



U.S. DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO

CJA Billing and Best Practices

CJA-21 & CJA-24
February 2026

Hon. Aida M. Delgado-Colón, Chair, CJA Committee
Ada I. García-Rivera, Esq., CPA, Clerk of Court

Billing Issue No. 1
Expert Vouchers CJA-21
Incomplete Motions

Investigative, Expert, and Other Services

- The *Guide*, Vol. 7A, Ch. 3
 - Most common types of services:
 - Paralegals
 - Investigators
 - Translators
 - Interpreters
 - Psychologists/Psychiatrists (additional rules apply)
 - Service fees claimed by these providers cannot be claimed as an expense in counsel's CJA voucher. Not even if counsel has paid for the services.
 - Service providers must invoice services using a CJA-21 form.
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Investigative, Expert, and Other Services

- Counsel is **required** to:
 - Supervise expert's performance.
 - Create the AUTH and CJA voucher. In some cases, fill the expert's voucher.
 - Certify fees and expenses (Submit expert's voucher to the court).
Counsel certifies rendition of services and submission of necessary reports.
 - Prior to exceeding approved amounts, counsel shall request court's approval for additional funds.
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Investigative, Expert, and Other Services

- Motion for expert services
 - Detailed description of tasks to be performed (scope of work)
 - Name, address, phone number
 - *Curriculum Vitae*
 - Date the expert will begin services
 - Fee per hour or rates
 - Estimated number of hours
 - Proposed draft of order for the court
 - Estimated Completion date for task(s) assigned, to the extent possible

Investigative, Expert, and Other Services

- Investigator cannot:
 - Be your employee
 - Provide legal advice to the defendant
 - Provide legal advice or talk to co-counsel defendants without other counsel present.
 - Recruit clients on your behalf.
 - Not entitled to advance payments.
 - Interim payments may be approved by the court only if it is considered necessary and appropriate in a specific case.
 - Complex cases
 - Length of representation and service
 - Expert's expenses, such as, travel costs

Billing Issue No. 2
Psychologists & Psychiatrists
Payment Source and
Incomplete Motions

Psychologists and Psychiatrists

- ❑ The *Guide*, Vol. 7A, Ch. 3, §320.20.
 - ❑ Most services are paid by the Department of Justice (DOJ), regardless of whether the services were requested by defense counsel, especially those used to determine mental competency.
 - ❑ Psychological, psychiatric and related services involving CJA clients are paid from CJA funds on limited circumstances, when used for defense purposes, requested *ex-parte*, and examination is not disclosed to the government.
 - ❑ In cases involving dual purpose examinations, the costs are shared and paid with CJA and DOJ funds.
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§ 320.20.60 Summary Chart: Responsibility for Payment of Psychiatric and Related Expert Services

Type of Service	CJA	DOJ
<p><u>(a) To determine mental competency to stand trial, under 18 U.S.C. § 4241 (link is external)</u></p> <p>(1) Examination costs</p> <p>(2) Testimony costs for examiner if called at hearing</p> <p>(3) Testimony costs for examiner if called at trial</p>		<p>Yes, regardless of which party requests, including examination on court's own motion</p> <p>Yes, regardless of which party calls</p> <p>If witness appears on behalf of government</p>
<p><u>(b) To determine existence of insanity at time of offense, under 18 U.S.C. § 4242 (link is external)</u></p> <p>(1) Examination costs</p> <p>(2) Testimony costs for examiner if called at trial</p>		<p>Yes</p> <p>Yes, regardless of which party calls</p>
<p><u>(c) To determine existence of insanity at time of offense, under CJA subsection (e)</u></p> <p>(1) Examination costs</p> <p>(2) Testimony costs for examiner if called at trial</p>	<p>Yes</p> <p>Yes</p>	

§ 320.20.60 Summary Chart: Responsibility for Payment of Psychiatric and Related Expert Services

Type of Service	CJA	DOJ
<p><u>(d) To determine mental condition of hospitalized person found not guilty only by reason of insanity, under 18 U.S.C. § 4243 (link is external)</u></p> <p>(1) Examination costs</p> <p>(2) Testimony costs for examiner if called at hearing</p>		<p>Yes</p> <p>Yes, regardless of which party calls</p>
<p><u>(e) To determine mental condition of convicted person suffering from mental disease or defect, under 18 U.S.C. § 4244 (link is external)</u></p> <p>(1) Examination costs</p> <p>(2) Testimony costs for examiner if called at hearing</p>		<p>Yes</p> <p>Yes, regardless of which party calls</p>
<p><u>(f) To determine mental condition of imprisoned person, under 18 U.S.C. § 4245 (link is external)</u></p> <p>(1) Examination costs</p> <p>(2) Testimony costs for examiner if called at hearing</p>		<p>Yes, including costs of additional examiner selected by imprisoned person in accordance with 18 U.S.C. § 4247(b) (link is external)</p> <p>Yes, regardless of which party calls, including additional examiner selected by imprisoned person in accordance with 18 U.S.C. § 4247(b) (link is external)</p>

§ 320.20.60 Summary Chart: Responsibility for Payment of Psychiatric and Related Expert Services

