# CJA Panel Attorney Payment System Voucher Processing

*Italics = Data Entry*

Underline = System Products

**Panel Attorney**
Attorney Accepted to the Local Panel

*ter Attorney Information into Attorney "Vendor" File*

**Client**

**CJA Appointments**

Determination of Client's Eligibility for CJA Attorney Appointment

*Enter Information into Client Notebook (Client, Representation, and Appointment Pages)*

Print CJA 20/21, 30/31

**Panel Attorney Performs Service**

If Attorney Requires Expert or Transcript

**Judicial Officer Reviews/Approves Expert or Transcript Request (if required)**

*Enter Expert Authorization into System (if required)*

**Expert/Court Reporter Performs Service**

**Attorney, Expert, or Court Reporter Submits Voucher**

**Mathematical and Technical Review**

*Enter Voucher Data into System (Form)*
*Add Expert "Vendor" Record, if needed*
*Reference Authorization, if applicable*

Print Summary Reports for Representation, Entire Case, or Court Averages

**Presiding Judicial Officer Review**

Reviews Voucher
May use System Reports

Certifies Payment Amounts

**CJA Voucher Summary Page Input**

*Enter Amounts Certified By Presiding Judicial Officer (Form)*

**Circuit Level Review and Approval (if required)**

**CJA Voucher Summary Page Input**

*Enter Circuit Approvals (Form) (if required)*

**Voucher Approval**

*Review Input for Accuracy, Approve, and Process for Payment (create payment document)*

**AO Processing**

Send Payment to Payee

**On-Line Court and AO Access**

Client, Case, and Court Information and Payment History