

Linking an Authorization to a CJA-21 Voucher

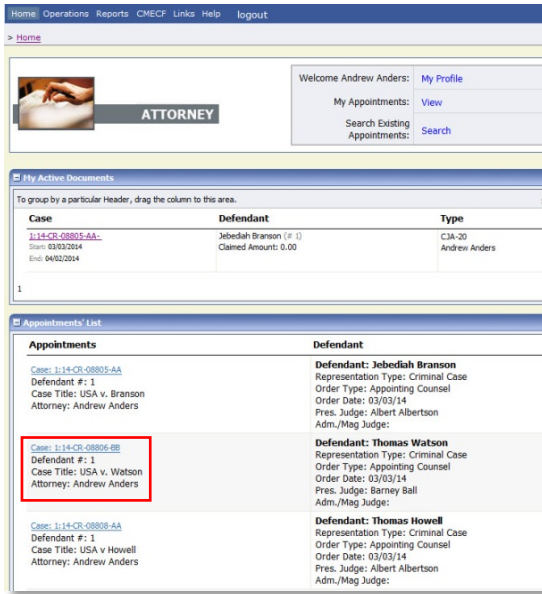
After your authorization has been approved by the judge, it appears in your **Closed Vouchers** panel. If desired, click the voucher number link to view the voucher.

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

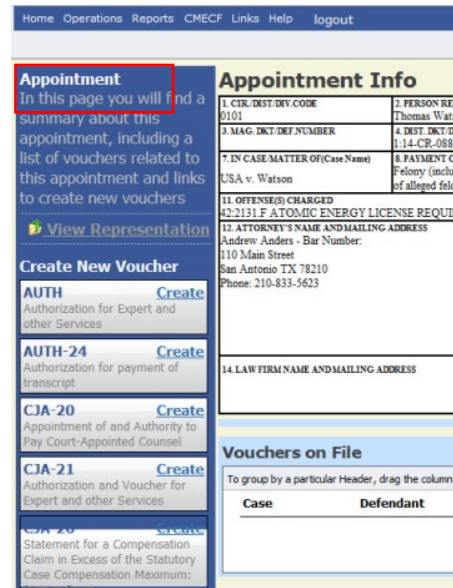


Step
2

Create CJA-21

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

Figure 2: Appointment Info



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

Authorization Selection
 You can click the **Use Existing Authorization** button to select from a list of approved authorizations, 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 Existing Authorization
 Select this option to display and select from a list of approved authorizations for this appointment.

- 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

Authorization Selection
 You can click the **Use Existing Authorization** button to select from a list of approved authorizations, 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 Existing Authorization
 Select this option to display and select from a list of approved authorizations for this appointment.

Please Select the Associated Authorization	
ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 223 Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

New Voucher Information

Service Type: *

Description:

Voucher Assignment: Attorney Expert
This indicates who will be responsible for filling 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:

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

Existing Requests for Authorization	
ID Number: 38 Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Chemist, Toxicologist Estimated Amount: \$1,200.00 Requested Provider:
ID Number: 71 Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Interpreter Translator Estimated Amount: \$1,200.00 Requested Provider:

New Voucher Information

Service Type:

Description:

Voucher Assignment: Attorney Expert
This indicates who will be responsible for filling 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:

First Name: Middle Name: Last Name:

Email:

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.

on button to select from a list of approved authorizations, or click the **No Authorization Required** button

Please Select the Associated Authorization

ID Number: 224 Order Date: 03/03/2014 Authorized Amount: \$500.00 Grand Total Amount: \$800.00	Service Type: Chemist/Toxicologist Estimated Amount: \$500.00 Notes:
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New Voucher Information

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.