

Instructions for eVoucher AUTH and CJA 21 Vouchers

If a service provider's fees are **over \$900**, you will need to seek Judge's approval **BEFORE** following **STEPS 1&2**. If a service provider's fees are **at or below \$900** (no prior approval required) you will begin at **STEP 2**.

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:

Once you have received an order granting fees in excess of \$900, and the expert has been established, you will create an **AUTH** (Authorization - this is a mirror of the order) in eVoucher.

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 on the *Confirmation* tab **click the checkbox and then click Submit**

NOTE: Creating the AUTH does NOT generate a payment to the expert. Once the **AUTH** has been approved in eVoucher, you may then proceed to Step 2 in order to initiate payment.

STEP 2:

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 **Use Existing Authorization** and click the *actual AUTH number* (area will turn a pink/peach color if done correctly)
NOTE: Click "No Authorization Required" if claim is less than \$900(no order required)
4. Select the **Service Type** from drop down list
5. Make certain the **Attorney** radio button is selected at the "Voucher Assignment" option
6. Select the expert's name from the drop-down list
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*."

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.