

Instructions for eVoucher AUTH and CJA 21 Vouchers

If a service provider's fees are **over \$1000**, you must seek Judge's prior approval by submitting a motion (include anticipated costs) and receiving an order **BEFORE** following **STEPS 1 & 2**. If a service provider's fees are **at or below \$1000** you will begin at **STEP 2** (no prior approval required). **IMPORTANT: When you have an order, you must to create an AUTH voucher regardless of whether or not the actual invoice for services rendered is at or below \$1000.**

Please note:

- A) The expert must be established in eVoucher (CJA Expert Services Provider Information Form may be found at txwd.uscourts.gov under the **CJA** tab, **Criminal Justice Act Forms** link).
- B) You will not be able to initiate the voucher process prior to the expert being established.

STEP 1: AUTH voucher (Authorization)

Once you have received an order granting fees in excess of \$1000 and the expert has been established, you will create an **AUTH** voucher.

1. Search and select your appointment from your "Appointments List" folder
2. Click on **AUTH Create** in the blue section to the left of your screen
3. Select **Create New Authorization** from the bottom of the **Basic Info** screen
4. Complete the **Basic Info** tab, entering the amount indicated in the order
5. Attach the order under the **Documents** tab or reference it under the **Basic Info** tab
6. Click **Save**, then under the **Confirmation** tab, click the checkbox and then click **Submit**

NOTE: Creating the AUTH voucher does NOT generate a payment to the expert.

When the **AUTH** has been approved (status "Document Closed"), you will proceed to Step 2.

STEP 2: CJA 21 voucher (Payment to expert)

You will create a CJA 21 voucher on behalf of the expert and include his/her invoice as support to the voucher.

1. Search and select your appointment from your "Appointments List" folder
2. Click on **CJA 21 Create** in the blue section to the left of your screen
3. Select the desired authorization and click anywhere in that associated AUTH ID number box you are wanting to use (area will turn a blue color if done correctly)
NOTE: Click "No Authorization Required" if claim is less than \$1000(no order required)
4. Select the **Service Type** from drop down list
5. Select the **Expert** name from the drop-down list
6. Make certain the "Attorney" radio button is selected at the **Voucher Assignment** option
7. Click **Create Voucher**
8. Enter information from invoice
9. Attach the invoice under the **Documents** tab
10. Click **Save**, then on the **Confirmation** tab click the checkbox and then click **Submit**

Voucher will now be visible in your "My Active Documents" folder with the status "Submitted to Attorney." You will then,

1. Click on the voucher number
2. Verify all entered information is correct
3. Click **Save**, then on the **Confirmation** tab click the checkbox and then click **Approve**

Voucher is now submitted to court and visible under your "My Service Providers Documents" folder and "My Submitted Documents" folder on your HOME page.