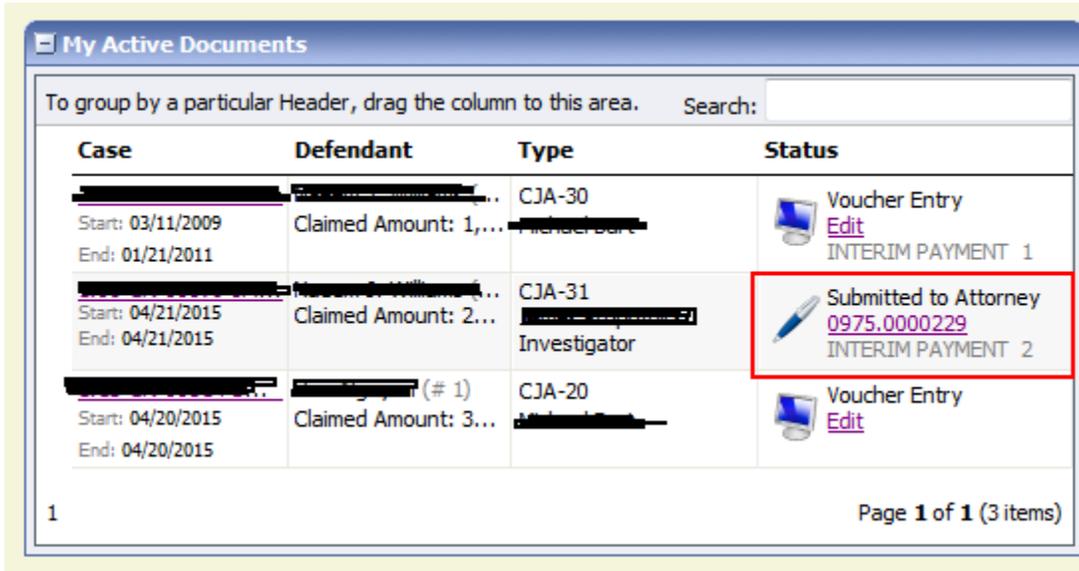


How to Approve CJA 21/31 eVouchers for Attorneys

- 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 Edit INTERIM PAYMENT 1
Start: 04/21/2015 End: 04/21/2015	Claimed Amount: 2,...	CJA-31 Investigator	Submitted to Attorney 0975.0000229 INTERIM PAYMENT 2
Start: 04/20/2015 End: 04/20/2015	Claimed Amount: 3,...	CJA-20	Voucher Entry Edit

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.”

Notes:

- Once the attorney approves the CJA 21/31 voucher, it will be transmitted to the court for processing.
- At any time, click **Audit Assist** to view any errors or warnings. When an error message¹ is displayed, you are not allowed to continue with the voucher until the condition has been changed. When a warning message² is displayed, you are allowed to continue with the voucher, but your court may require more information or additional changes before the document is approved.



¹ Error message indicates incorrect information that need to be corrected or removed.

² Warning message indicates information that may cause problem.