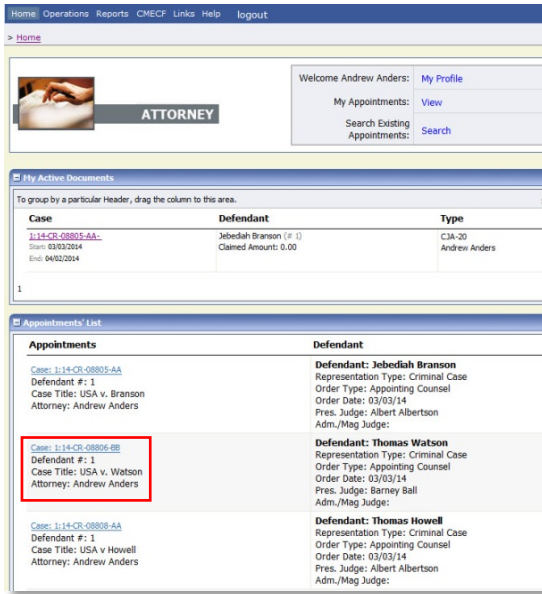## Linking an Authorization to a CJA-21 Voucher

After your authorization has been approved by the judge, it appears in your **Closed Vouchers** panel. If desired, click the voucher number link to view the voucher.

Step 1

Select Your Appointment

To create the CJA-21 Voucher and link it to the authorization, click the defendant case number link in the Appointments' List section.
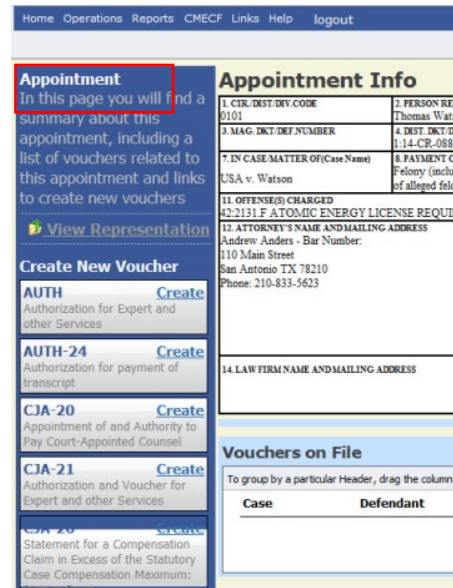
Figure 1: Home Page – Appointments' List

Step 2

Create CJA-21

In the blue Appointment section, click the **CJA-21 Create** link.

Figure 2: Appointment Info

Administrative Office
of the United States Courts
Department of Technology Services

Step 3

Authorization Selection

The Basic Info screen gives you the options of **No Authorization Required** or **Use Previous Authorization.** Click **Use Previous Authorization**.

Figure 3: Authorization Selection

Notes:

- The system searches and displays any existing requests for authorization.

Step 4

Select Authorization

The application automatically pulls up existing requests for authorizations. You must select the appropriate authorization listed before you can fill in the new voucher information; it turns cream colored when selected.

Figure 4: Authorization Selection

Administrative Office
of the United States Courts
Department of Technology Services

Step 5

Fill In the New Voucher Information

You may search for an existing expert or enter the information for another provider.

Figure 4: New Voucher Information

If the authorization has an increase in the amount, you can see this by comparing the original authorized amount to the grand total amount, which includes the increase.

Notes:

- If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio button becomes active, and you can choose if you or the expert will enter the service fees on the voucher.
- All CJA-21 Vouchers, whether created and submitted by you or by the expert, will then move back to your Home page in the **My Service Providers' Voucher** folder. You must virtually sign the completed CJA-21 again to submit it to the court for processing.