

## Linking an Authorization to a CJA-21 Voucher

After your authorization has been approved by the judge, the authorization will appear in your **Closed Vouchers** panel. You may click the voucher number hyperlink to view the voucher if desired.

Step  
1

### Select your appointment.

To create the CJA-21 Voucher and link it to the authorization, click the defendant case number hyperlink in the **Appointments** panel.

Figure 1: Home Page – Appointment List

The screenshot shows the 'Appointments' list on the Home Page. The table below is a representation of the data shown in the image:

Appointments	Defendant
Case: 1:14-cr-08905-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebedah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<b>Case: 1:14-cr-08906-08</b> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-cr-08908-AA Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders	<b>Defendant: Thomas Howell</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step  
2

### Create CJA-21.

On the **Appointment** screen, click the **Create CJA-21** link on the left panel.

Figure 2: Appointment Info

The screenshot shows the 'Appointment Info' screen. The left panel contains a list of actions, with 'CJA-21' highlighted. The right panel displays the following information:

Appointment Info	
1. CLERK DET IDV CODE	2. PERSON REF
2020	Thomas Watson
3. MAG. DET NUMBER	4. DET. INCL
	1:14-cr-08906-08
5. CASE MATTER OF CASE NAME	6. PAYMENT C
USA v. Watson	Plenary (incl. of alleged file)
11. OFFENSE CHARGED	12. ATTORNEY FIRM MAILING ADDRESS
42-2131 F. ATOMIC ENERGY LICENSE REQUIRE	Andrew Anders - Bar Number:
	110 Main Street
	Sue Antonio TX 78210
	Phone: 210-833-5623
14. LAW FIRM NAME AND MAILING ADDRESS	
Vouchers on File	
To group by a particular Header, drag the column	
Case	Defendant

Step  
3

### Authorization Selection

The **Basic Info** screen will give you the options of **No Authorization Required** or **Use Previous Authorization**. Click **Use Previous Authorization**.

Figure 3: Authorization Selection

**Authorization Selection**

You can select a **Previous Authorization Request**, request a **New Authorization** 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 Previous Authorization**  
Select this option to display a list of previous authorizations and requests in this appointment.

« First < Previous Next > Last » Delete Draft

#### Notes:

- The system will search and display any existing requests for authorization.

**Step 4**

**Select Authorization.**

You must click the authorization listed and it will change color to yellow.

**Figure 4: Authorization Selection**

Existing Requests for Authorization	
<b>ID Number: 139</b> Order Date: 01/02/2014 Authorized Amount: 0	Service Type: Pathologist, Medical Examiner Estimated Amount: 1000 Requested Provider: Marcus Welby MD

  

**New Voucher Information**

**Service Type**

**Description**

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

First Name  Middle Name  Last Name \*

SSN/EIN: \*  Email \*

Phone \*  Fax

The application will automatically pull up existing requests for authorization, but you must click it and have it turn golden yellow before you will be able to fill in the new voucher information.

**Step 5**

**Fill in the New Voucher Information**

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

**Figure 5: New Voucher Information**

Existing Requests for Authorization	
<b>ID Number: 38</b> Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Chemist, Toxicologist Estimated Amount: \$1,200.00 Requested Provider:
<b>ID Number: 71</b> Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Interpreter Translator Estimated Amount: \$1,200.00 Requested Provider:

  

**New Voucher Information**

**Service Type**  \*

**Description**

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

First Name  Middle Name  Last Name \*

Email \*

**Notes:**

- If the Service Providers or Experts have rights to enter their own expenses, the radio button selection for **Voucher Assignment** will become active, and you will choose if you or the expert will be entering the service fees on the voucher.
- All CJA-21 Vouchers, whether created and submitted by you or by the expert, will then move back to your **Home** page in the **My Service Providers' Voucher** folder. You must "sign" the completed CJA-21 again to submit it to the court for processing.