

Procedures for AUTH's & CJA 21's

eVoucher requires that an AUTH (authorization form) be submitted & approved before CJA 21 vouchers are created and submitted for processing.

If expert (service provider) expenses for the duration of the case are anticipated to be \$900 or less (Effective 02/15/19 this amount increased-Previously \$800), counsel must initially complete and submit an AUTH for the anticipated total amount needed. When completing the AUTH, the requested amount should be entered, in the description box it should state the request is for (type of services) to be provided by (Service Provide: Interpreter, Investigator, etc.), select service type, select requested provider.

If expert (service provider) expenses for the duration of the case are anticipated to be in excess of \$900, Motion Must be made and order approving issued. Once the order is issued, counsel should complete and submit an AUTH for the amount approved in the order. A copy of counsel's motion and a copy of the order must be uploaded and attached under Documents prior to the AUTH being submitted to the court. The steps in completing the AUTH are the same as above.

Once the AUTH is approved, whether \$900 or less or in excess, counsel can then complete a CJA 21 for the expert service performed. An approved AUTH will show up under "Closed Documents" on the eVoucher desktop. This means it has been approved by the judge and the CJA 21 voucher can be created. The CJA 21 should NOT be created before the AUTH has been approved because when creating the CJA 21 it has to be linked with an approved AUTH.

****District/Magistrate judges have the authority to approve up to \$2,600 (Effective 02/15/19 this amount increased-Previously \$2,500)****