

**U.S. DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN**

**INSTRUCTIONS FOR
EXPERT AUTHORIZATIONS
AND THE EXPERT VOUCHERING PROCESS**



Expert Services exceeding the statutory maximum in compensation, currently \$800, requires authorization for payment in eVoucher. Requests exceeding the \$800 amount require the filing in CM/ECF of a motion and supporting brief detailing the expert services sought under seal. (See page 10 of the CJA Plan)

1. CREATING AN AUTH FOR THE JUDGE’S AUTHORIZATION IN eVOUCHER

STEP 1

Click the appropriate case number in the **Appointments’ List** on the *Attorney Home page*. (See *Figure 1*)

The screenshot shows the Attorney Home page with a navigation menu (Home, Operations, Reports, Links, Help, logout) and a user profile for Ann Attorney. Below the profile is a section titled 'My Active Documents' which contains a table of case entries. The table has columns for Case, Defendant, Type, Status, and Date Entere. The first entry is highlighted with a red box. Below the table is an 'Appointments' List section, which is also highlighted with a red box. This section shows details for the selected case, including the case number, defendant name, and case title.

Case	Defendant	Type	Status	Date Entere
2:05-CR-80034-... Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount:...	CJA-20	Voucher Entry Edit	06/14/2016
2:05-CR-80034-... Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount:...	CJA-21 John Harrington Investigator	Voucher Entry Edit	07/20/2016
2:05-CR-80034-... Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount:...	CJA-21 Robert Jones Investigator	Voucher Entry Edit	07/26/2016
2:05-CR-80034-... Start: 08/01/2016 End: 08/01/2016	Michael Word (# 1) Claimed Amount:...	CJA-21 James Hoppy Investigator	Voucher Entry Edit	08/01/2016

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Appointments

[Case: 2:05-CR-80034-GER](#)
Defendant #: 1
Case Title: United States of America v. Word et al
Attorney: Ann Attorney

Defendant

Defendant: Michael Word
Representation Type: Criminal Case
Order Type: Subs for Federal Defender
Order Date: 03/01/16
Pres. Judge: Gerald E Rosen
Adm./Mag Judge:

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Figure 1: Appointment List on Attorney Home Page

Clicking the case number hyperlink will take you to the “Appointment Info” page.

STEP 2

Select the **AUTH Create** link in the left panel “Appointment” section. (See Figure 2)

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
TRAVEL Authorization for payment of Travel	Create

Figure 2: AUTH Create link

This will allow you to create the authorization to submit to the Judge to approve the expert services requested.

NOTE: A separate AUTH is required for each expert requested, unless it was an excess fee authorization for a budgeted case or the entire amount authorized has not been paid to the specific expert for whom the authorization was approved.

STEP 4

Documentation in support of the request, such as approved orders, budget spreadsheets showing budget for experts, etc., should be uploaded under the **Documents** tab. (See Figure 4)

The screenshot displays the 'Supporting Documents' interface. On the left, a sidebar identifies the user as 'AUTH Attorney Enters' (Michael Word) and provides links to 'CM/ECE', 'Appointment', and 'Representation'. It also lists 'Voucher #' and dates. The main area features a 'File Upload' section with a 'Browse...' button and an 'Upload' button. Below is a table of documents:

Description	Delete	View
Order Granting Expert Services for Ann Expert	Delete	View
Budget Spreadsheet	Delete	View

Navigation buttons at the bottom include: « First, < Previous, Next >, Last », Save, and Delete Draft.

Figure 4: Documents screen

Only .pdf documents may be uploaded into eVoucher. After browsing for and selecting the document, enter a description of the document and click upload. The attachment will appear in the lower section of the screen under the “Description” section. Click [Next].

