

Creating a CJA-21 Voucher

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

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.

Appointments' List	
Search: <input type="text"/>	
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-08806-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:

Step 2

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

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Appointment
 In this pane, you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers.

[View Representation](#)

Create New Voucher

AUTH

Authorization for Expert and other Services

Create

AUTH-24

Authorization for payment of transcript

Create

BUDGETAUTH

Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

Create

CJA-20

Appointment of and Authority to Pay Court-Appointed Counsel

Create

CJA-21

Authorization and Voucher for Expert and other Services

Create

CJA-24

Authorization and Voucher for

Create

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson
3. MAG. DKT/DEF NUMBER 1:14-CR-08805-1-AA	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-alleged felony)
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@actx.uscourts.gov	
14. LAW FIRM NAME AND MAILING ADDRESS	

Vouchers on File
 To group by a particular Header, drag the column to this:

Case	Defendant
1:14-CR-08805-AA- Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00
1:14-CR-08805-AA-	Jebediah Branson (# 1)

Step 3

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID Number

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) 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:

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.

Note: The **No Authorization Required** link is located below the authorization choices.

Associated Authorizations Unavailable

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-JL-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

The service type auto-populates based on the authorization selected. If no authorization is being used, click the **Service** Type drop-down arrow and select the service type. In the **Description** field, enter a description of the service to provided.

New Voucher Information	
Service Type	Chemist/Toxicologist *
Description	Toxicology report.

Complete the New Voucher Information section either by searching for an existing expert or entering the information for another provider that is not currently in the system.

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

First Name Last Name *

Email *

Phone * Fax

Address 1 * City *

Address 2 State (U.S. Only*) Zip *

Address 3 Country * UNITED STATES

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

Step 7

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 *

Phone * Fax

Address 1 * City *

Address 2 State (U.S. Only*) Zip *

Address 3 Country * UNITED STATES

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

Create Voucher

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become available. Assign the voucher by clicking 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

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

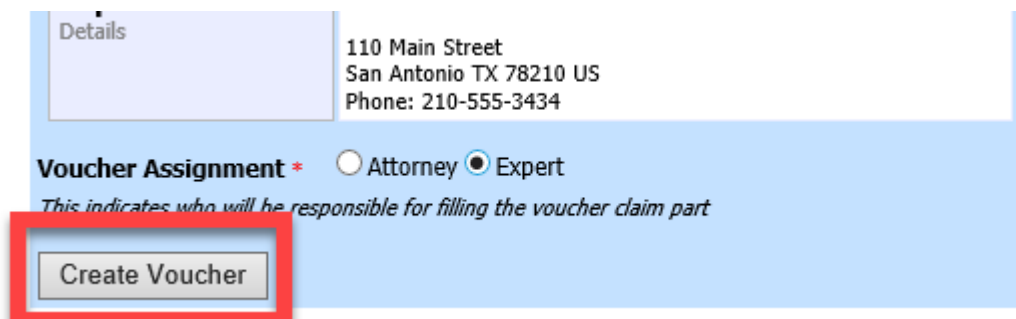
Expert Info
Details
Abraham Astley
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

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**.



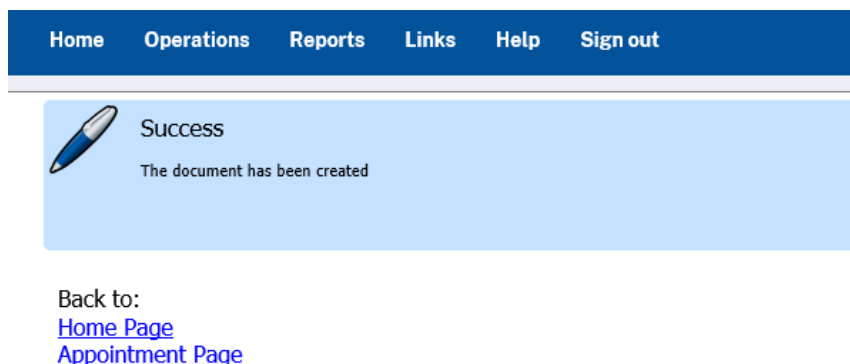
Details

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

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 and submit on the expert's behalf.



Home Operations Reports Links Help Sign out

 **Success**
The document has been created

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

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 the Confirmation page, and approving the voucher, which then moves the voucher to the My Submitted Documents Section.**