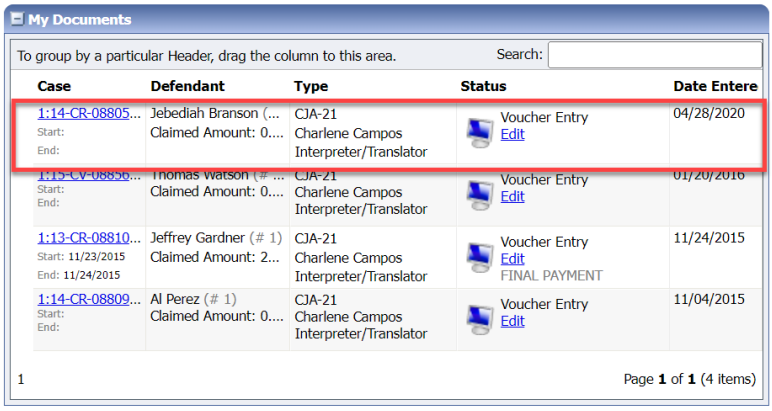
CJA-21 Entry

The Panel Administrator creates the CJA-21 or CJA-31 voucher. If you have Expert Enter rights, you are allowed to enter the services and expenses. You will receive an email message informing you that a voucher has been created on your behalf and that you can enter your information on the voucher.

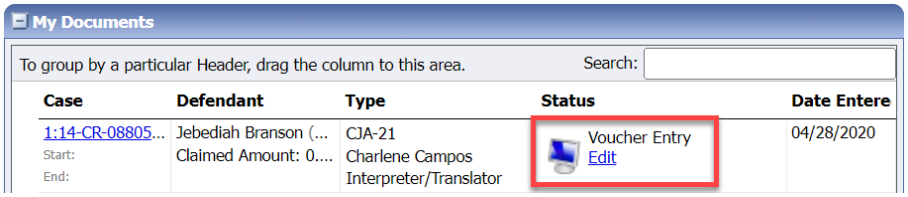
Step 1

Sign in to the eVoucher application. The voucher should appear in the My Documents section of your home page.

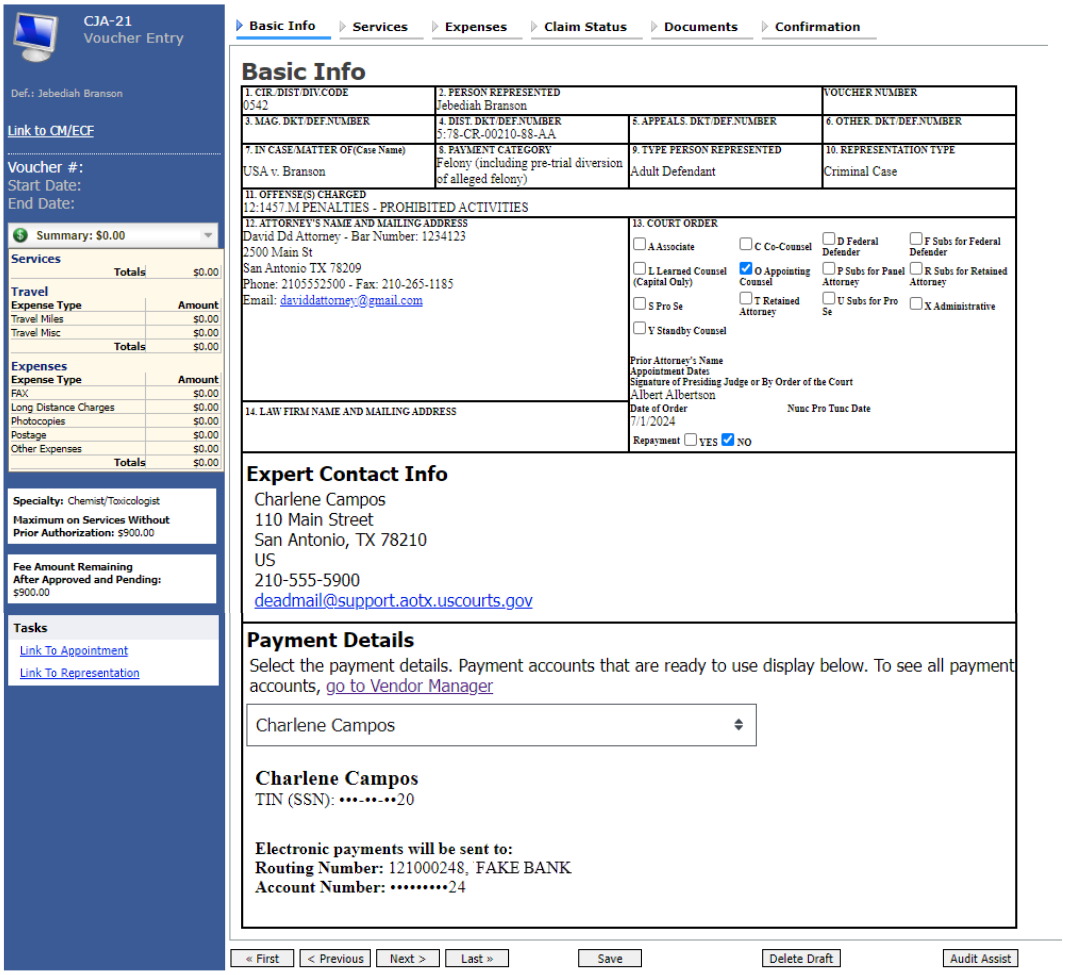


Step 2

To enter your fees and expenses, in the Status column, click the **Edit** link.



