Under My Appointment's List on your eVoucher desktop, locate the case you want to create a voucher for. Click on the blue hyperlink case number and the case will open up. On the left side of the page are options for creating various vouchers, Choose CJA 21 by clicking create. Then follow the instructions below.

Creating a CJA 21 Voucher or CJA 31



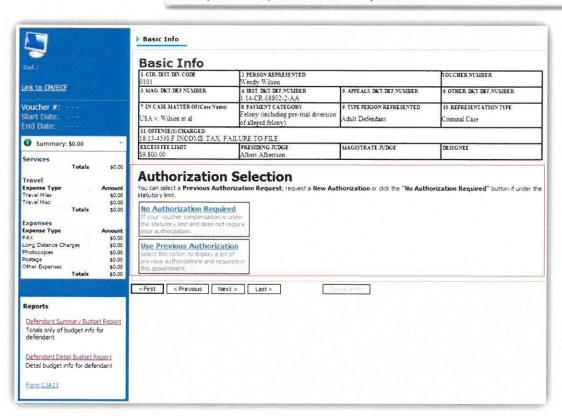
From the **Appointment** page click **Create** from the CJA 21 Voucher template.



The voucher opens to the Basic Info page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.



When submitting a CJA 21 voucher you'll have two options to choose from under the Authorization Selection.

If the request does not require advance authorization (\$800 or less), click on the No Authorization Required option.

Step 2

If you have a previous authorization received through an order from the Court, click on the Use Previous Authorization option.

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.

If you click "Use Previous Authorization" a list of Existing Requests for Authorization will appear.



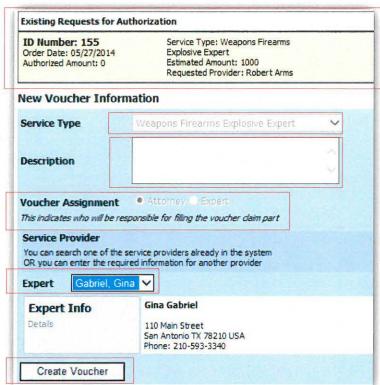
Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. You will not be able to continue until it is highlighted.



The service type will rollover from the authorization selected. If no authorization is being used, use the drop-down box to select the service type.



Enter a description of the service to be provided.



***Only a few interpreters have eVoucher access all other expert service providers do not. As the attorney you will be responsible for filing the CJA 21/31 voucher.



Select the Expert.

If the Expert you selected is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling the voucher claim part.

If the Expert you selected is authorized to use eVoucher, the Voucher Assignment field will unlock for you indicating the Expert will be responsible for filling in the voucher claim part.





Note:

Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page 36.



Click Create Voucher.

Notes:

- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the "My Active Documents" section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will then move to the "My Submitted Documents" section. Outlined steps are on pages 36-39.

***This is only for a limited number of interpreters designated to have eVoucher access. You must submit a W-9 to the court to add a new expert.

If you wish to submit a person as an Expert, follow steps 3 through 5 on page 34.



From the **Expert** drop-down list, select the empty (null) value. Voucher Assignment should be on the Attorney option.



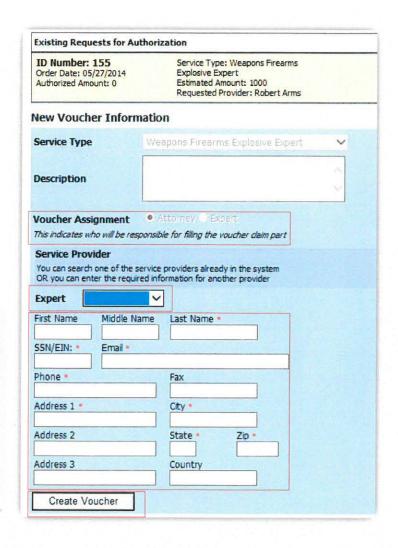
Fill in all required information on the person you wish to submit for approval.



Click Create Voucher.

Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the Expert drop-down list and all their information will automatically populate.



After Create Voucher has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

Note:

If you have submitted the voucher for the expert, you'll need to approve the voucher twice, once while sending it for the expert, and a second time after it appears in the "My Active Documents" section.

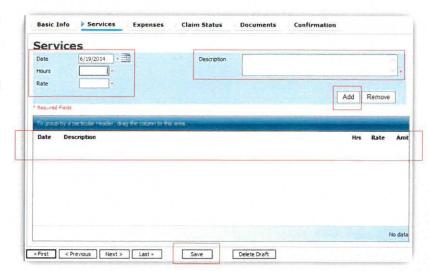
Step
Click the Services tab or click the
Next option located on the
Progress bar.

Step Enter the Date, Hours, Rate, and Description.

Step Click Add.

The item will appear in the bottom of the Services list section.





Click the Expenses tab or click the
Next option located on the
Progress bar.

Step Enter the Date, Expense Type, Description and Miles.

Step Click Add.

The item will appear in the bottom of the Expense Type section.



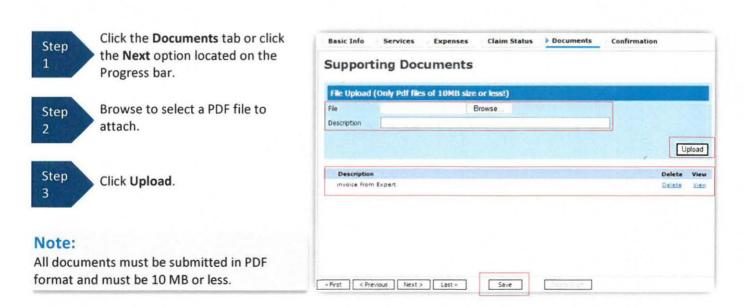






Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of
 payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.



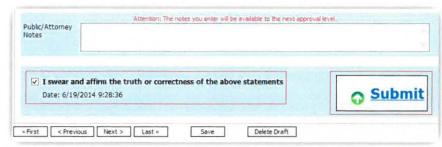
The document will appear in the bottom of the Description section.



Click Save.

A confirmation page will appear.





Step Click Submit.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Click Home Page to return to the Step 4 Page if you wish to create

home page. Click Appointment additional document for this appointment.



The case file will appear in the "My Active Documents" section.





Navigate to the Confirmation tab.

Step Verify all information is 6 correct.

Certify the information by checking the box. This will automatically time stamp the voucher.

Step Click Approve. 8

Step

