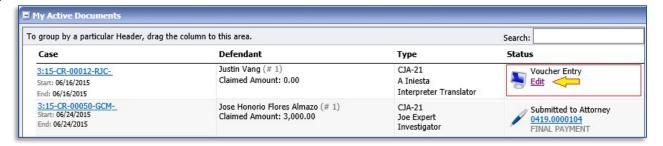
CJA-21 Voucher - Entering Data

Counsel will continue to file a Motion for Expert Services with the Court. If the Motion is granted, court staff will create the CJA-21 in the CJA eVoucher system. Counsel will receive an email that the CJA-21 Voucher is ready to add Services and Expenses. The CJA-21 voucher can be found on the Home Page in the "My Active Documents" with the status of "Voucher Entry."

Entering Expert Services



From your My Active Documents section, click on Edit.



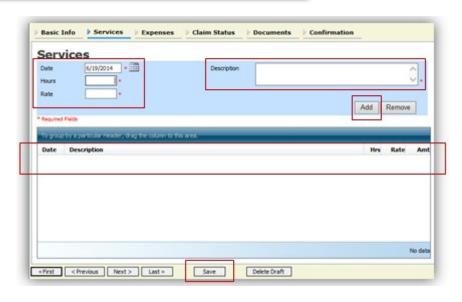
Step Click the **Services** tab or click the **Next** option located on the Progress bar.

Step Enter the Date, Hours, Rate, and Description.



The item will appear in the bottom of the Services list section.





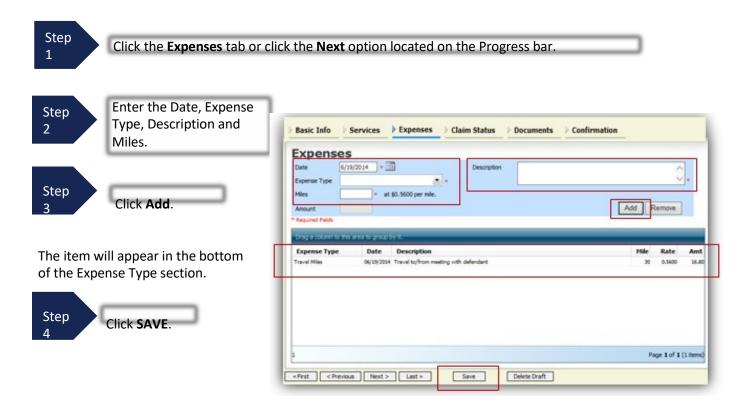


Note:

- There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.
- If all information is not entered you cannot advance to the next screen.



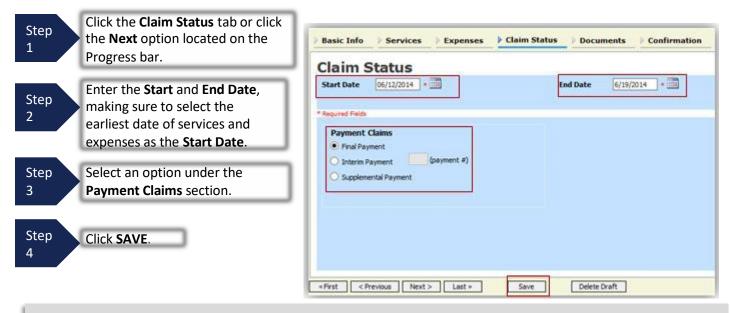
Entering Expert Expenses



Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

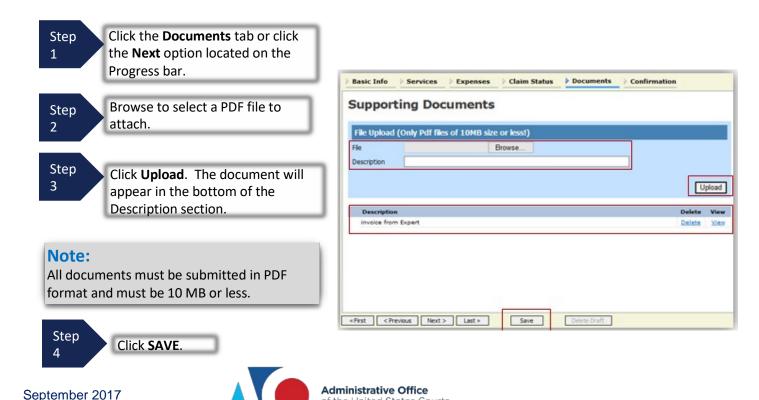
Entering Claim Status



Note:

Interim Payment allows for payment in segments, but interim payment must be approved by the court in advance. If using this type of payment indicate the number of this requested payment.

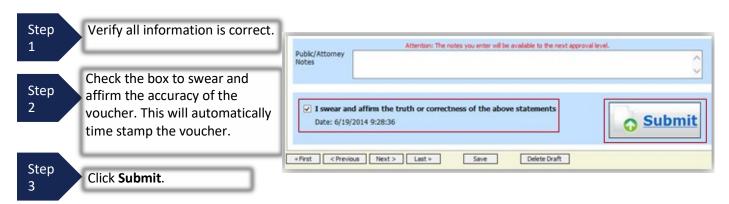
Supporting Documents



of the United States Courts
Department of Technology Services

Signing and Submitting Voucher to Court

To submit the voucher to the court, click on the Confirmation tab. A confirmation page will appear.



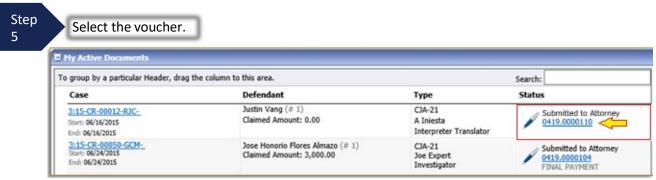
A confirmation screen will appear indicating the action was successful.



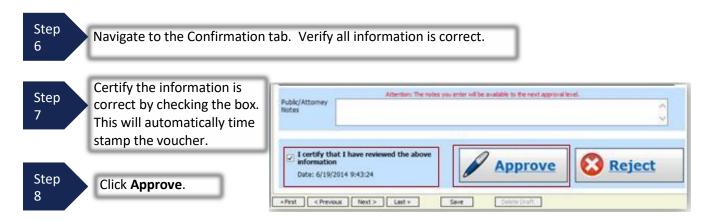
Note:

Since you are submitting the voucher on behalf of the expert, you'll need to approve the voucher twice: **Once** while submitting it for the expert, and a **second** time after it appears in the "My Active Documents" section. **Both approvals are required for payment**.

The voucher will appear in the "My Active Documents" section, with the status of "Submitted to Attorney."



Signing and Submitting Voucher to Court (cont'd)



The voucher will now appear in the "My Service Provider" section, with the status of "Submitted to Court."

Note:

- Final Payment is requested after all services have been completed.
- After Final Payment number has been submitted, a Supplemental Payment may be requested due to a missed or forgotten receipt.