STEP 5

Confirm the AUTH by clicking in the checkbox to swear or affirm the truthfulness of the authorization. Once you have selected the “I swear...” checkbox, the **Submit** button will become active, turning blue. Click **Submit**. (See Figure 5)

The screenshot shows the 'Confirmation Tab' with a red attention message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a 'Public/Attorney Notes' text area. A checkbox is checked, labeled 'I swear and affirm the truth or correctness of the above statements', with a timestamp 'Date: 8/16/2016 9:58:42'. A blue 'Submit' button is visible. Navigation buttons at the bottom include: « First, < Previous, Next >, Last », Save, and Delete Draft.

Figure 5: Submit Button on Confirmation Tab

After the Judge has approved the AUTH, it will appear in the “Closed Documents” folder located in the lower right corner on the “Attorney Home” page. (See Figure 6)

Case	Defendant	Type	Status	Date Entered
2:05-CR-80034-GER Start: 12/11/2016 End: 12/11/2016	Michael Word (# 1) Claimed Amount: ... Approved Amount...	AUTH Investigator	Voucher Closed 0645.0000589	12/11/2016

Figure 6: Closed Documents Folder on the Attorney Home Page

NOTES:

- If the expert service provider’s compensation will be below \$800, you only need to create the CJA-21 – no AUTH is required.
- Only create a CJA-21 for expert service providers whose compensation will be below \$800.

2. CREATING THE CJA 21 VOUCHER IN eVOUCHER

STEP 1

Click the appropriate case number in the **Appointments’ List** on the “Attorney Home” page. (See Figure 1)

Home Operations Reports Links Help Logout

Welcome Ann Attorney: [My Profile](#)
My Appointments: [View](#)

My Active Documents

Case	Defendant	Type	Status	Date Entered
2:05-CR-80034-GER Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount: ...	CJA-20	Voucher Entry Edit	06/14/2016
2:05-CR-80034-GER Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount: ...	CJA-21 John Harrington Investigator	Voucher Entry Edit	07/20/2016
2:05-CR-80034-GER Start: 01/01/1901 End: 01/01/1901	Michael Word (# 1) Claimed Amount: ...	CJA-21 Robert Jones Investigator	Voucher Entry Edit	07/26/2016
2:05-CR-80034-GER Start: 08/01/2016 End: 08/01/2016	Michael Word (# 1) Claimed Amount: ...	CJA-21 James Hoppy Investigator	Voucher Entry Edit	08/01/2016

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Appointments' List

Appointments	Defendant
Case: 2:05-CR-80034-GER Defendant #: 1 Case Title: United States of America v. Word et al Attorney: Ann Attorney	Defendant: Michael Word Representation Type: Criminal Case Order Type: Subs for Federal Defender Order Dates: 03/01/16 Pres. Judge: Gerald E Rosen Adm./Mag Judge:

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Figure 1: Appointment List on Attorney

Clicking the case number hyperlink will take you to the “Appointment Info” page where you may select the option to create the authorization.

STEP 2

Select the **CJA-21 Create** link on the left panel on the *Appointment Info* . (See Figure 2)

The screenshot shows a web interface for appointment management. At the top, there is a blue header with the title "Appointment" and a brief description: "In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers". Below this is a link "View Representation" with a small icon. The main section is titled "Create New Voucher" and contains a list of voucher types, each with a "Create" link. The "CJA-21" voucher type is highlighted with a red box. The voucher types listed are: AUTH (Authorization for Expert and other Services), AUTH-24 (Authorization for payment of transcript), CJA-20 (Appointment of and Authority to Pay Court-Appointed Counsel), CJA-21 (Authorization and Voucher for Expert and other Services), and TRAVEL (Authorization for payment of Travel).

Voucher Type	Description	Action
AUTH	Authorization for Expert and other Services	Create
AUTH-24	Authorization for payment of transcript	Create
CJA-20	Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21	Authorization and Voucher for Expert and other Services	Create
TRAVEL	Authorization for payment of Travel	Create

Figure 2: AUTH-24 Create link

Clicking "Create" allows you to create the voucher that will be submitted to the expert for completion. The expert services provider is required to enter the services rendered and expenses incurred in relation to the case.

