

## How to Create a New CJA-21 Voucher

On your Home Page, locate the appointment in the Appointments' List. Click the case hyperlink.

Appointments	Defendant
<p><a href="#">Case: 1:15-AP-05431</a>                      Defendant #: 1                      Case Title: USA v. MacKenzie Wright                      Attorney: Attorney Shark</p>	<p><b>Defendant: MacKenzie Wright</b>                      Representation Type: Appeal of a Trial Disposition                      Order Type: Associate                      Order Date: 01/01/15                      Pres. Judge: Karen Moore                      Adm./Mag Judge:</p>
<p><a href="#">Case: 1:11-AP-01234</a>                      Defendant #: 1                      Case Title: USA v. Robert Heinken                      Attorney: Attorney Shark</p>	<p><b>Defendant: Robert Heinken</b>                      Representation Type: Appeal of a Trial Disposition                      Order Type: Associate                      Order Date: 01/01/11                      Pres. Judge: Karen Moore                      Adm./Mag Judge:</p>
<p><a href="#">Case: 1:14-AP-01740</a>                      Defendant #: 1                      Case Title: USA vs. Charles Davis                      Attorney: Attorney Shark</p>	<p><b>Defendant: Charles Davis</b>                      Representation Type: Habeas (capital) § 2254 state                      Order Type: Appointing Counsel                      Order Date: 01/01/14                      Pres. Judge: R. Guy Cole, Jr.                      Adm./Mag Judge:</p>

The Appointment Info displays and you will see several options on the left hand side. *If the voucher is over the limitation on services without prior authorization, you will need to select the AUTH document found on the left highlighted in red and create an authorization request. If no prior authorization is needed, you can select the CJA-21.*

**Appointment**  
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers.

[View Representation](#)

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcripts

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other services

**CJA-24** [Create](#)  
Authorization and Voucher for Payment of Transcript

**Appointment Info**

1. CIR. DIST. DIV. CODE 0648	2. PERSON REPRESENTED MacKenzie Wright	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER	5. APPEALS DKT/DEF. NUMBER 1:15-AP-05431-1	6. OTHER DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. MacKenzie Wright	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	9. TYPE PERSON REPRESENTED Appellant	10. REPRESENTATION TYPE Appeal of a Trial Disposition
11. OFFENSE(S) CHARGED		12. COURT ORDER	
13. ATTORNEY'S NAME AND MAILING ADDRESS Attorney Shark 100 East Fifth Street Cincinnati OH 45202 Phone: 513-564-7000		<input checked="" type="checkbox"/> A Attends <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Paid Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> V Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		15. PRIOR ATTORNEY'S NAME Appointment Date Signature of Presiding Judge or By Order of the Court Karen Moore Date of Order 1/1/2015 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

## Authorization

In addition to the required fields, Please enter the name of the Expert and their email address in the **Requested Provider** box as pictured to the right. Under the **Documents** tab, attach the Expert's W-2 found on our CJA page. Go to the **Confirmation** tab and submit the document by checking the box and hitting the submit button.

[Basic Info](#)

[Documents](#)

[Confirmation](#)

**Basic Info**

Repayment

Estimated Amount \$  \*

Authorized Amount \$

Basis of Estimate

Description

Service Type  \*

Requested Provider

< First
< Previous
Next >
Last >
Save
Delete Draft

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**CJA-24** [Create](#)  
Authorization and Voucher for Payment of Transcript

**CJA-27** [Create](#)  
Statement for a Compensation Claim in Cases of the Statutory Case Compensation Maximum Increase

**TRAVEL** [Create](#)  
Authorization for payment of Travel

**Appointment Info**

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14. LAW FIRM NAME AND MAILING ADDRESS		15. PRIOR ATTORNEY'S NAME Appointment Date Signature of Presiding Judge or By Order of the Court Karen Moore Date of Order 1/1/2015 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

**Vouchers on File**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered

## CJA-21 Voucher

Once the authorization is approved, or if an authorization was not required, select CJA-21 as shown on the left.

**Note:** If an authorization was filed, you will receive and email when your authorization was approved. This is when you will create the CJA-21.

If a previous authorization was approved by the court click **Use Previous Authorization.**

Otherwise, click **No Authorization is Required.**

### Authorization Selection

You can select a **Previous Authorization Request** statutory limit.

#### No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

#### Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

**Existing Requests for Authorization**

<b>ID Number: 44</b> Order Date: 01/01/2015 Authorized Amount: \$700.00	Service Type: Paralegal Services Estimated Amount: \$700.00 Requested Provider:
<b>ID Number: 95</b> Order Date: 01/01/2015 Authorized Amount: \$1,000.00	Service Type: Investigator Estimated Amount: \$1,000.00 Requested Provider: Jane Smith, jsmith@aol.com

**New Voucher Information**

**Service Type** Investigator

**Description**

**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filling the voucher sum 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** Smith, Jane

**Expert Info**  
Jane Smith  
100 Apple Street  
Cincinnati OH 45202 US  
Phone: 513-564-7000

Create Voucher

**If an authorization was previously approved...** select the existing authorization as highlighted in yellow on the left and then select the expert from the drop down menu. Click **Create Voucher.**

**If the expert is not listed in the drop down menu...stop and contact our office to set this expert up before you create the voucher.**

**If no authorization was required...** select the expert from the drop down menu. Click **Create Voucher.**

After clicking **Create Voucher**, you can navigate through the voucher using the tabs shown on the right.

To add service and expense data, click on those tabs. Once all data is entered, click the **Confirmation** tab and submit the voucher.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

**Services**

Date: 12/21/2015 Description:

Hours:  Rate:

Add Remove

\* Required Fields

To group by a particular Header, drag the column to this area.

Date	Description	Hrs	Rate	Amt
12/21/20...	Compensation	2.0	125.0000	250.00

Home | Operations | Reports | Links | Help | Logout

Welcome Attorney Shark: My Profile  
My Appointments: View

**My Active Documents**

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
<a href="#">1:15-AP-05431-</a>	MacKenzie Wright (# 1) Claimed Amount: 3,931.00	CJA-20 Attorney Shark	Submitted to Attorney 06:35:0000004 FINAL PAYMENT	03/18/2015

### Attorney Approval

After you have entered the service and expense data and submitted your voucher—as shown immediately above—you must go to your home page and **approve** the voucher before it gets submitted to the court. To approve, click on the case hyperlink on your home page under your **My Active Documents** tab as shown to the left.

Click on the **Confirmation** tab, check the box, and hit **Approve.**

I certify that I have reviewed the above information  
Date: 12/21/2015 14:18:19



Approve



Reject