# 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, you can click the voucher number link to view the voucher.

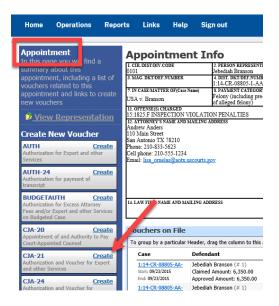
## Step 1

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.



# Step 2

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



# 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.

### **Basic Info**

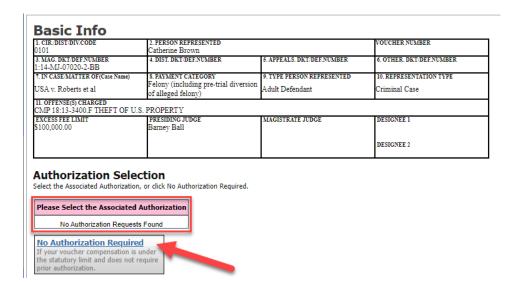
1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER		
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION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

#### **Authorization Selection**

Select the Associated Authorization, or click No Authorization Required.



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.



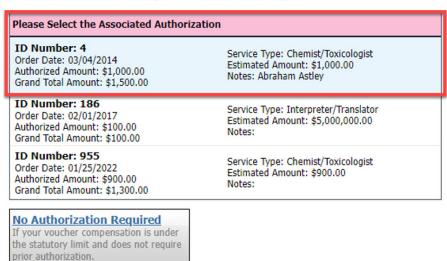
# CJA-21 Voucher

# 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

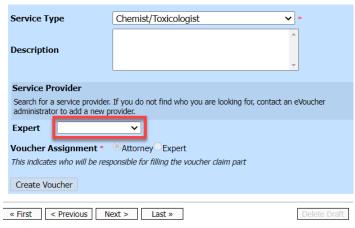
Select the Associated Authorization, or click No Authorization Required.



# Step 5

In the New Voucher Information section, from the **Expert** drop-down list, select an existing expert.

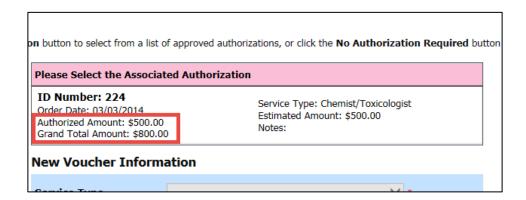
### **New Voucher Information**



# CJA-21 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.



# Step 7

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become available. To assign the voucher, click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

## **New Voucher Information**

Service Type	Chemist/Toxicologist	*
Description		<b>*</b>
	vice providers already in the system I information for another provider	
Expert Astley, Abraha	m <b>~</b>	
Expert Info Details	Abraham Astley  110 Main Street San Antonio TX 78210 US Phone: 210-555-3434	
	Attorney Expert  onsible for filling the voucher claim part	

Step 8

Click 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.



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. When an attorney creates and submits a CJA-21 voucher on behalf of the expert, the submitted voucher will appear in the attorney's My Active Documents section as submitted to the attorney. The attorney must then perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves the voucher to the My Submitted Documents Section.