STEP 3

Select the appropriate Authorization option. If an authorization is required, be sure that the authorization has been approved by court order. You should not select a previous authorization for a new service provider request, unless it was an excess fee authorization for a budgeted case or the entire amount authorized has not been paid to the specific expert for whom the authorization was approved.

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.

Figure 3: Authorization Selection

STEP 4

Click the appropriate AUTH under “Existing Requests for Authorization” to activate the “New Voucher Information” section.

Existing Requests for Authorization	
ID Number: 568 Order Date: 03/01/2016 Authorized Amount: \$2,500.00	Service Type: Investigator Estimated Amount: \$2,500.00 Requested Provider: Naomi Bradshaw
ID Number: 570 Order Date: 03/01/2016 Authorized Amount: \$2,500.00	Service Type: Investigator Estimated Amount: \$2,500.00 Requested Provider: Rob Stark
ID Number: 589 Order Date: 03/01/2016 Authorized Amount: \$3,500.00	Service Type: Investigator Estimated Amount: \$3,500.00 Requested Provider: Ann Expert

Figure 4: Authorization Selection

NOTE: There can be multiple existing Authorization requests in this section be certain to select the correct one. The “Order Date” cannot be used to distinguish between authorizations because the order date is the CJA attorney’s appointment date. The ID Number can be used because the highest number is the most recent authorization; however, the “Requested Provider” may also be used if the service provider’s name was listed on the AUTH. **REMEMBER:** You cannot select a previous authorization for a new service provider request, unless it was an excess fee

authorization for a budgeted case or the amount authorized has not been entirely claimed by the expert.

After selecting the appropriate Authorization, complete the “New Voucher Information” section. The voucher assignment is greyed out until you select the service provider’s name from the “Expert” drop down menu. (See Figure 5)

ID Number: 589 Service Type: Investigator
Order Date: 03/01/2016 Estimated Amount: \$3,500.00
Authorized Amount: \$3,500.00 Requested Provider: Ann Expert

New Voucher Information

Service Type Investigator *
Description
Voucher Assignment Attorney Expert ← 2
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 Expert, Ann ↓ ← 1

Expert Info **Ann Expert**
Details 231 W. Lafayette Blvd.
Detroit MI 48226 US
Phone: 313-234-5000

Create Voucher ← 3

Figure 5: New Voucher Information section

1. Select the name of the service provider from the “Expert” drop down menu.
2. Click the “**Expert**” option in “Voucher Assignment.” Clicking the Expert voucher assignment allows the service provider to complete voucher of services and expenses for payment. If the Expert voucher assignment is not selected, the voucher will be created for the attorney to complete. If this happens delete the draft voucher and create another voucher using the same Authorization.
3. Click the “Create Voucher” button, once the “New voucher Information” section is complete.

After clicking “Create Voucher,” you will see the CJA-21 voucher screen. (See Figure 6)

The screenshot displays the CJA-21 Attorney Enters interface. The top navigation bar includes 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. A welcome message for 'Ann Attorney (Attorney)' is visible. The main content area is titled 'Basic Info' and contains a form with the following sections:

