

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

The screenshot displays the 'My Active Documents' section with a table of active documents and the 'Appointments' List section below it.

Case	Defendant	Type	Status	Date Entered
<a href="#">1:19-CV-96325-...</a> Start: End:	Nick Sing (# 9874) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	03/04/2020
<a href="#">1:19-CR-45611-...</a> Start: End:	Theo Thief (# 9877) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	07/25/2019
<a href="#">1:19-CR-22558-...</a> Start: End:	Mister Walter (# 1234) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	07/25/2019
<a href="#">1:19-CR-12345-...</a> Start: End:	Mister Badman (# 1234) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	07/26/2019
<a href="#">1:19-CV-33333-...</a> Start: End:	Shophe Lifter (# 9874) Claimed Amount: 0.00	CJA-30 Atty Longoria	Voucher Entry <a href="#">Edit</a>	08/09/2019
<a href="#">1:19-CR-77777-...</a> Start: 08/06/2017 End: 08/12/2019	Larry Freeman (# 4444) Claimed Amount: 2,756.0	CJA-20 Atty Longoria	Voucher Entry <a href="#">Edit</a> FINAL PAYMENT	08/12/2019

Appointments	Defendant
<a href="#">Case: 3:19-MJ-04562-JL</a> Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	<b>Defendant: Mister Badman</b> Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
<a href="#">Case: 1:19-MJ-96325-JL</a> Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	<b>Defendant: Practice Voucher</b> Representation Type: DRA - Drug Minus 2 Appeal Order Type: Federal Defender Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
<a href="#">Case: 1:19-CR-45611-JL</a> Defendant #: 9877 Case Title: Thief vs USA Attorney: Atty Longoria	<b>Defendant: Theo Thief</b> Representation Type: Criminal Case Order Type: Federal Defender Order Date: 06/14/19 Pres. Judge: Judge Longoria Adm./Mag Judge:

**STEP 2**

**Create the CJA-21 Voucher**

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

The screenshot shows a web application interface for creating eVouchers. At the top, there is a navigation bar with 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'Sign out'. Below this is a sidebar menu with 'Appointment' highlighted in a red box. The main content area is divided into two sections: 'Appointment Info' and 'Vouchers on File'. The 'Appointment Info' section contains a table with the following data:

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTATIVE Jebediah Branson
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-of alleged felony)
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>	
14. LAW FIRM NAME AND MAILING ADDRESS	

Below the 'Appointment Info' section is the 'Vouchers on File' section, which includes a table with the following data:

Case	Defendant
1:14-CR-08805-AA- Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00
1:14-CR-08805-AA-	Jebediah Branson (# 1)

A red arrow points from the 'CJA-21' 'Create' link in the sidebar to the 'Vouchers on File' table.

**STEP 3**

**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**.

**Basic Info**

1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. #
7. IN CASE/MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. 1		Ad	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00		PRESIDING JUDGE Albert Albertson	
		M3	

**Authorization Selection**

You can click the **Use Existing Authorization** button to select from a list of .

**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.

**Note**

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

**STEP 4**

**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.

**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	
<b>ID Number: 4</b> Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
<b>ID Number: 209</b> Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
<b>ID Number: 223</b> Order Date: 08/23/2017 Authorized Amount: \$800.00 Grand Total Amount: \$800.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:
<b>ID Number: 297</b> Order Date: 08/23/2018 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,000.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:

**New Voucher Information**

Service Type: Chemist/Toxicologist \*

**STEP 5**

**Enter the New Voucher Information**

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

**New Voucher Information**

Service Type: Chemist/Toxicologist \*

Description: [Text Area]

**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: [Dropdown Menu]

Expert List:  
 Astley, Rick  
 Expert, Betty  
 Expert, LeVar  
 Expert, Longoria  
 Expert, Misses

Voucher Assignment:  Attorney  Expert

**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: [Dropdown Menu]

First Name: [Text Field] Middle Name: [Text Field] Last Name: [Text Field] \*

Email: [Text Field] \*

Phone: [Text Field] \*

Fax: [Text Field]

Address 1: [Text Field] \*

City: [Text Field] \*

Address 2: [Text Field]

State (U.S. Only): [Dropdown Menu]

Zip: [Text Field] \*

Address 3: [Text Field]

Country: [Dropdown Menu] UNITED STATES

Voucher Assignment:  Attorney  Expert

Create Voucher

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**

<b>ID Number: 224</b>	Service Type: Chemist/Toxicologist
Order Date: 03/03/2014	Estimated Amount: \$500.00
Authorized Amount: \$500.00	Notes:
Grand Total Amount: \$800.00	

**New Voucher Information**

**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.

**New Voucher Information**

Service Type: Chemist/Toxicologist \*

Description: [Empty text area]

Service Provider: [Instructions: You can search one of the service providers already in the system OR you can enter the required information for another provider]

Expert: Astley, Rick

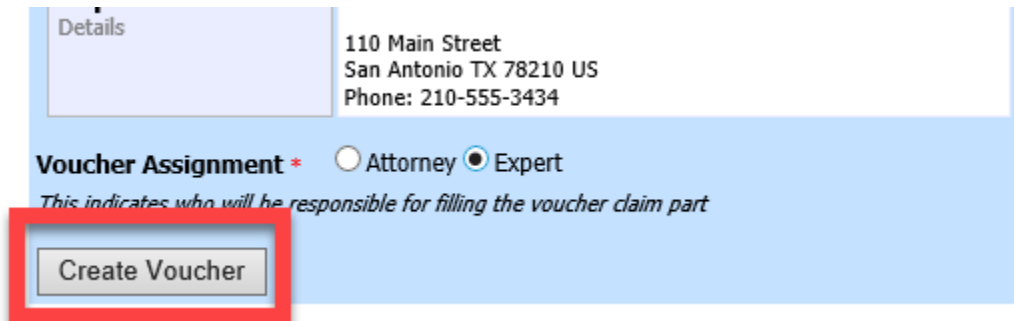
**Expert Info**  
Rick Astley  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-555-3434

**Voucher Assignment \***  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

Create Voucher

**STEP 7****Create the Voucher**

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



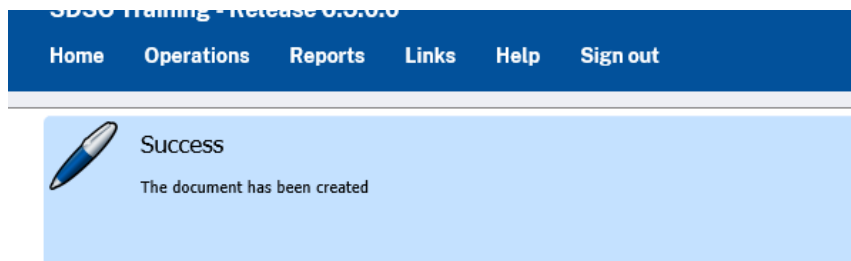
Details

110 Main Street  
San Antonio TX 78210 US  
Phone: 210-555-3434

**Voucher Assignment \***  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

**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.



Back to:  
[Home Page](#)  
[Appointment Page](#)

**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