

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

Step  
1

### Select Your Appointment

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

Figure 1: Home Page – Appointments' List

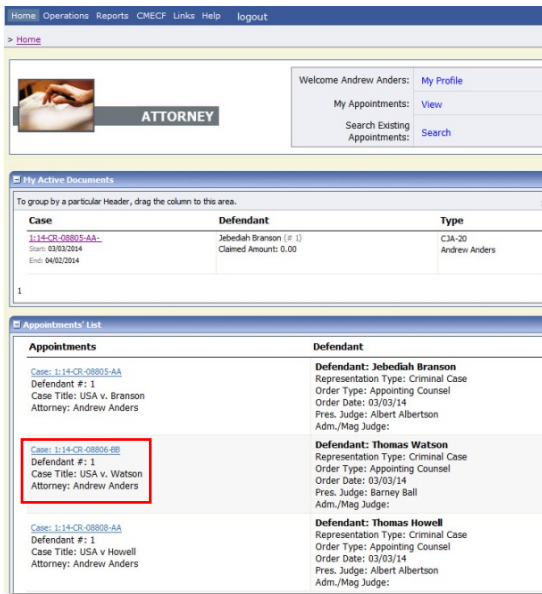
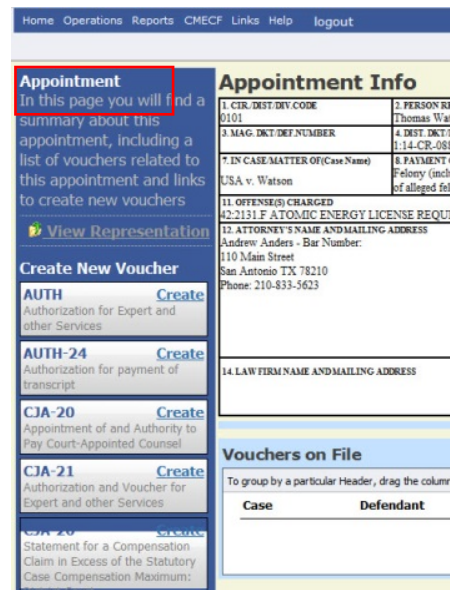


Figure 2: Appointment Info



Step  
2

### Create CJA-21

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

Step 3

Authorization Selection

The Basic Info screen gives you the options of **No Authorization Required** or **Use Previous Authorization**. Click **Use Previous Authorization**.

Figure 3: Authorization Selection

**Authorization Selection**  
 You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

**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.

Step 4

Select Authorization

The application automatically pulls up existing requests for authorizations. You must select the appropriate authorization listed before you can fill in the new voucher information; it turns cream colored when selected.

Notes:

- The system searches and displays any existing requests for authorization

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

Figure

**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.

Please Select the Associated Authorization	
<b>ID Number: 186</b> Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
<b>ID Number: 223</b> Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

4:

New Voucher Information

**Service Type** Interpreter/Translator \*

**Description**

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

**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**

Authorization Selection

Step  
5

Fill In the New Voucher Information

You may search for an existing expert or enter the information for another provider.

Figure 4: New Voucher Information

Existing Requests for Authorization	
<b>ID Number: 38</b> Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Chemist, Toxicologist Estimated Amount: \$1,200.00 Requested Provider:
<b>ID Number: 71</b> Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Interpreter Translator Estimated Amount: \$1,200.00 Requested Provider:

**New Voucher Information**

Service Type:  \*

Description:

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

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:  \*

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

If

Please Select the Associated Authorization	
<b>ID Number: 224</b> Order Date: 03/03/2014 Authorized Amount: \$500.00 Grand Total Amount: \$800.00	Service Type: Chemist/Toxicologist Estimated Amount: \$500.00 Notes:

the

Septem

**New Voucher Information**

Service Type:

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.

**Notes:**

- If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio button becomes active, and you can choose if you or the expert will enter the service fees on the voucher.
- All CJA-21 Vouchers, whether created and submitted by you or by the expert, will then move back to your Home page in the **My Service Providers' Voucher** folder. You must virtually sign the completed CJA-21 again to submit it to the court for processing.