Type of Service	CJA	DOJ
<p><u>(g) To determine mental condition of hospitalized person due for release, under 18 U.S.C. § 4246 (link is external)</u></p> <p>(1) Examination costs</p> <p>(2) Testimony costs for examiner if called at hearing</p>		<p>Yes, including costs of additional examiner selected by hospitalized person in accordance with 18 U.S.C. § 4247(b) (link is external)</p> <p>Yes, regardless of which party calls, including additional examiner selected by hospitalized person in accordance with 18 U.S.C. § 4247(b) (link is external)</p>
<p><u>(h) Examination of a person in custody as a material witness</u></p>		Yes, under all circumstances
<p><u>(i) Examination and testimony costs for expert witnesses not appointed under 18 U.S.C. §§ 4241, 4242, 4243, 4244, 4245, 4246 (link is external)</u></p>	If requested by the defense	If requested by the government, or if appointed as an independent expert on court's own motion under Fed. R. Evid. 706 (link)

Psychologist and Psychiatrists

Motion must include:

- Scope and purpose of the evaluation.
- Statute under which services are requested. *See*, Vol. 7A, Ch. 3, §320.20.60 of the Guide.
- Who will perform the services.
- Name, address and *Curriculum Vitae* of service provider.
- Who will use the examination/Purpose for which report will be used.
- If information is to be disclosed to or shared with the government.
- Fee per hour.
- Number of hours (estimate).
- Proposed draft order for the court.
- Authorization for expert to evaluate expert at prison, if applicable.

Note: Motion should not specify source of funds (DOJ/CJA).

Billing Issue No. 3
Creation of
AUTH & CJA-21

Most Common CJA-21 Billing Issues

- The following issues cause the return of the CJA-21 voucher to counsel, delaying payment to the service provider.
 - Incomplete motions:
 - Lack of information such as rates, budgeted hours and/or amounts, or scope of work.
 - Lack of documents such as *curriculum vitae*.
 - Failure to timely create an authorization AUTH in eVoucher.
 - Failure to “link” the expert’s voucher to an approved AUTH.
 - Missing invoice or invoice lacks wet ink signature.
 - Expert invoice lacks business header, address, telephone number, etc.
 - Amount claimed in voucher or rates exceeds Court’s authorization.
 - Amount/hours claimed in invoice do not match voucher entries.
 - Failure to submit final voucher.
-

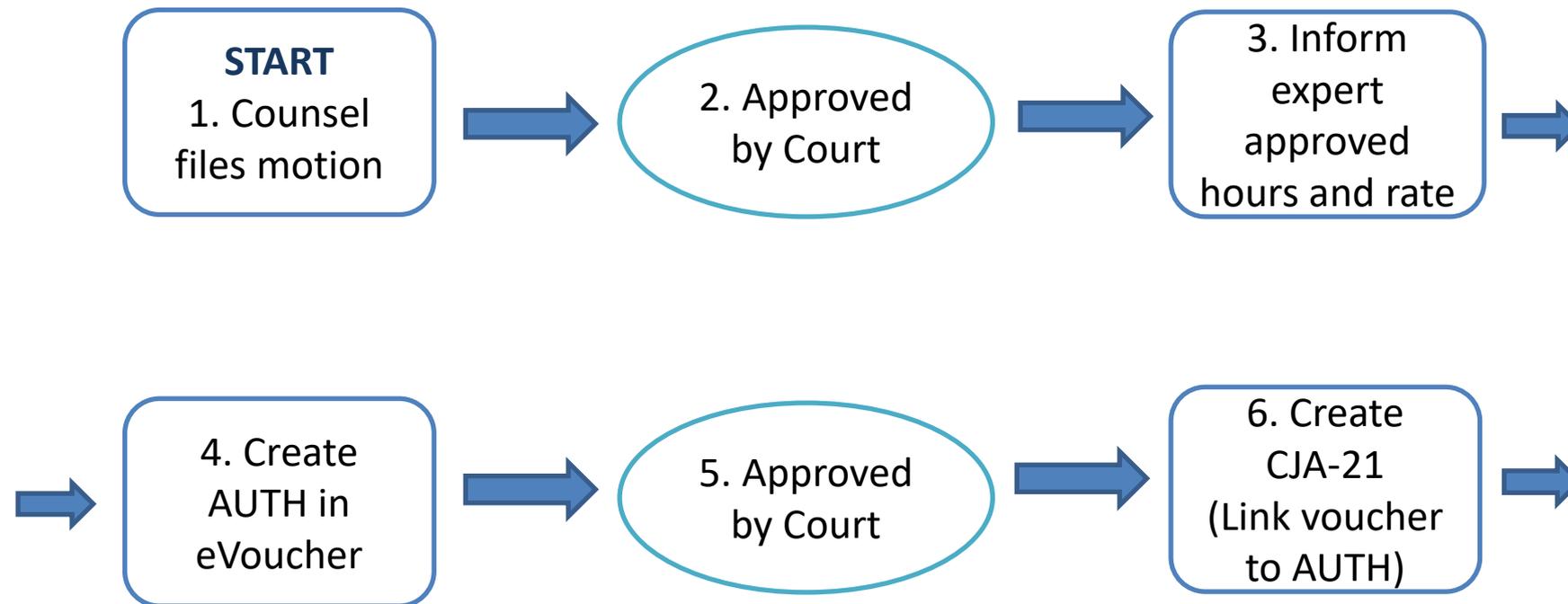
Most Common CJA-21 Billing Issues

- Service entries in eVoucher lack details or information.
- Time was not invoiced in tenths of an hour.
- Claim Status Page incorrectly filled:
 - Incorrect “Start Date” or “End Date”.
 - Incorrect payment status (interim or final).
 - Interim voucher number is wrong.
- Travel expenses invoiced in the wrong category (Service category).

