How to Create a New CJA-21 Voucher

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

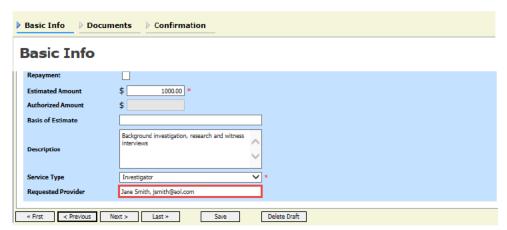




The Appointment Info displays and you will see several options on the left hand side. If the voucher is over the limitation on services without prior authorization, you will need to select the AUTH document found on the left highlighted in red and create an authorization request. If no prior authorization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

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.





CJA-21 Voucher

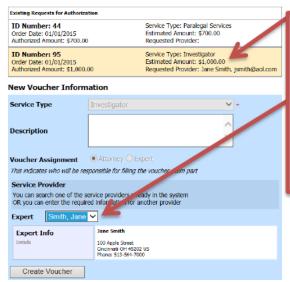
Once the authorization is approved, or if an authorization was not required, select CJA-21 as shown on the left.

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.





If an authorization was previously approved...

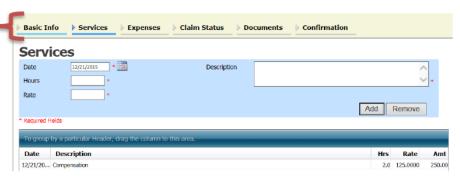
select the existing authorization as highlighted in yellow on the left and then select the expert from the drop down menu. Click **Create Voucher**.

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 youcher.

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.





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**.





