

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, you can click the voucher number link to view the voucher.

Step 1

To create a CJA-21 voucher and link it to the authorization, you must first select your appointment. On the Home page, in the Appointments' List section, click the defendant case number link.

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

To create the CJA-21 voucher, in the Appointment section, click the CJA-21 **Create** link.

The screenshot shows the 'Appointment Info' page. On the left sidebar, the 'Appointment' menu is highlighted with a red box. Below it, a 'Create New Voucher' section lists several options, with 'CJA-21' highlighted and a red arrow pointing to its 'Create' button. The main content area shows 'Appointment Info' with various fields like 'CR DIST/DIV CODE', 'PERSON REPRESENTED', 'MAG DKT/DEF NUMBER', 'DIST DKT/DEF NUMB', 'IN CASE/MATTER OF (Case Name)', 'FELONY CATEGORY', 'OFFENSE(S) CHARGED', 'INSPECTION VIOLATION PENALTIES', 'ATTORNEY'S NAME AND MAILING ADDRESS', and 'LAW FIRM'S NAME AND MAILING ADDRESS'. At the bottom, there is a 'Vouchers on File' section with a table listing vouchers for 'Jebediah Branson'.

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)

Step 3

The application automatically displays existing requests for authorizations. Select the appropriate authorization or click the **No Authorization Required** link if the voucher does not require advance authorization.

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 917 Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
ID Number: 920 Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.



If there are no associated authorizations available, a “No Authorization Requests Found” message displays, and you must click the **No Authorization Required** link to proceed.

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

No Authorization Requests Found

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.



Step 4

If using an approved authorization, 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

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization	
ID Number: 4 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
ID Number: 186 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:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Step 5

In the New Voucher Information section, from the **Expert** drop-down list, select an existing expert.

New Voucher Information

Service Type	Chemist/Toxicologist	*
Description		
Service Provider Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.		
Expert		
Voucher Assignment *	<input type="radio"/> Attorney <input type="radio"/> Expert	
<i>This indicates who will be responsible for filling the voucher claim part</i>		
<input type="button" value="Create Voucher"/>		

« First < Previous Next > Last »

Delete Draft

eVoucher 6.11

CJA-21 Voucher

Step 6

To determine any increase in the authorization amount, compare 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

ID Number: 224	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

Service Type: Chemist/Toxicologist

Step 7

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become available. To assign the voucher, 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

Service Provider
 Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

Expert Astley, Abraham

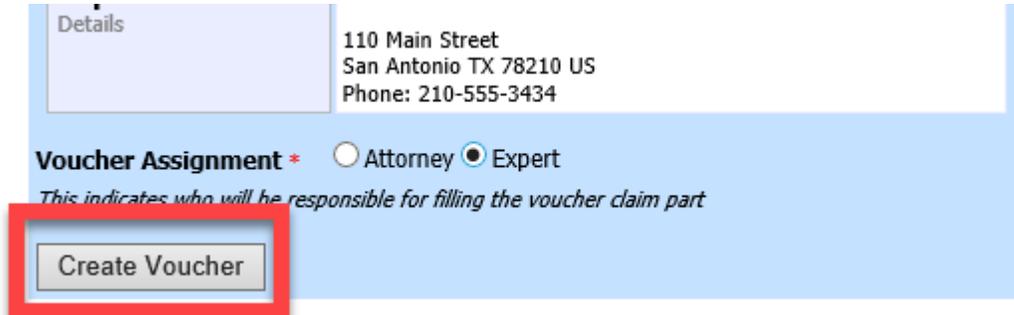
Expert Info **Abraham Astley**
Details
 110 Main Street
 San Antonio TX 78210 US
 Phone: 210-555-3434

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

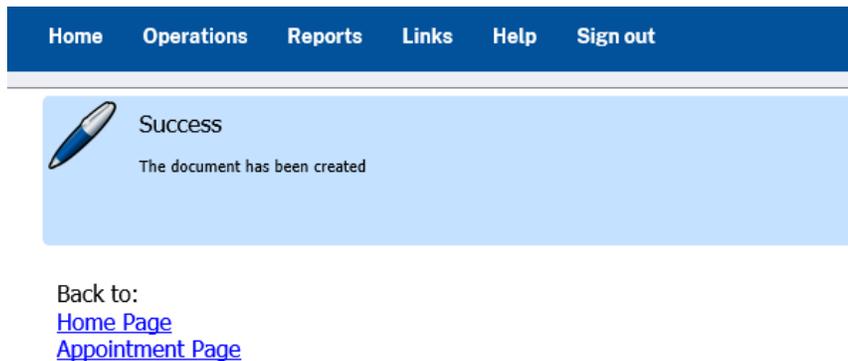
Create Voucher

Step 8

Click **Create Voucher**.



If you indicated that the voucher is to be completed by the expert, a message appears 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 opens for you to complete.



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.