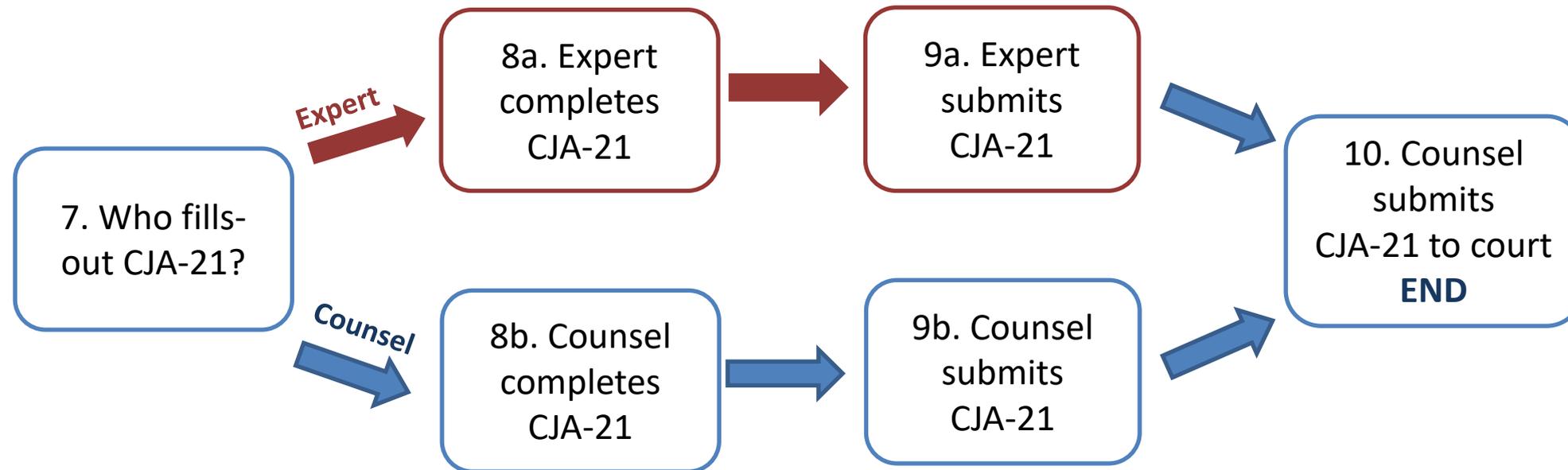
Tools for Creating CJA-21 Vouchers

- AUTH: Creation for Authorization of Expert Services
- Linking an AUTH to a CJA-21 Voucher
- CJA-21: How to Create an Expert Voucher
- Adding Funds to an Existing AUTH

Process for Creating an AUTH & CJA-21



Process for Creating an AUTH & CJA-21



Creating an AUTH

Step 1

To create an authorization, go to the "Appointments' List" section and choose the corresponding case

Appointments' List	
Appointments	Defendant
Case: 3:99-CR-00999-JSL Defendant #: 1 Case Title: USA vs Barker et al Attorney: Joe Joes	Defendant: Donnie Clark Barker Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/10/10 Pres. Judge: Judge S. Law Adm./Mag Judge:
Case: 3:11-CV-00123-JSL Defendant #: 1 Case Title: us v criminal Attorney: Joe Joes	Defendant: criminal Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/10/11 Pres. Judge: Judge S. Law Adm./Mag Judge:
Case: 3:11-CR-00123-JSL Defendant #: 1 Case Title: Criminal Case Attorney: Joe Joes	Defendant: Criminal Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/10/11 Pres. Judge: Judge S. Law Adm./Mag Judge:
Case: 3:11-CR-00001-JSL Defendant #: 1 Case Title: USA v Parker et al Attorney: Joe Joes	Defendant: Bonnie Elizabeth Parker Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/10 Pres. Judge: Judge S. Law Adm./Mag Judge:

Creating an AUTH

Step 2

On the Appointment Info page, next to AUTH, click Create

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		Appointment Info	
View Representation			
Create New Voucher			
AUTH Authorization for Expert and other Services	Create		
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create		
CJA-21 Authorization and Voucher for Expert and other Services	Create		
Reports			
Appointment Report			
Defendant Summary Budget Report			
Defendant Detail Budget Report			

1. CIR./DIST./DIV.CODE 4669		2. PERSON REPRESENTED Bonnie Elizabeth Parker			
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 3:11-CR-00001-1-JSL		5. APH	
7. IN CASE/MATTER OF(Case Name) USA v Parker et al		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYE Adult	
10. OFFENSE(S) CHARGED					
11. PLEA AND DEFENSIVE ACTS					
12. LAW FIRM NAME AND MAILING ADDRESS 12345 Main St PO Box here San Juan pr 00918 Phone: 777-7777; 772-2222					
13. CO <input type="checkbox"/> C: <input type="checkbox"/> F: <input type="checkbox"/> P: <input type="checkbox"/> X: Prior A Appoi Signat Judge Date of 3/3/20 Repat					
14. LAW FIRM NAME AND MAILING ADDRESS					

Vouchers on File

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

Case	Defendant
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Creating an AUTH

Step 3

Select Create New Authorization

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.



