# 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.



## **Select Your Appointment**

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

ns Reports CMECF Links Help logout Home Welcome Andrew Anders: My Profile My Appointments: View ATTORNEY Search Existing Search der, drag the Defendant Case Туре Jebediah Branson (# Claimed Amount: 0.00 CJA-20 Andrew Anders 1:14-CR-08805-AA Appointments Defendant 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-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge: ase: 1:14-CR-08806-88 Vefendant #: 1 Case Title: USA v. Watson ittorney: Andrew Anders Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge: Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders 808-AA

Figure 1: Home Page – Appointments' List



#### Figure 2: Appointment Info



Create CJA-21

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

Appointment	Appointment I	nfo	
In this page you will f nd a	1. CIR/DIST/DIV.CODE	2. PERSON REI	
appointment, including a	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/D 1:14-CR-088	
list of vouchers related to	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT C	
this appointment and links	USA v. Watson	Felony (inclu of alleged felo	
to create new vouchers	11. OFFENSE(5) CHARGED	CENSE REQUIE	
View Representation	12. ATTORNEY'S NAME ANDMAILING ADDRESS Andrew Anders - Bar Number: 110 Main Streat		
Create New Voucher	San Antonio TX 78210		
AUTH Create Authorization for Expert and other Services	Phone: 210-833-5623		
AUTH-24 Create Authorization for payment of transcript	14. LAW FIRM NAME AND MAILING A	ADDRESS	
CJA-20 Create Appointment of and Authority to Pay Court-Appointed Counsel	Vouchers on File		
CJA-21 Create	To group by a particular Header, drag the column		
Authorization and Voucher for			
Expert and other Services	Case Def	endant	
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum:			





## **Authorization Selection**

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

**Figure 3: Authorization Selection** 

No Authorization		
Required		
If your voucher compensation is		
under the statutory limit and		
authorization.		
Use Previous Authorization Select this option to display a list of previous authorizations and requests in this appointment.		

### **Notes:**

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



# **Select Authorization**

The application automatically pulls up existing requests for authorizations. You must select the appropriate authorization listed before you can fill in the new voucher information; it turns cream colored when selected.

#### **Figure 4: Authorization Selection**

Diance Collect the Accordiated Authorization					
Please Select the Associated Authonization					
ID Number: 154 Order Date: 03/03/2014 Authorized Amount: \$5,000.	00	Service Type: Psychiatrist Estimated Ampunt: \$5,000.00 Requested Provider:			
ID Number: 157 Order Date: 03/03/2014 Authorized Amount: \$1,000.	00	Service Type: Pathologist, Medical Examiner Estimated Amount: \$1,000.00 Requested Provider:			
New Voucher Information					
Service Type	Pathologist, Me	dical Examiner 🗸 *			
Description		¢			
Voucher Assignment   Attorney O Expert  This indicates who will be responsible for filling the voucher daimpart					
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	e Name La:	t Name *			
Email *					
Phone *	Fax	<			



## **Fill In the New Voucher Information**

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

### **Figure 4: New Voucher Information**

Existing Requests for Authorization				
ID Number: 38 Order Date: 03/03/2014 Authorized Amount: \$1,200.0	Service Type: Chemist, Toxicologist Estimated Amount: \$1,200.00 00 Requested Provider:			
ID Number: 71 Order Date: 03/03/2014 Authorized Amount: \$1,200.0	Service Type: Interpreter Translator Estimated Amount: \$1,200.00 00 Requested Provider:			
New Voucher Information				
Service Type	Interpreter Translator			
Description	$\sim$			
Voucher Assignment              • Attorney O Expert           This indicates who will be responsible for filling the voucher claimpart              • Attorney O 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	~			
First Name Middle	e Name Last Name *			

## **Notes:**

- If the service providers or experts have rights to enter their own expenses, the • Voucher Assignment radio button becomes active, and you can choose if you or the expert will enter 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 virtually sign the completed CJA-21 again to submit it to the court for processing.

