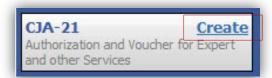
Creating a CJA 21 Voucher



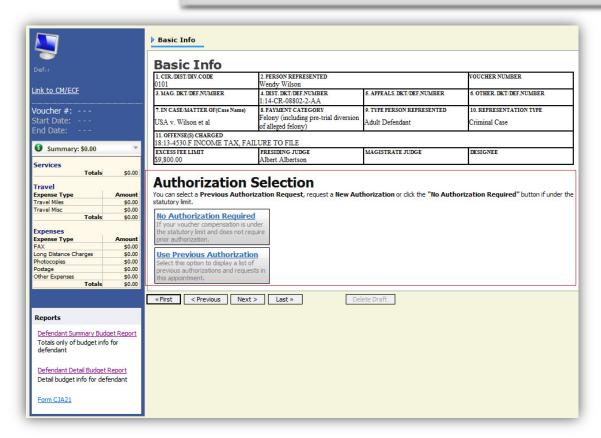
From the **Appointment** page click **Create** from the CJA 21 Voucher template.



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.



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

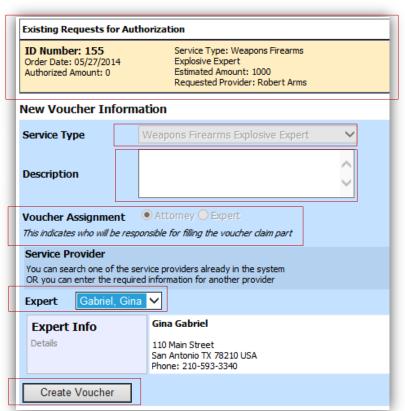


Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. You will not be able to continue until it is highlighted.



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.

Step 5 Enter a description of the service to be provided.

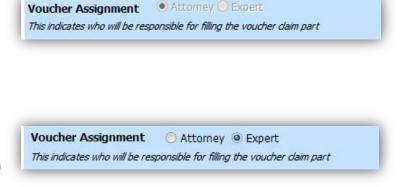


Step 6

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.

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.



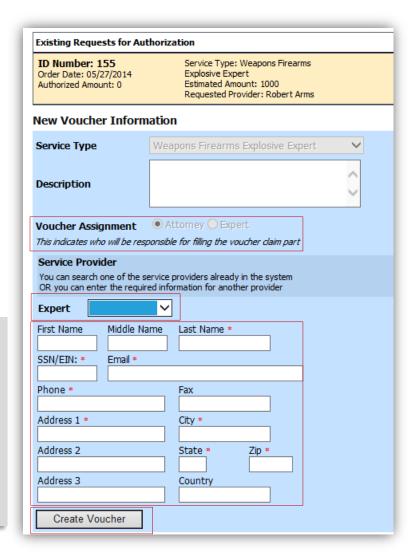
Fill in all required information on the person you wish to submit for approval.



Click Create Voucher.

Note:

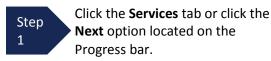
- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the Expert drop-down list and all their information will automatically populate.



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.

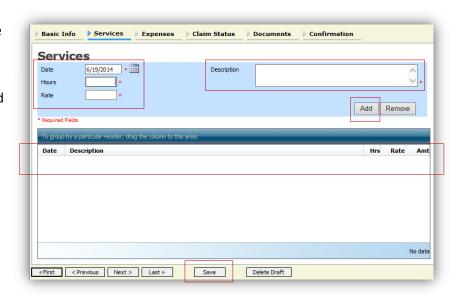


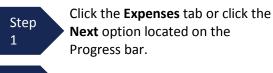
Step Enter the Date, Hours, Rate, and Description.



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





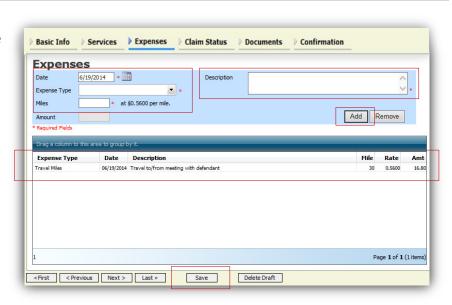


Step Enter the **Date**, **Expense Type**, **Description** and **Miles**.



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



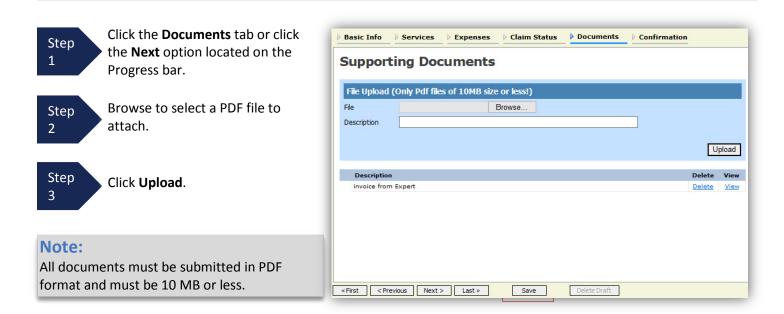






Note:

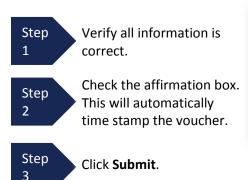
- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment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

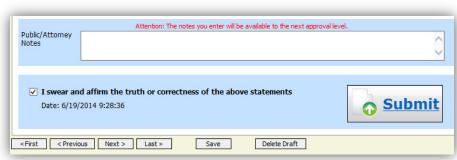


The document will appear in the bottom of the Description section.



A confirmation page will appear.

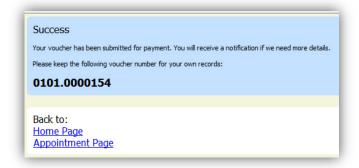




A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

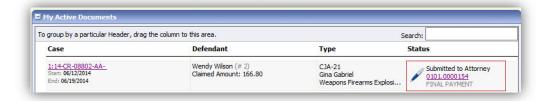
Step 4

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

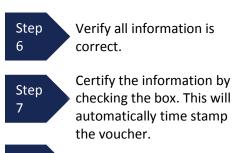


The case file will appear in the "My Active Documents" section.





Navigate to the Confirmation tab.





Step Click **Approve.**