Creating an AUTH

Step 4

On the Basic Info tab, complete the required fields: Estimated Amount, Basis of Estimate, Description, Service Type and Requested Provider.

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	1250.00 *
Authorized Amount	<input type="text"/>
Basis of Estimate	25 hours at \$50 hourly rate
Description	To assist the defense interviewing witnesses.
Service Type	Investigator *
Requested Provider	Dick Tracy

<< First < Previous Next > Last >> **Save** Delete Draft

Estimated amount: The amount approved by the Court.

Basic of Estimate: hourly or flat rate.

Description: Brief statement on the reasons for soliciting services.

Service Type: Select from the drop-down list the Service Type.

Request Provider: Expert's name

Click SAVE

Creating an AUTH

Step 5

In the Documents' tab: Upload the motion and order from the court approving the expert services.

▶ Basic Info ▶ **Documents** ▶ Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

Mark as Private

Creating an AUTH

Step 6

To submit the AUTH to the court, in the Confirmation page, check the box affirming the accuracy of the information, then click Submit.

The screenshot shows a web interface for creating an AUTH. At the top, there are three tabs: "Basic Info", "Documents", and "Confirmation". The "Confirmation" tab is selected and circled in red. Below the tabs, there is a text area for notes with a red warning message: "Attention: The notes you enter will be available to the next approval level." Below the text area, there is a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. To the right of the checkbox is a "Submit" button with a green arrow icon. At the bottom of the page, there are navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", "Delete Draft", and "Audit Assist".

Linking an AUTH to a CJA-21

Step 1

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



The screenshot shows a web application window titled "Appointments' List". It features a search bar at the top right. Below the search bar is a table with two columns: "Appointments" and "Defendant". The table contains two rows of data. The second row is highlighted with a red rectangular box. The first row is for "Case: 1:13-CR-08842-JI" with defendant "Paul William Clark". The second row is for "Case: 1:16-CR-08642-AA" with defendant "Daria Wyatt". The page number "1" is visible in the bottom left corner, and "Page 1 of 1 (2 items)" is in the bottom right corner.

Appointments	Defendant
Case: 1:13-CR-08842-JI Defendant #: 1 Case Title: USA v Clark Attorney: David Attorney	Defendant: Paul William Clark Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 08/03/13 Pres. Judge: Ignacio Iglesias Adm./Mag Judge:
Case: 1:16-CR-08642-AA Defendant #: 1 Case Title: USA v Wyatt Attorney: David Attorney	Defendant: Daria Wyatt Representation Type: Expert Only Order Type: Associate Order Date: 08/07/18 Pres. Judge: Albert Albertson Adm./Mag Judge:

Linking an AUTH to a CJA-21

Step 2

On the Appointment Info page, next to CJA-21, click Create.

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 Authorization for Expert and other Services	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create

Reports

- [Appointment Report](#)
- [Defendant Summary Budget Report](#)
- [Defendant Detail Budget Report](#)

Appointment Info

1. CIR. / DIST. / DIV. CODE 4669	2. PERSON REPRESENTED Bonnie Elizabeth Parker	
3. MAG. DKT / DEF NUMBER	4. DIST. DKT / DEF NUMBER 3:11-CR-00001-1-JSL	5. APF
7. IN CASE / MATTER OF (Case Name) USA v Parker et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYE Adult
11. OFFENSE(S) CHARGED 15:1823 F UNLAWFUL ACTS		
12. ATTORNEY'S NAME AND MAILING ADDRESS Joe J. Joes - Bar Number: 123123 po box here san juan pr 00918 Phone: 777-7777; 772-2222		13. CO <input type="checkbox"/> C : <input type="checkbox"/> F : <input type="checkbox"/> P : <input type="checkbox"/> X : Prior A Appoi Signat Judge Date o 3/3/20 Repa
14. LAW FIRM NAME AND MAILING ADDRESS		

Vouchers on File

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

Case	Defendant
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Linking an AUTH to a CJA-21

Step 3

On the Basic Information screen, in the Authorization Selection section, there are two options:

- No Authorization Required (if \$1,000.00 or less)
- Use Existing Authorization. (If over \$1,000.00)

Basic Info

Basic Info

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Kip Schild		VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:18-CR-01001-1-DRJ	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Kip Schild	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 43.104 P DISOBEDIENCE TO SUBPOENA			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Desiree R. Judge	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

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.



Linking an AUTH to a CJA-21

Step 4

If you select **Use Existing Authorization** tab, the system automatically displays existing requests for 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. You cannot continue until the authorization is highlighted in 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 Attley

ID Number: 223
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:

Linking an AUTH to a CJA-21

Step 5

The service type auto-populates based on the authorization selected.

New Voucher Information

Service Type	Chemist/Toxicologist
Description	

Linking an AUTH to a CJA-21

Step 6

Select the expert from the scroll down menu. If the expert's name is not in the scroll down menu, do not proceed. Send an email to the CJA Office with a completed AO213 form requesting that this expert be added to the eVoucher system.

New Voucher Information

Service Type: Chemist/Toxicologist

Description:

Service Provider

You can select a provider already in the system
OR you can enter the required information for another provider

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

Expert Details: [Address and Phone information]

Voucher: [] Expert

This indicates who will be responsible for filling the voucher claim part

Create Voucher

Linking an AUTH to a CJA-21

Step 7

If the service provider or expert has right to enter their own expenses, the Voucher Assignment radio button becomes active. Click the appropriate radio button to indicate whether counsel or the expert will enter the services fees on the voucher.

