## 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)

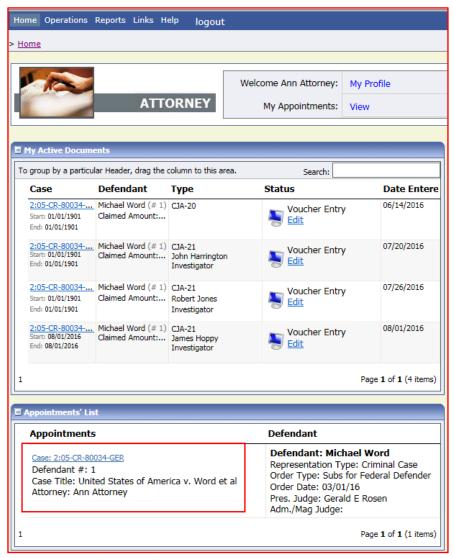


Figure 1: Appointment List on Attorney Home Page

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



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



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.



Enter the details for the provider services requested that appears on the *Basic Info* screen. (See Figure 3)

П	Lieb to CM/ECE	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
П	Link to CM/ECF	0645	Michael Word		
П	Voucher #:	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 2:05-CR-80034-1-GER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
		7. IN CASE/MATTER OF (Case Nan	ae) 8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
	Request Date: 1/1/1901 Decision Date: 1/1/1901	United States of America v. V	Vord et Felony (including pre-trial diversion	Adult Defendant	Criminal Case
П	Decision Date:1/1/1901	al	of alleged felony)	Adult Defendant	Criminal Case
П		11. OFFENSE(S) CHARGED	TO DISTRIBUTE CONTROLLED SUBST	TANCE	
П	Tasks	12. ATTORNEY'S NAME AND MA		I 13. COURT ORDER	
П	ldsks	Ann Attorney - Bar Number:	P32323	A Associate C Co-Counsel	
П	Link to Appointment	231 W. Lafayette Blvd.		O Appointing Counsel P Subs for Panel Attorney R Subs for Retained Attorney	
П		Detroit MI 48226 Phone: 313-234-5000		S Pro Se T Retained At	torney Y Standby Counsel
	Link to Representation	Phone: 313-234-3000			_
				Prior Attorney's Name Appointment Dates	I
П				Appointment Dates Signature of Presiding Judge or By Order of the Court	
П	Reports			David R Grand	
	Case Detail Budget Report	14. LAW FIRM NAME AND MAIL	ING ADDRESS	Date of Order Nunc I 3/1/2016 2/28/	Pro Tunc Date
П	Detailed budget info for entire			Repayment YES NO	2010
П	case			Repayment 125 V 10	
П					
П	Case Summary Budget Report	Order Date			
П	Totals only of budget info for				
П	entire case	Nunc Pro Tunc Date			
П		D			
П	Defendant Summary Budget	Repayment			
П	Report	Estimated Amount	\$ 3500.00 *		
П	Totals only of budget info for				
П	defendant	Authorized Amount	\$		
П		Basis of Estimate	Hourly rate approved by court order		
	Document History Report			_	
	Shows how the document has		Motion for investigative services filed		
	moved through the system	Description	and order granting entered. See		
			attached order for details.		
	Form Authorization				
		Service Type	Investigator	*	
	Form Authorization - Transfer	Requested Provider	Ann Expert		
	For Authorization forms	questeu i romael	r en engrar k		
	transferred for second level				

Figure 3: CJA Authorization on Basic Info Screen

**NOTE:** The following sections that <u>require</u> completion are designated with an asterisk on the screen.

\*Estimated Amount: Insert the estimated cost of the expert services requested.

\*Service Type: Click on the drop down arrow to select the service type requested.

The following sections do not require completion but will aid the court substantially with the processing of the authorization.

**Basis of Estimate:** If an order approving the authorization has been entered after the filing of a motion in CM/ECF, simply provide that information in this section.

