

Instructions for Mentee eVoucher CJA 21 Vouchers

The mentee must be established in eVoucher by submitting the **CJA Expert Services Provider Information Form** which may be found at txwd.uscourts.gov under the **CJA** tab, **Criminal Justice Act** Forms link.

Attorney (mentor) will not be able to begin the voucher process prior to the mentee being established.

Steps to submit the CJA 21 voucher

NOTE: The mentee will not submit a CJA 20 voucher

1. Attorney (mentor) - search and select your appointment from your "Appointments List" folder.
2. If you need your case added to your "Appointments List" folder, please contact your respective Clerk's Office as cases are added by each divisional office.
3. Click on **CJA 21 Create** in the blue section to the left of your screen.
4. Select "No Authorization" from the "Authorized Selection" area in the **Basic Info** tab.
5. Select "Other" from the **Service Type** dropdown list.
6. Select the mentee's name from the dropdown list.
7. Click the "Expert" radio button at the **Voucher Assignment Option** .***Important step***
8. Click the **Create Voucher** button (no other action is needed by the attorney at this point).

By clicking on the **Create Voucher** button, the voucher is routed to the mentee, who then completes his/her portion of the voucher (remember to hit "Save"), then clicks the "Submit" button.

NOTE: If the fees exceed the current statutory limit, the mentee must include a letter (under the Documents tab) to support and justify his/her claim.

The voucher is then routed back to the attorney (mentor) and visible in your "My Active Documents" folder on your HOME page with the status "[Submitted to Attorney](#)."

The attorney (mentor) will then:

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

Voucher is now submitted to court for payment and visible under your (attorney/mentor) "My Service Providers Documents" folder and "My Submitted Documents" folder on your HOME page.