Linking an Authorization to a CJA-21 Voucher

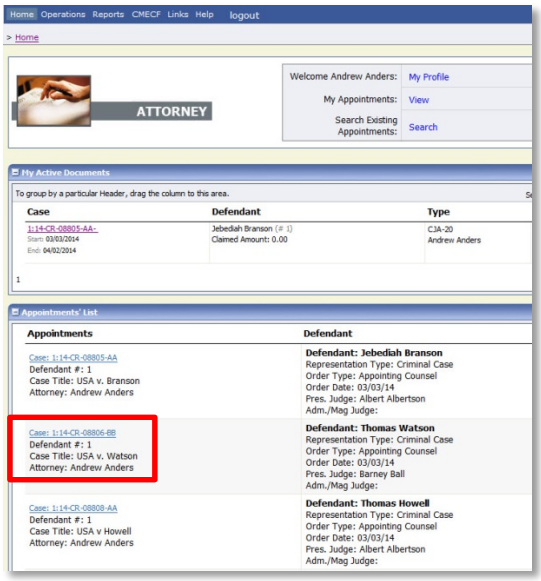
After your authorization has been approved by the judge, the authorization will appear in your **Closed Vouchers** panel. You may click the voucher number hyperlink to view the voucher if desired.

Step 1

Select your appointment.

To create the CJA-21 Voucher and link it to the authorization, click the defendant case number hyperlink in the **Appointments** panel.

Figure 1: Home Page – Appointment List

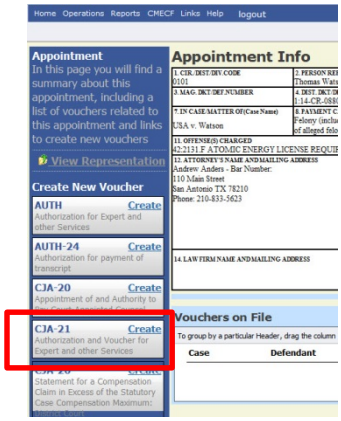


Step 2

Create CJA-21.

On the **Appointment** screen, click the **Create CJA-21** link on the left panel.

Figure 2: Appointment Info

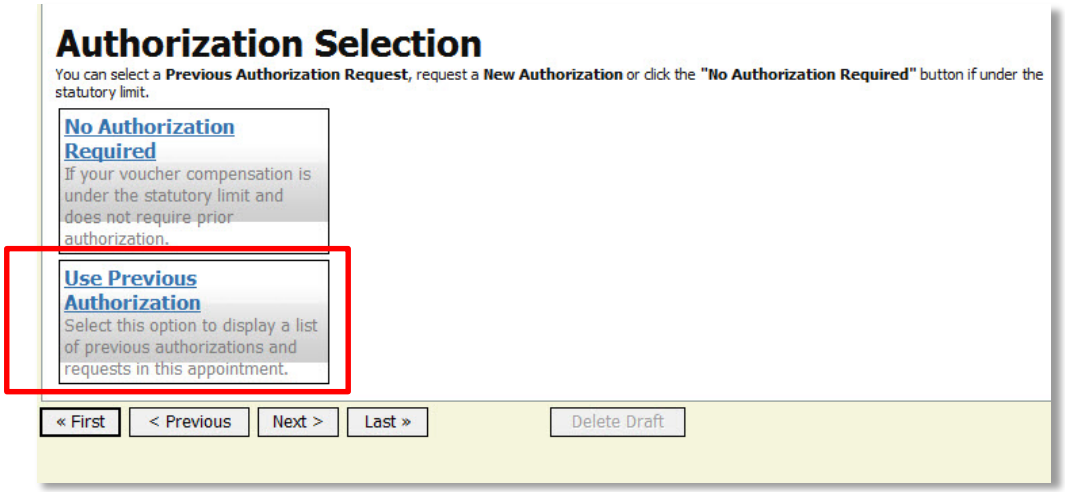


Step 3

Authorization Selection

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

Figure 3: Authorization Selection



Notes:

