

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.

Step
1

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.

Figure 1: Home Page – Appointments' List

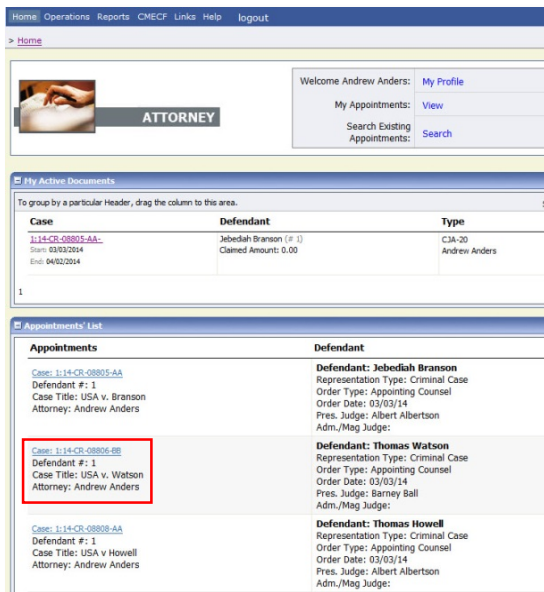
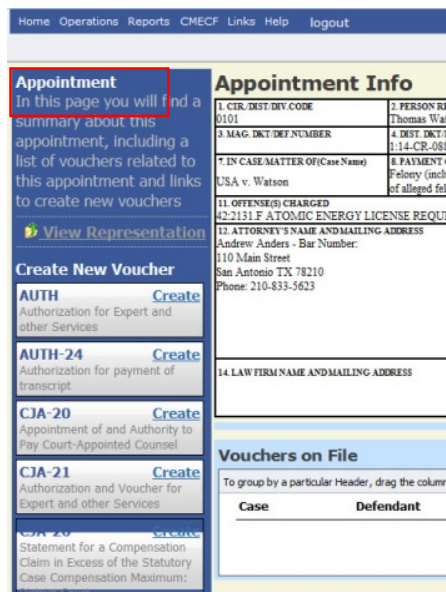


Figure 2: Appointment Info

Step
2

Create CJA-21

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



Step 3

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

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 searches and displays any existing requests for authorization.

Step 4

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

Please Select the Associated Authorization

ID Number: 154 Order Date: 03/03/2014 Authorized Amount: \$5,000.00	Service Type: Psychiatrist Estimated Amount: \$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, Medical Examiner *

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 [Dropdown]

First Name [Text] **Middle Name** [Text] **Last Name *** [Text]

Email * [Text]

Phone * [Text] **Fax** [Text]

Address 1 * [Text] **City *** [Text]

Step
5**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: \$1,200.00	Service Type: Chemist, Toxicologist Estimated Amount: \$1,200.00 Requested Provider:
ID Number: 71 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 **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.