

Linking an Authorization to a CJA-21 Voucher

After your authorization has been approved by the judge, it appears in your Closed Vouchers panel. **First**, click the voucher number link to view the voucher to **read any notes and/or documentation added by the Court for further directive in regards to your request.**

- Counsel must notify the service provider what funds have been authorized, the hourly rate and instruct the service provider to notify counsel before exceeding the authorized amount so that counsel can determine whether to request additional funds from the Court.
- Counsel must review and certify the accuracy and thoroughness of the expert's voucher prior to submitting it to the Court for review and approval
- The description of the work performed must directly relate to the work that was requested in the expert authorization. If it does not, an explanation as to why the work varied from the request should be included.
- Time description entries should be entered on the service page by date performed and detailed enough to allow the judge to quickly and easily assess the reasonableness of the work performed. The expert needs to upload an invoice and cv/resume if not previously provided with Auth.

**** An existing (previously rejected or without sufficient funds) CJA21 cannot be edited. Start at [Step 1](#)**

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 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-08805-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:

There is more than one way to find your appointment. An attorney is expected to be aware of their service provider claims, as vouchers should be submitted to the court as services are performed. Other than transcripts needed for Appeal, the CJA 20 would be the last voucher for your appointment. Once you submit your CJA20 the appointment is terminated per procedure. To find a terminated appointment see below:

From your home page, click on Operation then My Appointments.

The screenshot shows a navigation menu with the following items: Home, Operations, Reports, Links, Help, and Sign out. Below the menu is a breadcrumb trail: Operations > My Appointments. Underneath is a search bar with the label "Search:" and an empty input field. Below the search bar is the heading "Appointments".

Step 2

Once you select the case number, this will take you to the Appointment page. To create the CJA-21 voucher, in the Appointment section, click the CJA-21 **Create** link.

The screenshot shows the "Appointment" page. It includes a summary: "In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers". Below this is a "View Representation" link. The "Create New Voucher" section contains four options, each with a "Create" link:

- AUTH**: Authorization for Expert and other Services
- AUTH-24**: Authorization for payment of transcript
- CJA-20**: Appointment of and Authority to Pay Court-Appointed Counsel
- CJA-21**: Authorization and Voucher for Expert and other Services

A blue arrow points to the "Create" link for CJA-21.

eVoucher 6.8

CJA-21 Voucher

Step 3

The application automatically displays existing requests for authorizations. Select the appropriate authorization. If more than one, **look to the Service Type to make sure you are choosing the correct Authorization** to link your CJA 21.

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:

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.

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.

Step 5

Complete the New Voucher Information section by searching for an existing expert, only those matching the Auth's Service Type ie. Chemist/Toxicologist will appear in the dropdown menu. The expert must have identified themselves the same on their registration form to appear. Contact your expert to confirm their choice and have them edit their profile as applicable.

New Voucher Information

Service Type: Chemist/Toxicologist

Description: [Empty]

Service Provider: [Empty]

You can [] already in the system
 OR you can enter the required information for another provider

Expert: [Dropdown menu with options: Astley, Rick; Expert, Betty; Expert, LeVar; Expert, Longoria; Expert, Misses]

Expert Details: [Empty]

Voucher: [Empty] Expert

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

The FLMD eVoucher system does not allow you to manually input an expert and automatically data is deleted by the system. New and Inactive vendors must register on our public website www.flmd.uscourts.gov/evoucher-resources, under Resources for Experts and Vendors.

Select - "Request Access to eVoucher (Vendors)"

New Voucher Information

Service Type: [Dropdown]

Description: [Text Area]

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] [Text]

Address 2: [Text] State (U.S. Only): [Dropdown] Zip: [Text]

Address 3: [Text] Country: [Dropdown] UNITED STATES

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	Service Type: Chemist/Toxicologist
Order Date: 03/03/2014	Estimated Amount: \$500.00
Authorized Amount: \$500.00	Notes:
Grand Total Amount: \$800.00	

New Voucher Information

Service Type: [Dropdown]

Step 7

In the FLMD the experts have rights to enter their own expenses. Assign the voucher by clicking the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher once the **Voucher Assignment** radio buttons become available.

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 Astley, Abraham

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

Create Voucher

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

Home Operations Reports Links Help Sign out



Success

The document has been created

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

If you indicated that the CJA-21 voucher is to be **completed by the expert**, a message appears stating that the voucher has been created and **now available on the expert's Home page**.

Status



Voucher Entry
[Edit](#)

Look to “My Service Provider’s Documents”

My Service Provider's Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status

If you indicated that the CJA-21 voucher is to be **completed by the attorney**, the voucher opens for you to enter services. Until you complete to submit the voucher to the Court, it will remain in Voucher Entry - [Edit](#). Under “My Active Documents”.

***A CJA-21 with Incomplete descriptions and without an invoice will be returned.**

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 to submit it to the court for processing.

- Counsel must notify the service provider what funds have been authorized, the hourly rate and instruct the service provider to notify counsel before exceeding the authorized amount so that counsel can determine whether to request additional funds from the Court.
- **Counsel must review and certify the accuracy and thoroughness of the expert's voucher prior to submitting it to the Court for review and approval. With interpreter vouchers confirm dates match with dates you met with client.**
- The description of the work performed must directly relate to the work that was requested in the expert authorization. If it does not, an explanation as to why the work varied from the request should be included.
- Time description entries should be entered on the service page by date performed and detailed enough to allow the judge to quickly and easily assess the reasonableness of the work performed. The expert needs to upload an invoice and cv/resume if not previously provided with Auth.