

## 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

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	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> <a href="#">Appointment ID: 4</a>	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-AA</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders <a href="#">Representation ID: 4</a> <a href="#">Appointment ID: 2</a>	<b>Defendant: Thomas Watson</b> 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.

**Appointment**  
 In this page 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** [Create](#)  
Authorization for Expert and other Services
- AUTH-24** [Create](#)  
Authorization for payment of transcript
- BUDGETAUTH** [Create](#)  
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case
- CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel
- CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services
- CJA-24** [Create](#)  
Authorization and Voucher for

**Appointment Info**

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMB 1:14-CR-08805-1-AA
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGOR Felony (including pre- of 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: <a href="mailto:lisa_omelas@aotc.uscourts.gov">lisa_omelas@aotc.uscourts.gov</a>	
14. LAW FIRM'S NAME AND MAILING ADDRESS	

**Vouchers on File**

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

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

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 1:14-CR-08805-1-AA	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**

<p><b>ID Number: 917</b> Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00</p>	<p>Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:</p>
<p><b>ID Number: 920</b> Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00</p>	<p>Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:</p>
<p><b>ID Number: 955</b> Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00</p>	<p>Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:</p>

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

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-MJ-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	
<b>ID Number: 4</b> 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
<b>ID Number: 186</b> 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:
<b>ID Number: 955</b> 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**

Complete the New Voucher Information section either by searching for an existing expert or entering the information for another provider.

**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:

**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:

Voucher Assignment:  Attorney  Expert

This indicates who will be responsible for filing the voucher claim.

Create 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.

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

**Please Select the Associated Authorization**

<b>ID Number: 224</b> Order Date: 03/03/2014 <b>Authorized Amount: \$500.00</b> <b>Grand Total Amount: \$800.00</b>	Service Type: Chemist/Toxicologist Estimated Amount: \$500.00 Notes:
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**New Voucher Information**

Service Type:

Step 7

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:  \*

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:

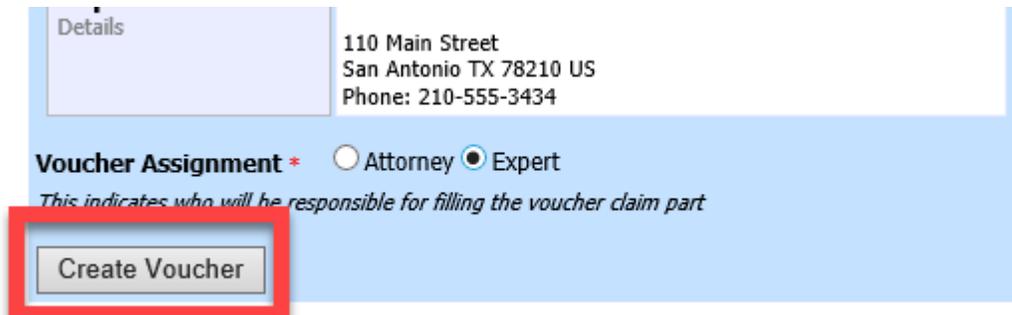
**Expert Info** Details

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

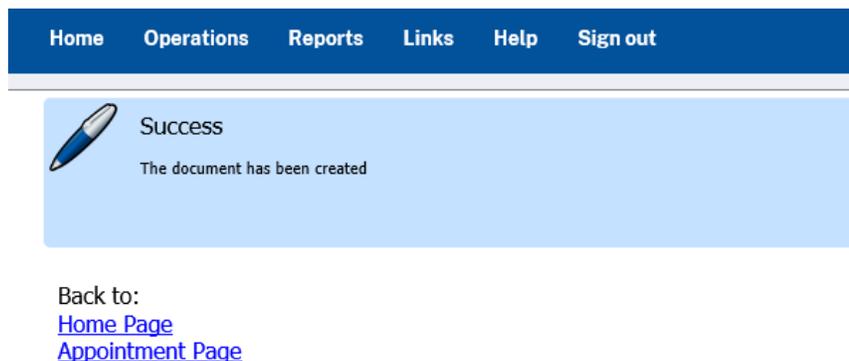
**Voucher Assignment \***  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Step 8**

Once you have made your selection, 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. You must virtually sign the completed CJA-21 voucher again to submit it to the court for processing.