- Basic Info:** Fields for CJB. DIST. DIV. CODE (0645), PERSON REPRESENTED (Michael Word), MAG. DKT. DEF. NUMBER, DIST. DKT. DEF. NUMBER (2:05-CR-80034-1-GER), APPEALS. DKT. DEF. NUMBER, OTHER. DKT. DEF. NUMBER, IN CASE/LATTER OF/CASE NAME (United States of America v. Word et al), PAYMENT CATEGORY (Felony (including pre-trial diversion of alleged felony)), TYPE PERSON REPRESENTED (Adult Defendant), REPRESENTATION TYPE (Criminal Case).
- OFFENSE(S) CHARGED:** 21. S446-CD F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE.
- ATTORNEY'S STATEMENT:** A text area for the attorney's statement, with a checkbox for 'Authorization to obtain the service. Estimated compensation: \$3500.00' and a checkbox for 'Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.'
- Signature of Attorney:** Ann Attorney - Bar Number: P92323, 231 W. Lafayette Blvd., Detroit MI 48226, Phone: 313-234-5000.
- DESCRIPTION AND JUSTIFICATION FOR SERVICES:** Hourly rate approved by court order. Motion for investigative services filed and order granting entered. See attached order for details.
- COURT ORDER:** Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court: David R. Grand, Date of Order: 12/11/2016, Name: Pro Tunc Dura. Repeal: YES NO.
- TYPE OF SERVICE PROVIDER:** A grid of checkboxes for various service types, including Investigator, Interpreter/Translator, Psychologist, Psychiatrist, Polygraph Examiner, Document Examiner, Fingerprint Analyst, Accountant, CALR/W (audio, video, etc), Chemist, Toxicologist, Ballistics Expert, Weapons/Firearms Explosive Expert, Pathologist, Medical Examiner, Other Medical Expert, Voice, Audio Analyst, Hair/Fiber Expert, Computer (Hardware, Software, Systems), Paralegal Services, Legal Analyst/Consultant, Jury Consultant, Mitigation Specialist, Duplication Services, Oidex, Litigation/Support Services, and Computer Forensic Expert.
- REQUESTED PROVIDER:** Ann Expert.
- Payment Info:** Preferred Payee: Ann Expert - Experts R Us. Billing Code: 0645-000004. Address: 231 W. Lafayette Blvd., Detroit, MI 48226 - US. Phone: 313-234-5000. Fax: [blank].

At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », Save, and Delete Draft. The footer contains copyright information: © Copyright 2010-2013, US COURTS. Site: CJA - mie_test, 0.499 seconds.

Figure 6: Created CJA-21 voucher to be completed by the expert

The voucher is now with the service provider to complete and submit after the services have been rendered. Click the “Home” button in the top left corner of the page.

NOTE: Interim payments may also be sought for experts involved in cases where services will be provided over an extended period of time. Interim payments for experts must be sought by a motion filed in CM/ECF under seal before the assigned district judge by the appointed attorney.

3. CERTIFYING RECEIPT AND SUBMITTING FOR PAYMENT IN eVOUCHER

After an expert completes a voucher, it will appear in the “My Active Documents” folder on your Attorney Home page. (See Figure 1) Click the case or document number hyperlink to open the voucher.

Case	Defendant	Type	Status	Date Ent
2:05-CR-80... Start: 04/01/... End: 05/31/2...	Michael Word (... Claimed Amou...	CJA-21 Ann Expert Investigator	Submitted to Attorney 0645.0000561 FINAL PAYMENT	09/14/20...
2:05-CR-80... Start: 12/11/... End: 12/12/2...	Michael Word (... Claimed Amou...	CJA-21 Ann Expert Investigator	Submitted to Attorney 0645.0000591 FINAL PAYMENT	12/12/20...

Figure 1: My Active Documents Folder

The attorney must certify that services were rendered and the correctness of the voucher before the voucher is submitted to the Court for payment. To certify and submit for payment, check the certification box, then click “Approve”. (See Figure 2) **NOTE: You may review the expert’s claim by looking at the Services and Expenses tabs.**

Confirmation

APPROVED FOR PAYMENT - COURT USE ONLY

I certify that I have reviewed the above information.

Date: 12/12/2016 9:48:3

Approve **Reject**

Figure 2: Confirmation tab with Certification...

If the voucher is correct, click the certification checkbox and Approve. The voucher has been submitted to the court for payment approval. The confirmation page with the document number will appear after successful submission. The submission will appear in the “My Submitted Documents” section of your Home Page.

