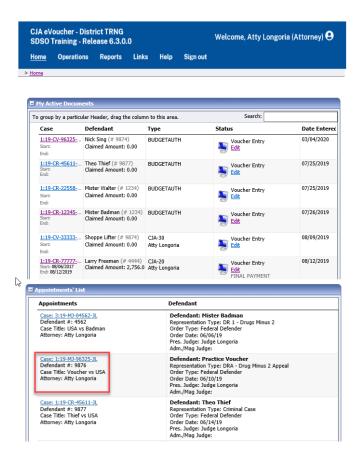
Linking an Authorization to a CJA-21/31 Voucher

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

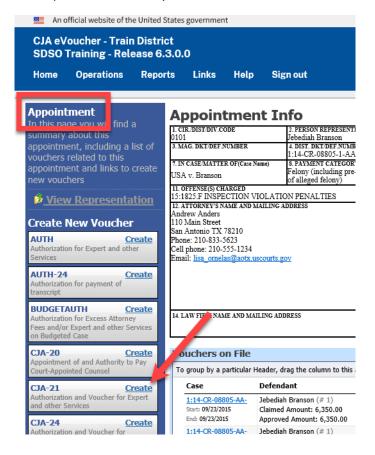
To create a CJA-21/31 voucher and link it to the authorization, in the Appointments' List section, click the defendant case number link.





Create the CJA-21/31 Voucher

In the Appointment section, click the CJA-21/31 Create link.







Authorization Selection

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

1. CIR/DIST/DIV.CODE	2. PERSON REPRESENTED	
0101	Jebediah Branson	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5
	1:14-CR-08805-1-AA	ı
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9
USA v. Branson	Felony (including pre-trial diversion	A
OSA V. Branson	of alleged felony)	ľ
11. OFFENSE(S) CHARGED		
15:1825.F INSPECTION VIOLA		
EXCESS FEE LIMIT	PRESIDING JUDGE	1
\$11,500.00	Albert Albertson	ı
		l
		l
Authorization Sele		
	ection uthorization button to select from a list	: 0
ou can click the Use Existing A	uthorization button to select from a list	: 0
You can click the Use Existing A	uthorization button to select from a list	: 0
You can click the Use Existing A conduction of States Conduction Conduction Requirements of Your Your Compensation is	uthorization button to select from a list	: 0
You can click the Use Existing A No Authorization Require If your voucher compensation is the statutory limit and does not	uthorization button to select from a list	: 0
You can click the Use Existing A conduction of States of	uthorization button to select from a list	
No Authorization Require If your voucher compensation is the statutory limit and does not prior authorization.	uthorization button to select from a list ed s under require	: 0
No Authorization Requir If your voucher compensation is the statutory limit and does not prior authorization.	ed under require	: 0
No Authorization Require If your voucher compensation is the statutory limit and does not prior authorization. Use Existing Authorization Select this option to display and	ed sunder require on select	
No Authorization Requirements of the statutory limit and does not prior authorization. Use Existing Authorization Select this option to display and from a list of approved authorization authorization.	ed sunder require on select	
No Authorization Require If your voucher compensation is the statutory limit and does not prior authorization. Use Existing Authorization Select this option to display and	ed sunder require on select	

Note

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

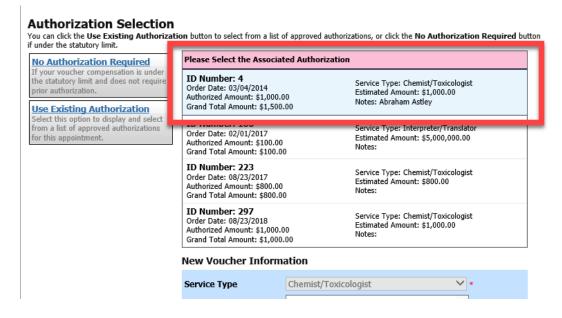
If you selected additional funds and the authorization was approved. When creating the CJA 21 you will select the original authorization approved. The additional funds are merged on the original authorization.

Please Select the Associated Authorization		
ID Number: 113198		
Order Date: 08/03/2015	Service Type: Investigator	
Authorized Amount: \$2,400.00	Estimated Amount: \$2,400.00	
Grand Total Amount: \$6,375.00		



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.

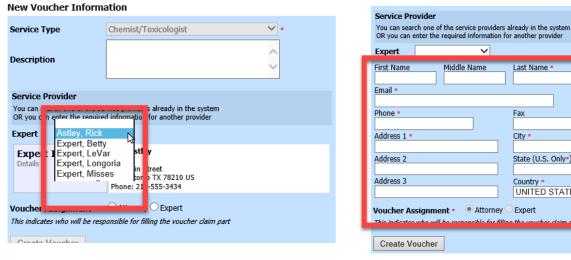






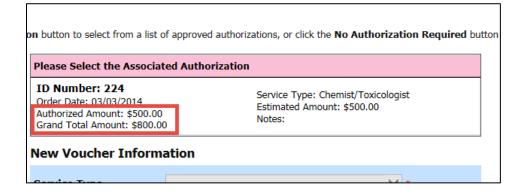
Enter the New Voucher Information

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.

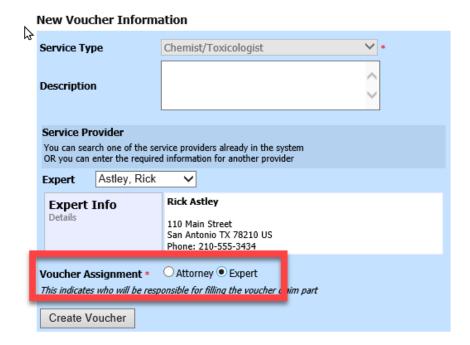






Select the Voucher Assignment

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.





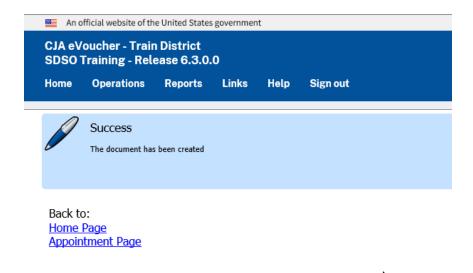


Create the Voucher

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-21/31 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-21/31 voucher again to submit it to the court for processing

