

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

Select Your Appointment

To create a CJA-21 voucher and link it to the authorization, in the Appointments' List section, click the defendant case number link.

The screenshot shows the SDSO Training software interface. At the top, there is a navigation bar with 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'Signout'. Below this is a 'My Active Documents' window containing a table of active documents. The table has columns for Case, Defendant, Type, Status, and Date Entered. Below the table is an 'Appointments' List window showing details for three appointments. The second appointment, 'Case: 1:19-MJ-96325-JL', is highlighted with a red box.

Case	Defendant	Type	Status	Date Entered
1:19-CV-96325-... Start: ... End: ...	Nick Sing (# 9874) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	03/04/2020
1:19-CR-45611-... Start: ... End: ...	Theo Thief (# 9877) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	07/25/2019
1:19-CR-22558-... Start: ... End: ...	Mister Walter (# 1234) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	07/25/2019
1:19-CR-12345-... Start: ... End: ...	Mister Badman (# 1234) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	07/26/2019
1:19-CV-33333-... Start: ... End: ...	Shopper Lifter (# 9874) Claimed Amount: 0.00	CJA-30 Atty Longoria	Voucher Entry Edit	08/09/2019
1:19-CR-77777-... Start: 08/06/2019 End: 08/12/2019	Larry Freeman (# 4444) Claimed Amount: 2,756.0	CJA-20 Atty Longoria	Voucher Entry Edit FINAL PAYMENT	08/12/2019

Appointments	Defendant
Case: 3:19-MJ-04562-JL Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
Case: 1:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	Defendant: Practice Voucher Representation Types: DEA - Drug Minus 2 Appeal Order Type: Federal Defender Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
Case: 1:19-CR-45611-JL Defendant #: 9877 Case Title: Thief vs USA Attorney: Atty Longoria	Defendant: Theo Thief Representation Type: Criminal Case Order Type: Federal Defender Order Date: 06/14/19 Pres. Judge: Judge Longoria Adm./Mag Judge:

STEP 2

Create the CJA-21 Voucher

In the Appointment section, click the CJA-21 **Create** link.

The screenshot shows the 'Appointment' section of the system. A red box highlights the 'Appointment' header. Below it, there is a 'View Representation' link and a 'Create New Voucher' section with several options: AUTH, AUTH-24, BUDGETAUTH, CJA-20, CJA-21, and CJA-24. Each option has a 'Create' link. A red arrow points to the 'CJA-21 Create' link. To the right, the 'Appointment Info' section displays details for a case, including case number, defendant name, attorney name, and a table of 'Vouchers on File'.

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

Authorization Selection

On the Basic Info screen, in the Authorization Selection section, there are two options: **No Authorization Required** or **Use Previous Authorization**. Click **Use Previous Authorization**.

Basic Info

1. CIR./DIST/DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. #
7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. #		Ad	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00		PRESIDING JUDGE Albert Albertson	
		M3	

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of .

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

Note

The system searches for and displays any existing requests for authorization.

STEP 4

Select Authorization

The application automatically displays existing requests for authorizations. 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
 You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

No Authorization Required
 If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
 Select this option to display and select from a list of approved authorizations for this appointment.

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: 200 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: 223 Order Date: 08/23/2017 Authorized Amount: \$800.00 Grand Total Amount: \$800.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:
ID Number: 297 Order Date: 08/23/2018 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,000.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:

New Voucher Information

Service Type: Chemist/Toxicologist *

STEP 5

Enter the New Voucher Information

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

New Voucher Information

Service Type: Chemist/Toxicologist *

Description: [Text Area]

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: [Dropdown Menu]

Expert List:
 Astley, Rick
 Expert, Betty
 Expert, LeVar
 Expert, Longoria
 Expert, Misses

Voucher Assignment: Attorney Expert

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: [Dropdown Menu]

First Name: [Text Field] Middle Name: [Text Field] Last Name: [Text Field] *

Email: [Text Field] *

Phone: [Text Field] * Fax: [Text Field]

Address 1: [Text Field] * City: [Text Field] *

Address 2: [Text Field] State (U.S. Only): [Dropdown Menu] Zip: [Text Field] *

Address 3: [Text Field] Country: [Dropdown Menu] * UNITED STATES

Voucher Assignment: Attorney Expert

Create Voucher

If the authorization has an increase in the amount, you can see this by comparing 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

ID Number: 224	Service Type: Chemist/Toxicologist
Order Date: 03/03/2014	Estimated Amount: \$500.00
Authorized Amount: \$500.00	Notes:
Grand Total Amount: \$800.00	

New Voucher Information

STEP 6

Select the Voucher Assignment

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons becomes active. Click 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: [Empty text area]

Service Provider: [Instructions: You can search one of the service providers already in the system OR you can enter the required information for another provider]

Expert: Astley, Rick

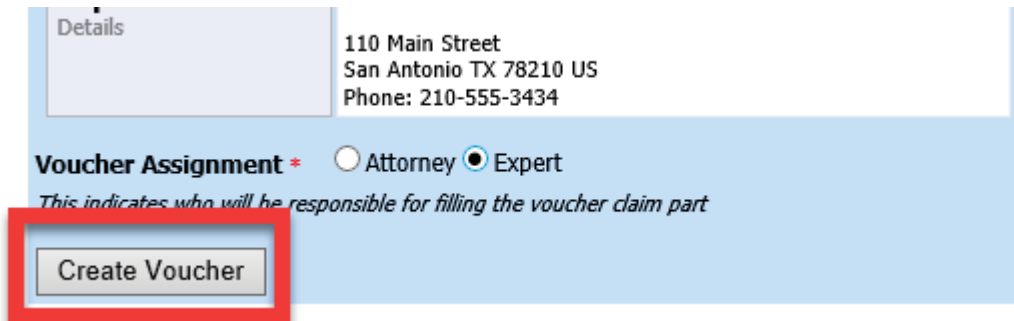
Expert Info
Rick Astley
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

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

Create Voucher

STEP 7**Create the Voucher**

Once you have made your selection, click **Create Voucher**.



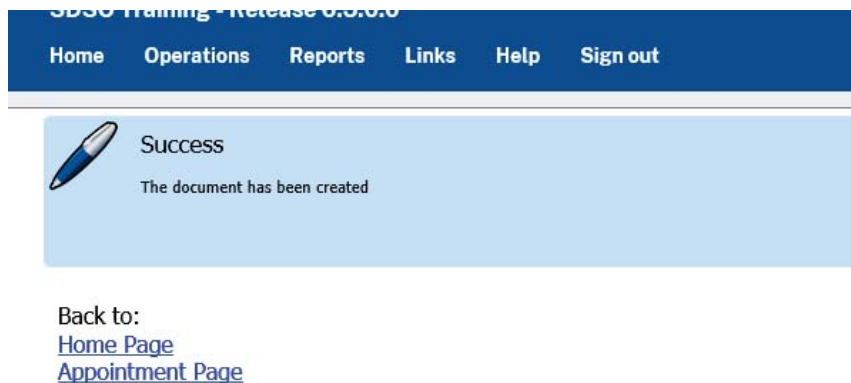
Details

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, you will receive a message 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 will open. Fill out the voucher accordingly.



SDSO Training - Release 0.0.0.0

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. You must virtually sign the completed CJA-21 voucher again to submit it to the court for processing