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 Astley, Rick

Expert Info
Details

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

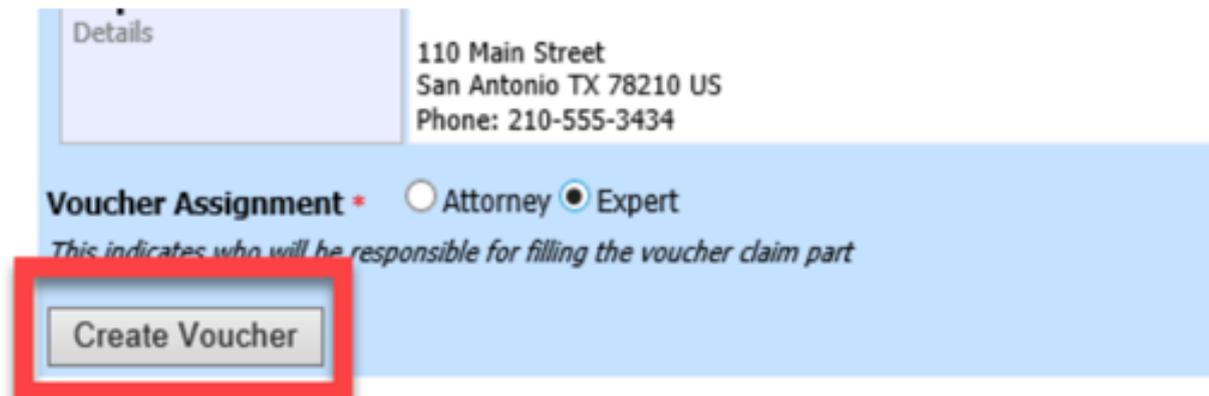
Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Create Voucher

Linking an AUTH to a CJA-21

Step 8

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

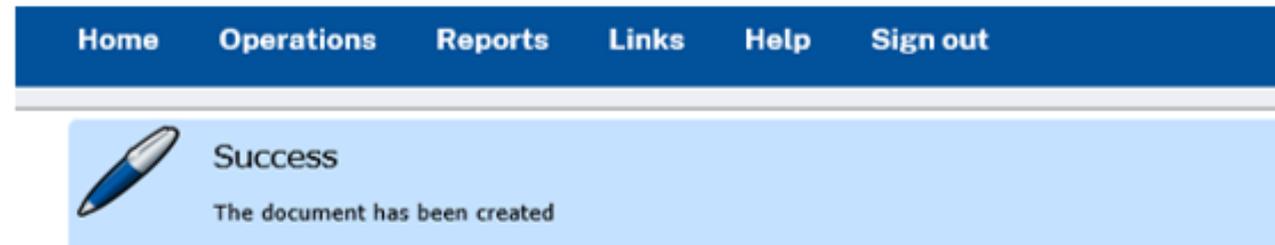


The screenshot shows a form with a light blue background. At the top left, there is a tab labeled "Details". To the right of the tab, the following information is displayed: "110 Main Street", "San Antonio TX 78210 US", and "Phone: 210-555-3434". Below this information, there is a section titled "Voucher Assignment *". Under this title, there are two radio button options: "Attorney" (which is unselected) and "Expert" (which is selected). Below the radio buttons, there is a line of text: "This indicates who will be responsible for filling the voucher claim part". At the bottom left of the form, there is a button labeled "Create Voucher". This button is highlighted with a red rectangular border.

Linking an AUTH to a CJA-21

Step 9

If you selected that the voucher is to be completed by the expert, the expert 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.



Creating a CJA-21 without AUTH

Step 1

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



Appointments	Defendant
Case: 1:13-CR-08842-II Defendant #: 1 Case Title: USA v Clark Attorney: David Attorney	Defendant: Paul William Clark Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 08/03/13 Pres. Judge: Ignacio Iglesias Adm./Mag Judge:
Case: 1:16-CR-08642-AA Defendant #: 1 Case Title: USA v Wyatt Attorney: David Attorney	Defendant: Daria Wyatt Representation Type: Expert Only Order Type: Associate Order Date: 08/07/18 Pres. Judge: Albert Albertson Adm./Mag Judge:

1 Page 1 of 1 (2 items)

Creating a CJA-21 without AUTH

Step 2

On the Appointment Info page, next to CJA-21, click Create.

Appointment		Appointment Info	
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 Authorization for Expert and other Services	Create		
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create		
CJA-21 Authorization and Voucher for Expert and other Services	Create		
Reports			
Appointment Report			
Defendant Summary Budget Report			
Defendant Detail Budget Report			
		1. CIR./DIST./DIV.CODE 4669	2. PERSON REPRESENTED Bonnie Elizabeth Parker
		3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 3:11-CR-00001-1-JSL
		7. IN CASE/MATTER OF(Case Name) USA v Parker et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
		11. OFFENSE(S) CHARGED 15:1823.F UNLAWFUL ACTS	
		12. ATTORNEY'S NAME AND MAILING ADDRESS Joe J. Joes - Bar Number: 123123 po box here san juan pr 00918 Phone: 777-7777; 772-2222	13. CO <input type="checkbox"/> C : <input type="checkbox"/> F : <input type="checkbox"/> P : <input type="checkbox"/> X : Prior A Appoi Signat Judgm Date o 3/3/20
		14. LAW FIRM NAME AND MAILING ADDRESS	Repa
		Vouchers on File	
		To group by a particular Header, drag the column to this area.	
		Case	Defendant

Creating a CJA-21 without AUTH

Step 3

On the Basic Information screen, in the Authorization Selection section, there are two options:

- No Authorization Required (if \$1,000.00 or less)
- Use Existing Authorization. (If over \$1,000.00)

Basic Info

Basic Info

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Kip Schild	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:18-CR-01001-1-DPJ	5. APPEALS DKT DEF NUMBER	6. OTHER DKT DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Kip Schild	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 43:104.P DISOBEDIENCE TO SUBPOENA			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Desiree R. Judge	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

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.