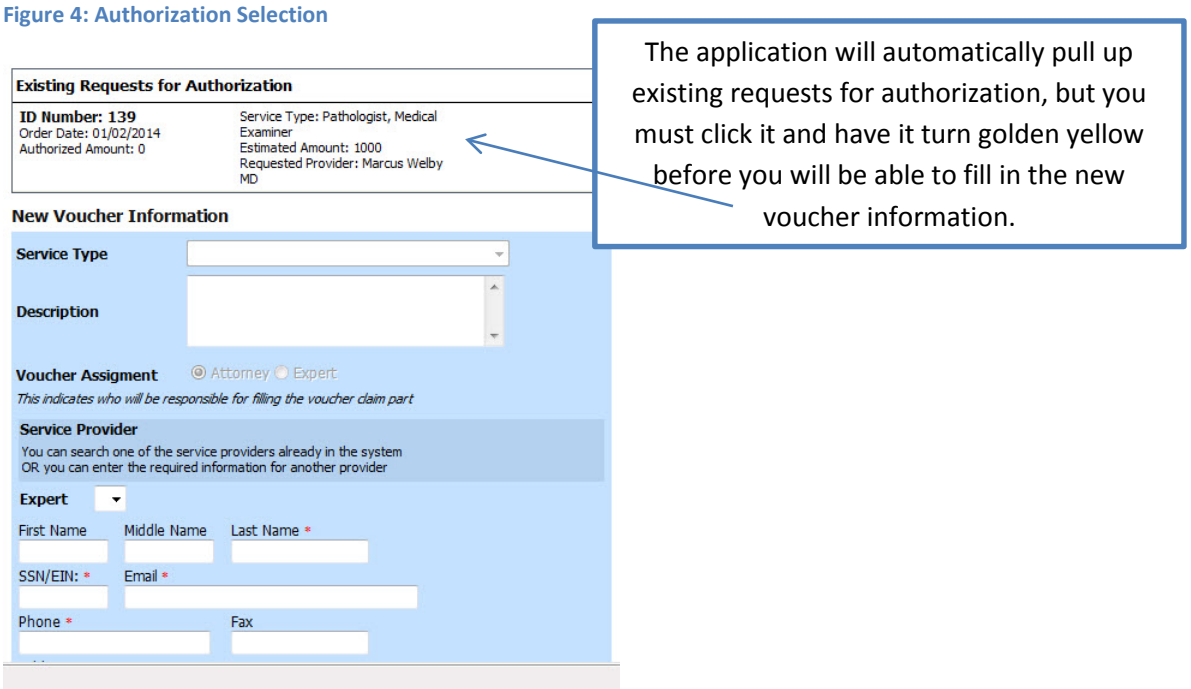
- The system will search and display any existing requests for authorization.

Step 4

Select Authorization.

You must click the authorization listed and it will change color to yellow.

Figure 4: Authorization Selection

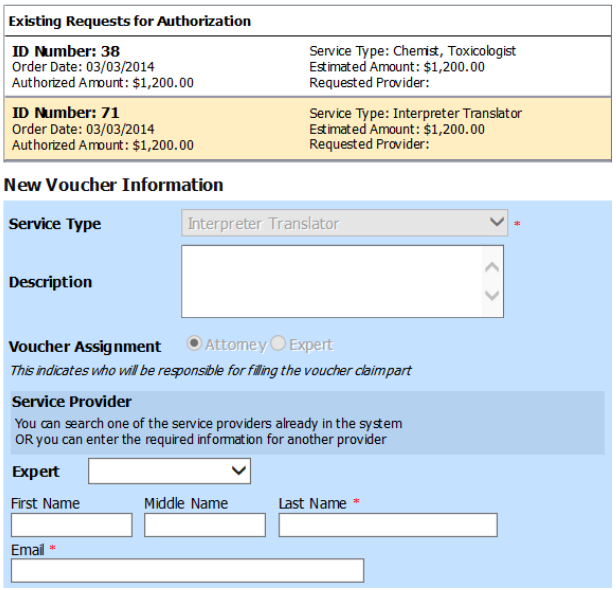


Step 5

Fill in the New Voucher Information

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

Figure 5: New Voucher Information



Notes:

- If the Service Providers or Experts have rights to enter their own expenses, the radio button selection for **Voucher Assignment** will become active, and you will choose if you or the expert will be entering 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 "sign" the completed CJA-21 again to submit it to the court for processing.