

CJA 21 Authorizations and Vouchers for Attorneys

Submitting for a CJA 21 Expert - pre-authorization

1. Go to the eVoucher application at: https://circ01-evapp.ada.dcn/CJA_mex_prod/CJAeVoucher/LogOn.aspx
2. Click the Case Number hyperlink in the Appointments' List on your Home page.
3. On the Appointment Info page, click the AUTH Create link on the left-hand menu.
4. Fill in the information requested for the Authorization.
5. Fill in the Estimated Amount, the Basis of the Estimate, a Description and select the Service Type from the drop-down list. A "Requested Provider" is not required. Click Next.
Note: You may attach multiple supporting documents in the Documents tab. You will be able to include a description for each document as you load it.
6. On the Confirmation tab, check the "I swear..." check box (the date will automatically update to the current date) and click Submit to submit request to the Clerk. Note: you may add notes if desired.
7. After your authorization has been submitted for approval, the request will appear in your "My Submitted Documents" panel. Once your authorization has been approved by the Judge, the authorization will appear in your "Closed Documents" panel. You may click the voucher number hyperlink to view the voucher if desired.
8. IF YOUR REQUEST IS REJECTED BY THE COURT, you will receive an e-mail indicating the reason it is being returned and it will appear in "My Active Documents" with a yellow background. You should review the Notes, make any corrections and re-submit.

Linking an Authorization to a CJA 21 Voucher and Submitting for Payment

1. Go to the eVoucher application at [http:// https://circ01-evapp.ada.dcn/CJA_mex_prod/CJAeVoucher/LogOn.aspx](http://https://circ01-evapp.ada.dcn/CJA_mex_prod/CJAeVoucher/LogOn.aspx)
2. From the Appointments' List, click on the case number hyperlink.
3. Click the CJA 21 Create link on the left panel.
4. The Basic Info screen has options of No Authorization Required or *Use Previous Authorization*.
ONLY use and Click the "Use Previous Authorization" option.
Note: the system will search and display any Existing Requests for Authorization.
5. Select the appropriate Authorization and it will change color to yellow.
6. On the same page, select the correct service provider from the "Expert" drop down OR fill in the Service Provider information. Note: Voucher Assignment should always remain "Attorney"
7. Click Create Voucher.
8. Complete the Services, Expenses and Claim Status tabs. Note: If a flat rate is charged enter "1" in the Hours field and the amount charged in the "Rate" field.
9. Attach any invoices or supporting documentation on the Documents tab and on the Confirmation tab, check the "I swear..." check box and click Submit to sign on behalf of expert.
10. On the Success screen, click on the "Home Page" link. From My Active Documents, the voucher will appear with Status "Submitted to Attorney FINAL PAYMENT". Click on the document number.
11. Go through the same steps validating entries, check the "I swear..." check box (the date will automatically update to the current date) and click Submit to sign on your own behalf and submit to Court for payment.
12. Once payment has been approved, the voucher will appear in the "My Service Provider's Documents" section with Status: Voucher Closed FINAL PAYMENT

Submitting for Supplemental CJA 21 Expert Funds (pre-authorization)

1. Go to the eVoucher application at: https://circ01-evapp.ada.dcn/CJA_mex_prod/CJAeVoucher/LogOn.aspx
2. Click the Case Number hyperlink in the Appointments' List on your Home page.
3. On the Appointment Info page, click the AUTH Create link on the left-hand menu.
4. In the Description box, enter the information requested for the Authorization. Explain the authorization amount requested supersedes the original request, why additional funds are required and indicate the previous amount approved.
5. In the Estimated Amount box, enter the TOTAL amount you expect to pay the expert (include both the original amount approved + the additional amount being requested)
6. Enter the Basis of the Estimate and select the Service Type from the drop-down list. A "Requested Provider" is not required but may be entered. Click Next.
7. Attach any supporting documentation. You may attach multiple supporting documents in the Documents tab. You will be able to include a description for each document as you load it. Note: No supporting documents are required.
8. On the Confirmation tab, check the "I swear..." check box (the date will automatically update to the current date) and click Submit to submit request to the Clerk. Note: you may add notes if desired.
9. After your authorization has been submitted for approval, the request will appear in your "My Submitted Documents" panel. Once your authorization has been approved by the Judge, the authorization will appear in your "Closed Documents" panel. You may click the voucher number hyperlink to view the voucher if desired.
10. IF YOUR REQUEST IS REJECTED BY THE COURT, you will receive an e-mail indicating the reason it is being returned and it will appear in "My Active Documents" with a yellow background. You should review the Notes, make any corrections and re-submit.