

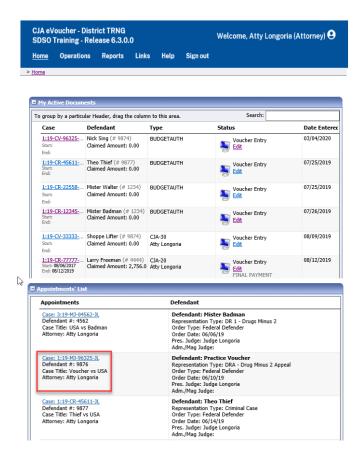
Linking an Authorization to a CJA-21 Voucher

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.



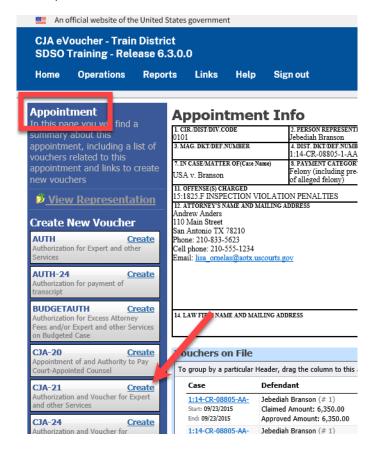
Select Your Appointment

To create a CJA-21 voucher and link it to the authorization, in the Appointments' List section, click the defendant case number link.



Create the CJA-21 Voucher

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







Authorization Selection

On the Basic Info screen, in the Authorization Selection section, there are two options: **No Authorization Required** or **Use Previous Authorization**. Click **Use Previous Authorization**.



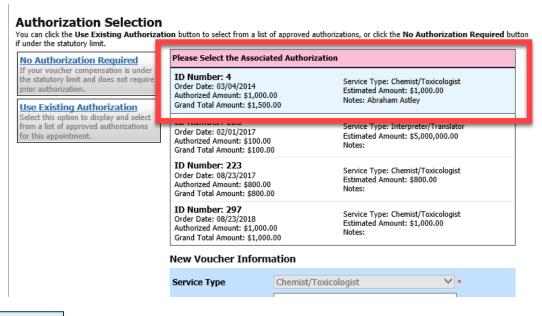
Note

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



Select Authorization

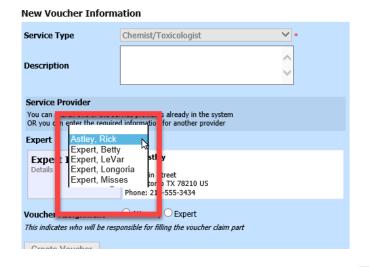
The application automatically displays existing requests for authorizations. You must select the appropriate authorization from the list before you can enter the new voucher information; when an authorization is selected, the cell turns light blue.

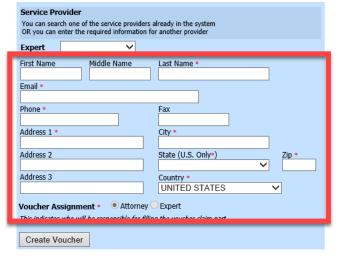


STEP 5

Enter the New Voucher Information

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

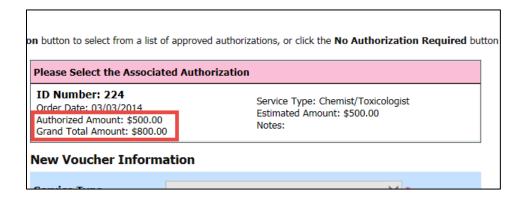








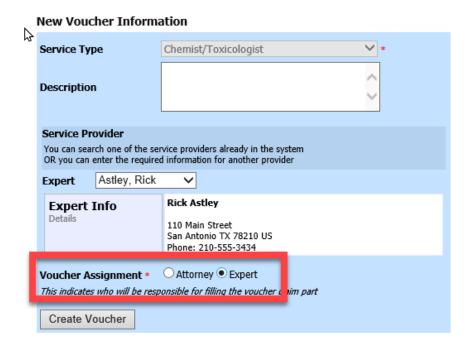
If the authorization has an increase in the amount, you can see this by comparing the original authorized amount to the grand total amount, which includes the increase.



STEP 6

Select the Voucher Assignment

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons becomes active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.





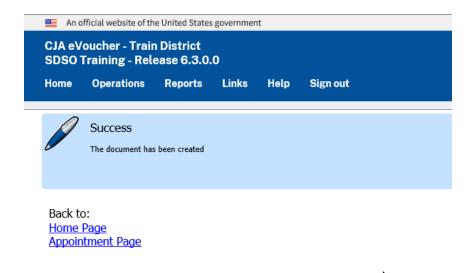


Create the Voucher

Once you have made your selection, click **Create Voucher**.



If you indicated that the voucher is to be completed by the expert, you will receive a message stating that the voucher has been created and is on the expert's home page. If you indicated that the voucher is to be completed by the attorney, the voucher will open. Fill out the voucher accordingly.



NOTE: All CJA-21 vouchers, whether created and submitted by you or by the expert, are then returned to the **My Service Providers' Voucher** folder on your home page. You must virtually sign the completed CJA-21 voucher again to submit it to the court for processing

