-9 for new experts.
 - Previous orders for supplemental funding requests.

6. When you are ready to submit, go to the “Confirmation” tab. Scroll down to the bottom. Click the “Public/Attorney Notes” box, and enter
 - a. Expert’s contact information (e.g. email address, phone number).
 - b. Application # and/or docket # of the Ex Parte Motion.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

Review your submission one last time. Check the “I swear and affirm...” box, then click “Submit.”

- Notes:
 - You should get a message saying SUCCESS. If nothing happens, you have an error to fix. Ensure that all the required fields (*) on each tab of the Authorization are filled - most common error.
 - Click “SAVE” instead of “SUBMIT” if you are not ready to submit.
 - **If you leave the voucher without clicking “SAVE”, none of your updates will be saved. There is a “SAVE” button on each tab, please click it as often as possible.**