Creating a CJA-21 without AUTH

Step 4

If you select No Authorization Required

In the Description Field provide a brief statement on the reasons for requesting these services.

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

First Name Middle Name Last Name

Email

Phone Fax

Address 1 City

Address 2 State (U.S. Only) Zip

Address 3 Country

UNITED STATES

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



Creating a CJA-21 without AUTH

Step 5

Select the expert from the scroll down menu. If the expert's name is not in the scroll down menu, do not proceed. Send an email to the CJA Office with a completed AO213 form requesting that this expert be added to the eVoucher system.

New Voucher Information

Service Type: Chemist/Toxicologist

Description:

Service Provider:

You can select a provider already in the system
OR you can enter the required information for another provider

Expert:

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

Voucher:

Attorney Expert

This indicates who will be responsible for filling the voucher claim part

Create Voucher

Creating a CJA-21 without AUTH

Step 6

If the service provider or expert has been assigned the right to make entries in the voucher, the Voucher Assignment radio button becomes active. Click the appropriate radio button to indicate whether counsel or the expert will enter the services fees on the voucher.

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 Astley, Rick

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

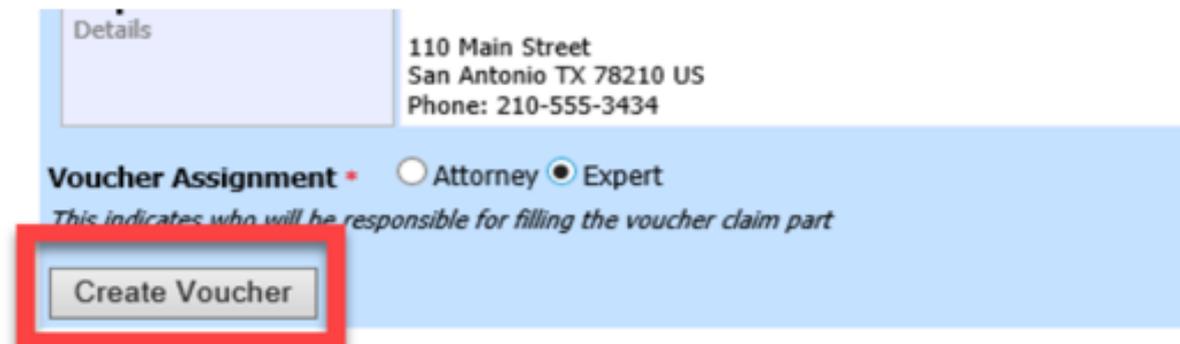
Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Create Voucher

Creating a CJA-21 without AUTH

Step 7

Once you have made your selection, click Create Voucher.



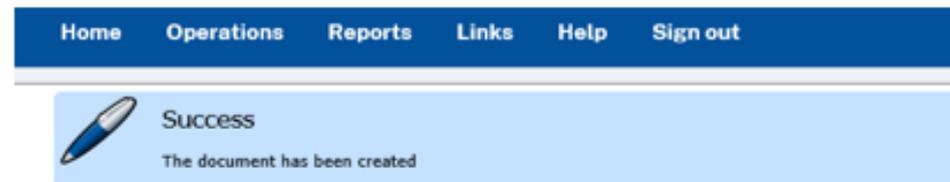
The screenshot shows a form with the following elements:

- Details** (tab): 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** button (highlighted with a red box)

Creating a CJA-21 without AUTH

Step 8

If you selected that the voucher is to be completed by the expert, the expert will receive a message stating that the voucher has been created and is on the expert's home page. If you select that the voucher is to be completed by the attorney, the voucher will open. Fill out the voucher accordingly.



