

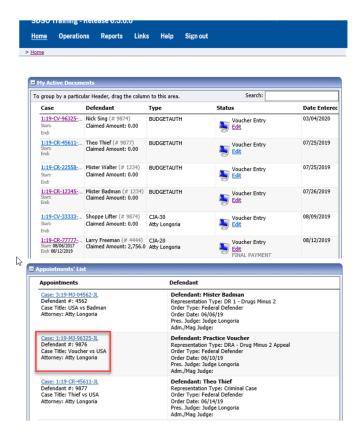
Linking an Authorization to a CJA-21 Voucher

After your authorization has been approved by the judge, it appears in your Closed Documents section. If desired, click the voucher number link to view the voucher.



Select Your Appointment

To create a CJA-21 voucher and link it to the authorization, in the Appointments' List section, click the defendant case number link.

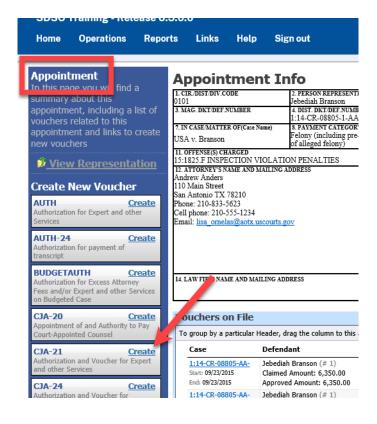




WXIT\$5\$

Create the CJA-21 Voucher

In the Appointment section, click the CJA-21 Create link.







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Authorization Selection

On the Basic Info screen, in the Authorization Selection section, there are two links: **No Authorization Required** or **Use Existing Authorization**. Click the **Use Existing Authorization** link.

1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. /
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. 1 Ad
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLAT	TON PENALTIES	
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	M

Authorization Selection

You can click the Use Existing Authorization button to select from a list of

No Authorization Required If your voucher compensation is under the statutory limit and does not require prior authorization. Use Existing Authorization Select this option to display and select from a list of approved authorizations

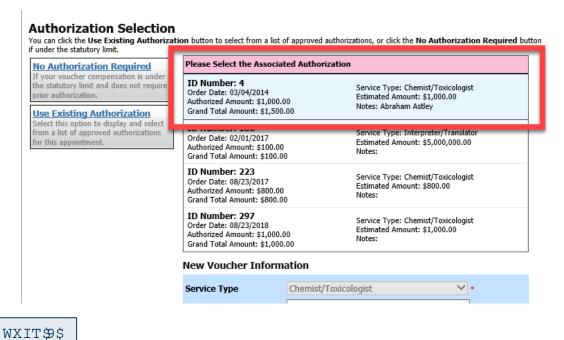
for this appointment.



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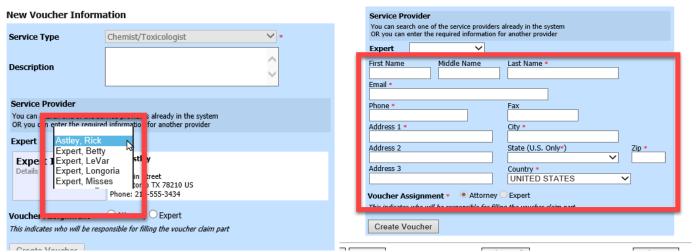
Select Authorization

The application automatically displays existing requests for authorizations. 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.



Enter the New Voucher Information \$

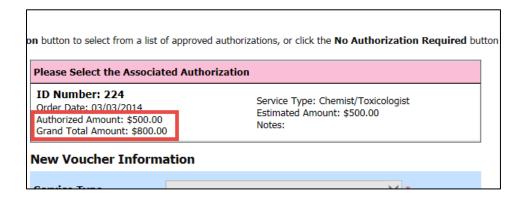
From the **Expert** drop-down list, select an existing expert, or enter the information for another provider.







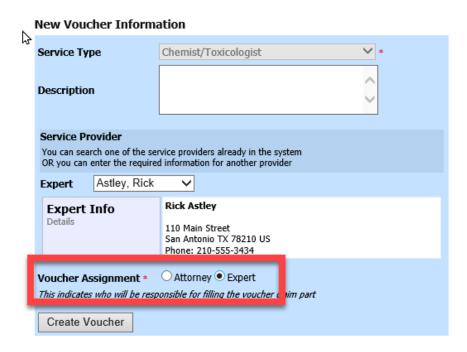
If the authorization has an increase in the amount, you can see this by comparing the original authorized amount to the grand total amount, which includes the increase.



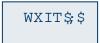
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Select the Voucher Assignment\$

If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click either the **Attorney** or the **Expert** radio button to indicate whether you or the expert will enter the service fees on the voucher.





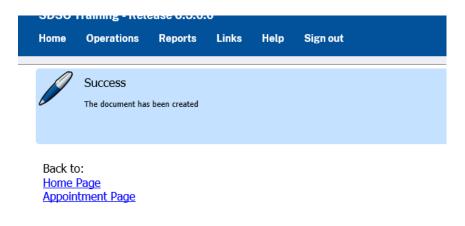


Create the Voucher\$

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



If you indicated that the voucher is to be completed by the expert, you will receive a message 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 you, the voucher will open. Fill out the voucher accordingly.



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