**Requested Provider:** It is helpful to provide the service provider's (expert's) name so that the authorization is easily associated with the voucher.

Sections that are greyed out cannot be completed. Those sections may only be completed by the Court.



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)

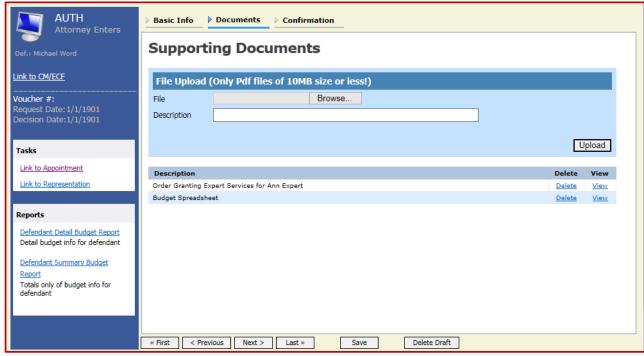


Figure 4: Documents screen

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)



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)

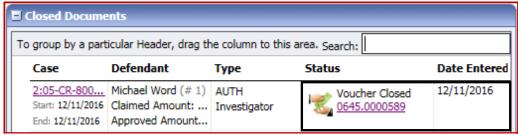


Figure 6: Closed Documents Folder on the Attorney Home Page

#### **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)



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.



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

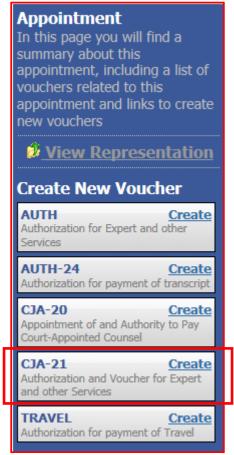


Figure 2: AUTH-24 Create link

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.

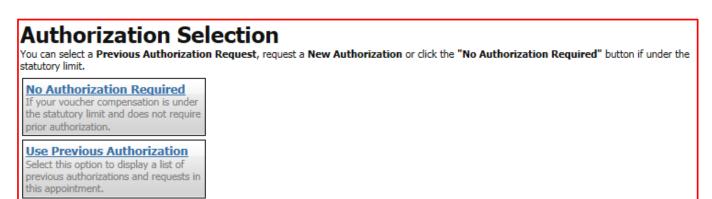


Figure 3: Authorization Selection

#### STEP 4

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

ID Number: 568	Service Type: Investigator		
Order Date: 03/01/2016	Estimated Amount: \$2,500.00		
Authorized Amount: \$2,500.00	Requested Provider: Naomi Bradshaw		
ID Number: 570	Service Type: Investigator		
Order Date: 03/01/2016	Estimated Amount: \$2,500.00		
Authorized Amount: \$2,500.00	Requested Provider: Rob Stark		
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		

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)

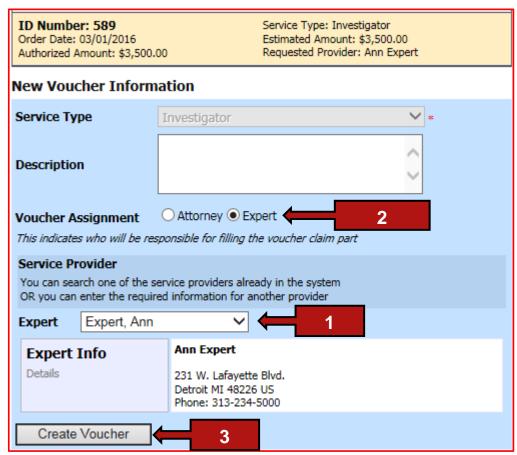


Figure 5: New Voucher Information section

- 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)



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.

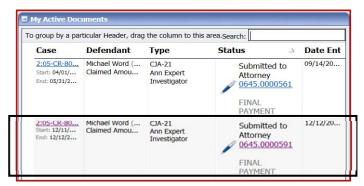


Figure 1: My Active Documents Folder

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.



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.