Billing Issue No. 5
Request for Transcripts and
Creation of AUTH-24

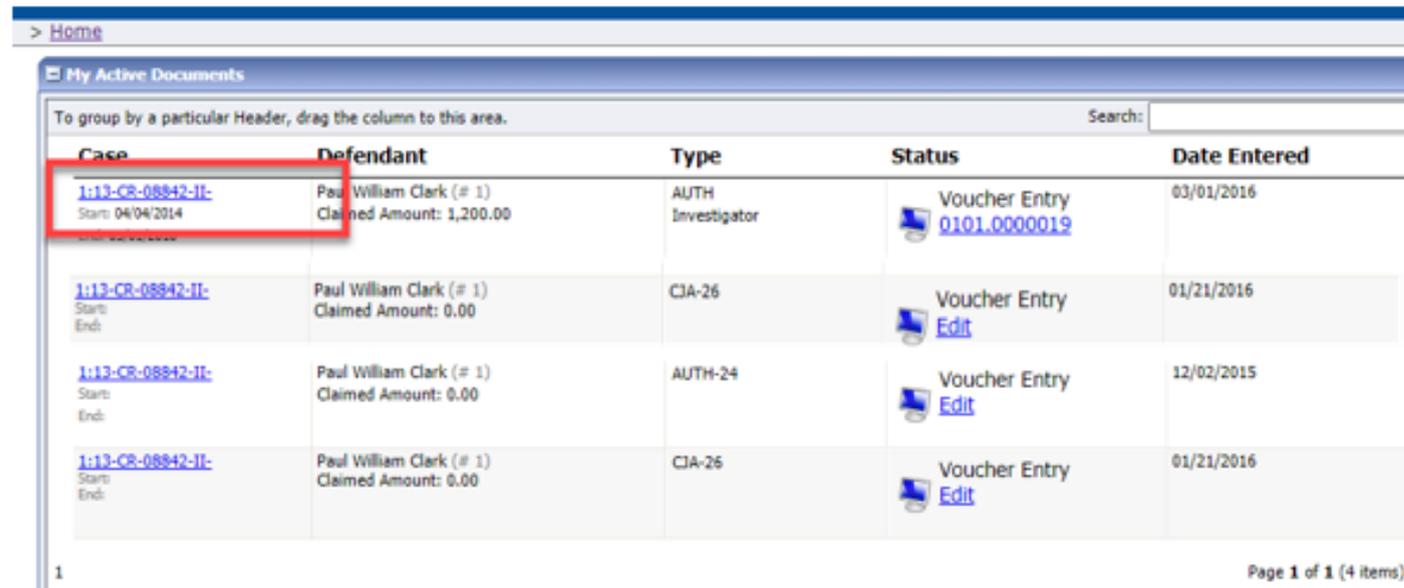
Transcripts – CJA 24

- The *Guide*, Vol. 7A, Ch. 3, §320.30
- Cost of transcripts is paid directly to Court Reporters by filing a CJA-24 in the eVoucher System.
- Process for requesting a transcript:
 - File motion to request transcript (**specify if requesting authorization for special delivery**). Most motions lack request for special rate.
 - If requested in open court, the docketed minutes must reflect transcript approval and special rate, if applicable. If the information is not included in the minutes counsel is responsible for filing a motion afterwards.

Creating an AUTH-24

STEP 1

On the Home page, in the Appointments' List section, click the case number link.



The screenshot shows a web application interface with a table of appointments. The table has columns for Case, Defendant, Type, Status, and Date Entered. The first row is highlighted with a red box. The table is titled "My Active Documents" and includes a search bar and a "To group by a particular Header, drag the column to this area." instruction.

Case	Defendant	Type	Status	Date Entered
1:13-CR-08842-JL Start: 04/04/2014	Paul William Clark (# 1) Claimed Amount: 1,200.00	AUTH Investigator	Voucher Entry 0101.0000019	03/01/2016
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	01/21/2016
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	12/02/2015
1:13-CR-08842-JL Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	01/21/2016

Page 1 of 1 (4 items)

Creating an AUTH-24

STEP 2

On the left side of the Appointment Info page, in the Create New Voucher section, click the Create link for AUTH-24.

The screenshot shows a web interface with two main panels. The left panel is titled 'Appointment' and contains a 'Create New Voucher' section with three options: 'AUTH', 'AUTH-24', and 'CJA-20'. The 'AUTH-24' option is highlighted with a red border. The right panel is titled 'Appointment Info' and contains a table with case details.

Appointment Info	
1. CIR./DIST./DIV.CODE 0101	2. PERSON REF Thomas Wats
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DI 1:14-CR-0880
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT C Felony (includ of alleged felo
11. OFFENSE(S) CHARGED 42:2131.F ATOMIC ENERGY LICENSE REQUIE	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	
14. LAW FIRM NAME AND MAILING ADDRESS	

Creating an AUTH-24

STEP 3

On the Basic Info page, enter the required details of the transcript in the applicable field.

AUTH-24 Attorney Enters
Def.: Jebedah Branson
Link to CM/ECF
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901

Basic Info

1. CIR. DIST. DIST. CODE D101	2. PERSON REPRESENTED Jebedah Branson	VOUCHER NUMBER	
3. MAG. DIST. DIST. NUMBER	4. DIST. DIST. DIST. NUMBER 5.14.CP.08805-1-AA	6. APPEALS DIST. DIST. NUMBER	8. OTHER DIST. DIST. 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

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders - Bar Number:
110 Main Street
San Antonio TX 78210
Phone: 210-433-5623

13. COURT ORDER
 A Associate C Co-Counsel
 F Subs for Federal Defender D Appointing Counsel
 P Subs for Panel Attorney R Subs for Retained Attorney
 Y Standby Counsel
Prior Attorney's Name
Appointment Date
Signatures of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order: 1-3-2014
New Pro Tunc Date
Repealed YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Proceeding Transcript To Be Used: [Dropdown menu]

Proceeding To Be Transcribed: [Dropdown menu]

Apportioned Cost (%): [Text input]

Apportioned Case and Defendant: [Text input]

Special Transcript Handling: [Dropdown menu, value: None]

Transcripts:
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date: [Text input]
Nunc Pro Tunc Date: [Text input]

< First < Previous Next > Last > Save Delete Draft

Creating an AUTH-24

STEP 3

- Notes:**
- Fill in the mandatory details for the transcript you are requesting. The required items are marked with a red asterisk.
 - You may attach any relevant supporting documents on the Documents tab.

