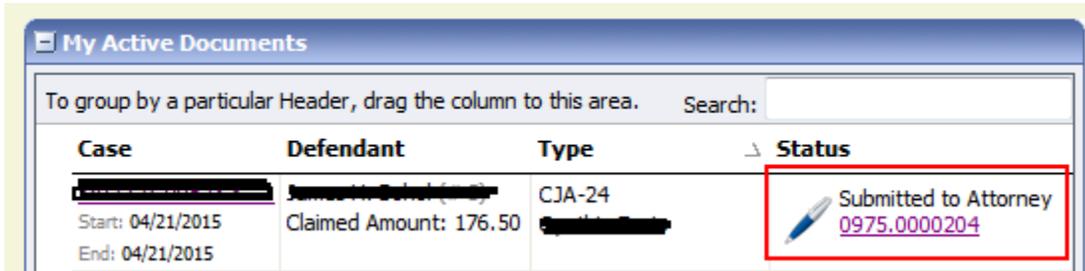


How to Approve CJA 24 eVouchers for Attorneys

- There are 2 steps in the CJA 24 process for attorneys.
 - Create CJA 24 Authorizations.
 - Approve CJA 24 submitted by court reporters/transcribers.

Approving CJA 24 eVouchers:

Once the court reporter/transcriber submits the CJA 24 eVoucher, it will show up under your “My Active Documents” box on the left side of the Home Page. Click the CJA-24 voucher that needs attorney approval.



Case	Defendant	Type	Status
[REDACTED] Start: 04/21/2015 End: 04/21/2015	[REDACTED] Claimed Amount: 176.50	CJA-24 [REDACTED]	Submitted to Attorney 0975.0000204

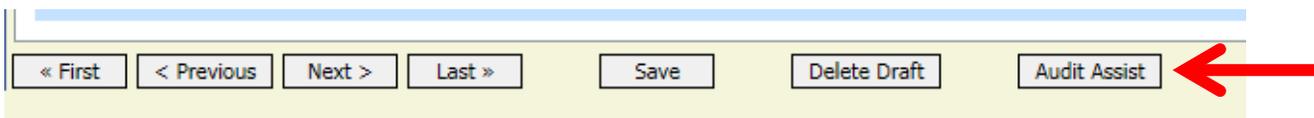
Go to the “Confirmation” tab. Review the voucher. Scroll down to the bottom. Check the “I certify that I have reviewed....” box, then click “Approve” or “Reject”.

APPROVED vouchers are transmitted to the court for processing.

REJECTED vouchers are returned to the court report/transcriber. Please note and initial the reason for the rejection in the **Public/Attorney Notes**.

NOTE:

- 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.