

Linking an Authorization to a CJA-21 Voucher

After your authorization has been approved by the judge, it appears in your Closed Vouchers panel. You will also receive an automated email.

Step 1

To create a CJA-21 voucher and link it to the authorization, you must first select your appointment. On the Home page, in the Appointments' List section, click the defendant case number link.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	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-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

To create the CJA-21 voucher, in the Appointment section, click the CJA-21 **Create** link.

The screenshot shows the 'Appointment Info' page. On the left sidebar, the 'Appointment' section is highlighted with a red box. Below it, a list of voucher types is shown, with 'CJA-21' and its 'Create' link highlighted by a red arrow. The main content area displays 'Appointment Info' with various fields like '1. CR. DIST. DIV. CODE', '2. PERSON REPRESENTED', etc.

Step 3

The application automatically displays existing requests for authorizations. Select the appropriate authorization or click the **No Authorization Required** link if the voucher does not require advance authorization (if still below the \$900 limit).

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2


Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 917 Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
ID Number: 920 Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.



If there are no associated authorizations available, a “No Authorization Requests Found” message displays, and you must click the **No Authorization Required** link to proceed.

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2


Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

No Authorization Requests Found

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.



Step 4

If using an approved authorization, you must select the appropriate authorization from the list before you can enter the new voucher information. When an authorization is selected, the cell turns light blue.

Step 5

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 186 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Complete the New Voucher Information section either by searching for an existing expert or entering the information for another provider (also inform the CJA Clerk if a new provider should be added).

New Voucher Information

Service Type: Chemist/Toxicologist *

Description:

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: Last Name:

Email:

Phone: Fax:

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:

Phone: Fax:

Address 1: City:

Address 2: State (U.S. Only): Zip:

Address 3: Country:

Voucher Assignment: Attorney Expert
This indicates who will be responsible for filling the voucher claim part.

Create Voucher

Step 6

To determine any increase in the authorization amount, compare the original authorized amount to the grand total amount, which includes the increase.

on button to select from a list of approved authorizations, or click the **No Authorization Required** button

Please Select the Associated Authorization

ID Number: 224 Order Date: 03/03/2014 Authorized Amount: \$500.00 Grand Total Amount: \$800.00	Service Type: Chemist/Toxicologist Estimated Amount: \$500.00 Notes:
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New Voucher Information

Service Type:

Step 7

Typically, service providers or experts fill out their own vouchers. The **Voucher Assignment** radio buttons become available. Assign the voucher by clicking the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

New Voucher Information

Service Type: *

Description:

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:

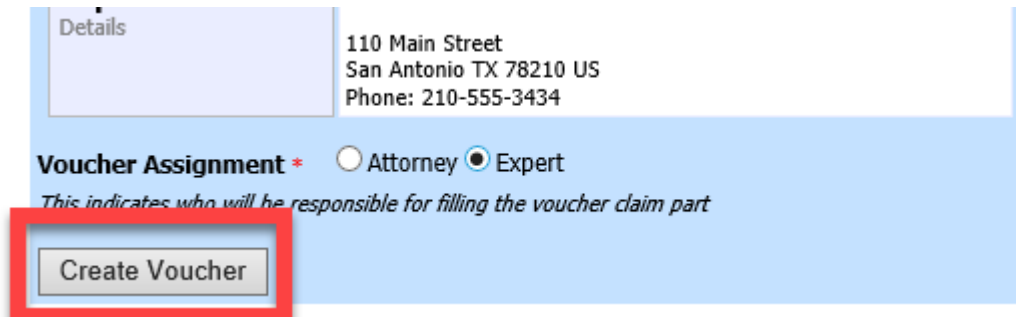
Expert Info
Details

Abraham Astley
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

Voucher Assignment * Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Step 8

Once you have made your selection, click **Create Voucher**.



Details

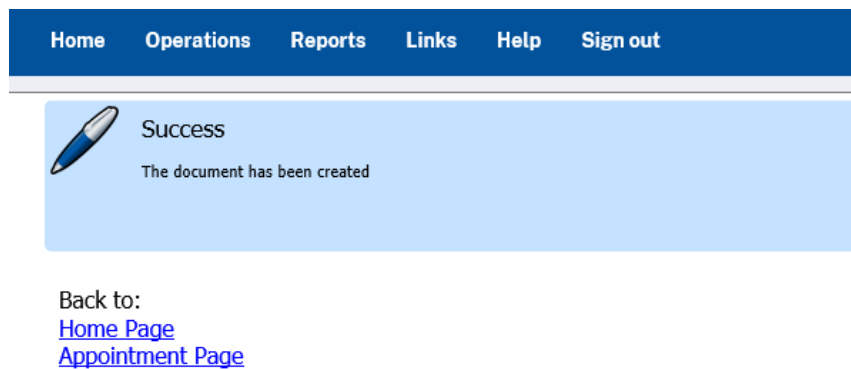
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

Voucher Assignment * Attorney Expert


This indicates who will be responsible for filling the voucher claim part

Create Voucher

If you indicated that the voucher is to be completed by the expert, a message appears stating that the voucher has been created and is on the expert's Home page. If you indicated that the voucher is to be completed by the attorney, the voucher opens for you to complete.



Home Operations Reports Links Help Sign out

 **Success**
The document has been created

Back to:
[Home Page](#)
[Appointment Page](#)

Note: All CJA-21 vouchers, whether created and submitted by you or by the expert, are then returned to the My Service Providers' Voucher folder on your Home page. You must virtually sign the completed CJA-21 voucher again to submit it to the court for processing.