The screenshot shows a form with several fields. Red boxes and arrows highlight specific fields as required or provide instructions:

- Proceeding Transcript To Be Used:** A dropdown menu with "Post-conviction proceeding" selected. A red box labeled "Required" points to this field.
- Proceeding To Be Transcribed:** A dropdown menu with "COP and Sentencing" selected. A red box labeled "Required" points to this field.
- Apportioned Cost (%):** A text input field. A red box labeled "Leave these spaces blank" points to this field.
- Apportioned Case and Defendant:** A text input field.
- Special Transcript Handling:** A dropdown menu with "14-day" selected. A red box labeled "Required" points to this field. A note in a red box says "If no special rate was granted, leave blank or select none".
- Transcripts:** A dropdown menu with "14-day" selected. Other options include "Expedited", "Daily", "Hourly", and "Realtime Unedited".
- Order Date:** A text input field.
- Nunc Pro Tunc Date:** A text input field.
- There are also checkboxes for "Prosecution Argument", "Prosecution Rebuttal", "Defense Argument", "Jury Instructions", and "Voir Dire".

Creating an AUTH-24

STEP 4

In the Notes section at the bottom of the Confirmation page, indicate the docket numbers of the motion and order/minutes authorizing the transcript.

Public/Attorney
Notes

Motion D.E.. 500, Order D.E. 501

Required

I swear and affirm the truth or correctness of the above statements

Date:

Creating an AUTH-24

STEP 5

To submit the AUTH-24 to the court, in the Confirmation page, check the box affirming the accuracy of the information, then click Submit.

Basic Info Documents Confirmation

Attention: The notes you enter will be available to the next approval level.

/Attorney

I swear and affirm the truth or correctness of the above statements

Date:

Submit

< First < Previous Next > Last > Save Delete Draft Audit Assist

Certifying a CJA-24

ATTORNEYS: CERTIFYING CJA-24s

Home Page

- In My Active Documents
- Look for a CJA-24 type document in the “Submitted to Attorney” status
- To open the document, click on the voucher’s hyperlink number

The screenshot displays the Attorney Home Page. At the top, there is a navigation bar with a "Home" link. Below this, a welcome message for Andrew Anders is shown, along with links for "My Profile" and "My Appointments: View". A central banner identifies the user as an "ATTORNEY".

The main content area features a "My Active Documents" section. It includes a search bar and a table with the following data:

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 07/27/2015 End: 07/27/2015	Jebediah Branson (# 1) Claimed Amount: 907.50	CJA-24 Teresa Transcripts	Submitted to Attorney 4669.0000149
1:14-CR-08833-AA- Start: 01/01/1901 End: 01/01/1900	Michael Holmes (# 1) Claimed Amount: 2,500.00	AUTH Weapons Firearms Explosiv...	Voucher Entry Edit

To the right of the table, there is a "My Proposed" section with a sub-section for "Appointme" and links for "Case: 1:14-", "Defendant #", "Case Title:", and "Attorney:". Below the table, there is a "Folder Descriptions" section with the following entry:

Folder Descriptions	
My Active Documents	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.

Certifying a CJA-24

- Navigate from the Basic Info page to the Services page

Home Operations Reports CMECF Links Help logout

CJA-24
Submitted to Attorney
[Read Only] [Approval]
Def.: Jebediah Branson
[Link to CM/ECE](#)
Voucher #: 4669.0000149
Request Date: 7/27/2015

Basic Info Services Expenses Documents Confirmation

Basic Info

1. CIR. DIST/DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	
3. MAC. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. 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

Certifying a CJA-24

- In the Services page, verify that the transcripts detailed in the voucher's entries were delivered to counsel as stipulated

* Required Fields

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	07/02/2015	D.E. 512, trial held 7/1/2015		50	\$6.05	\$0.00	\$0.00	\$302.50
Original	07/01/2015	D.E. 510, trial held 6/30/2015		100	\$6.05	\$0.00	\$0.00	\$605.00

Certifying a CJA-24

- Navigate to the Confirmation page. Mark the box certifying that you have reviewed the information, that the services were rendered and the transcripts were received, and click "Submit"

21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED <small>I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.</small>		
Signature of Claimant/Payee: Teresa Transcripts	Date: 7/27/2015 19:27:20	
ATTORNEY CERTIFICATION		
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.		
Andrew Anders	07/27/2015 12:42:52	
_____ Signature of Attorney or Clerk	_____ Date	
APPROVED FOR PAYMENT -- COURT USE ONLY		
23. APPROVED FOR PAYMENT		
_____ Signature of Judge or Clerk of Court	_____ Date	_____ Approved Amount

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I certify that I have reviewed the above information
Date: 7/27/2015 19:41:4


Approve


Reject

Contacts

- For CJA policy matters and travel outside jurisdiction:
 - Mayra Meléndez, CJA Coordinator (787)772-3057 or email Mayra_Melendez@prd.uscourts.gov
PRDdb_CJA@prd.uscourts.gov

- For eVoucher System technical issues and voucher audit matters:
 - Geraldine Fernández, CJA Specialist (787)772-3015 or email Geraldine_Fernandez@prd.uscourts.gov
PRDdb_CJA@prd.uscourts.gov

- For CJA Panel Membership & Mentoring Program:
 - Carmen Serrano, Assistant to Chief Deputy Clerk (787)772-3016 or email Carmen_Serrano@prd.uscourts.gov