The voucher opens to the Basic Info page, which displays the information in the paper voucher format.



Notes:

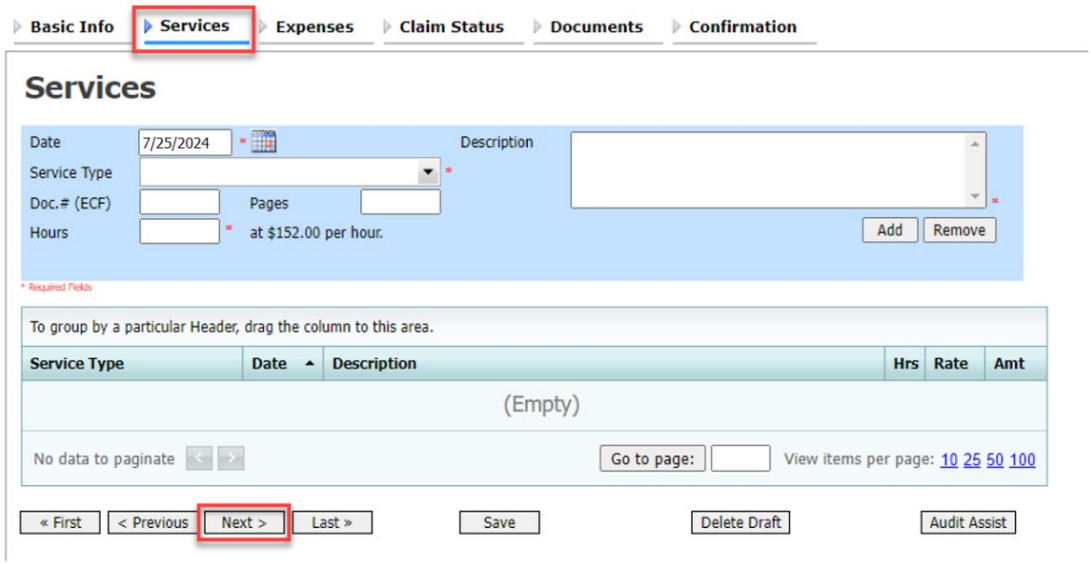
* To avoid data loss, frequently save any entries made to a voucher.
* To delete a voucher, click **Delete Draft** at any time prior to submitting it.
* To check for warnings or errors in the document, click **Audit Assist** at any time.
* To navigate, click the tabs or the navigation buttons in the progress bar.

Entering Services

Line-item entries should be entered on the Services page.

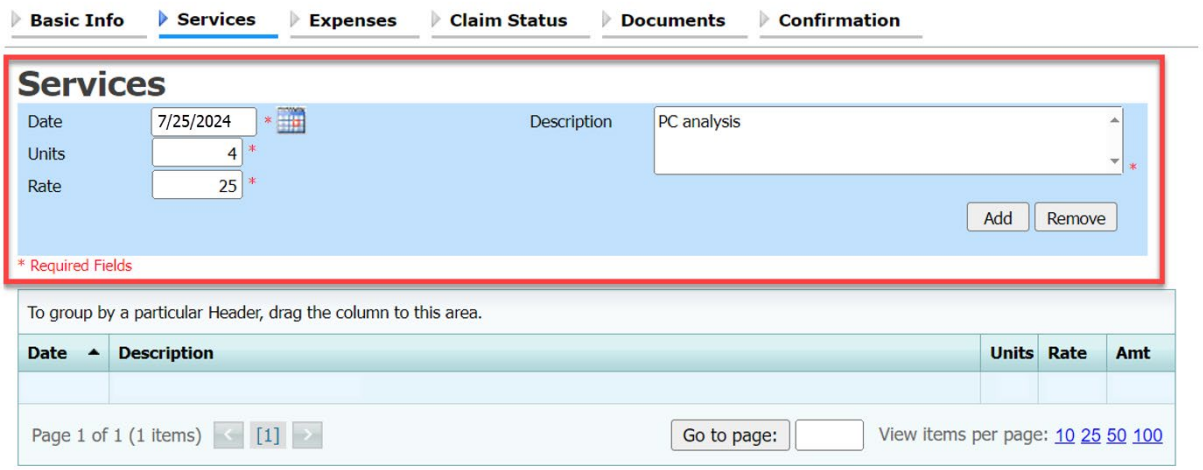
Step 1

To enter your service fees and expenses, on the Basic Info page, click the **Services** tab or click **Next** on the progress bar. Required fields are marked with a red asterisk.



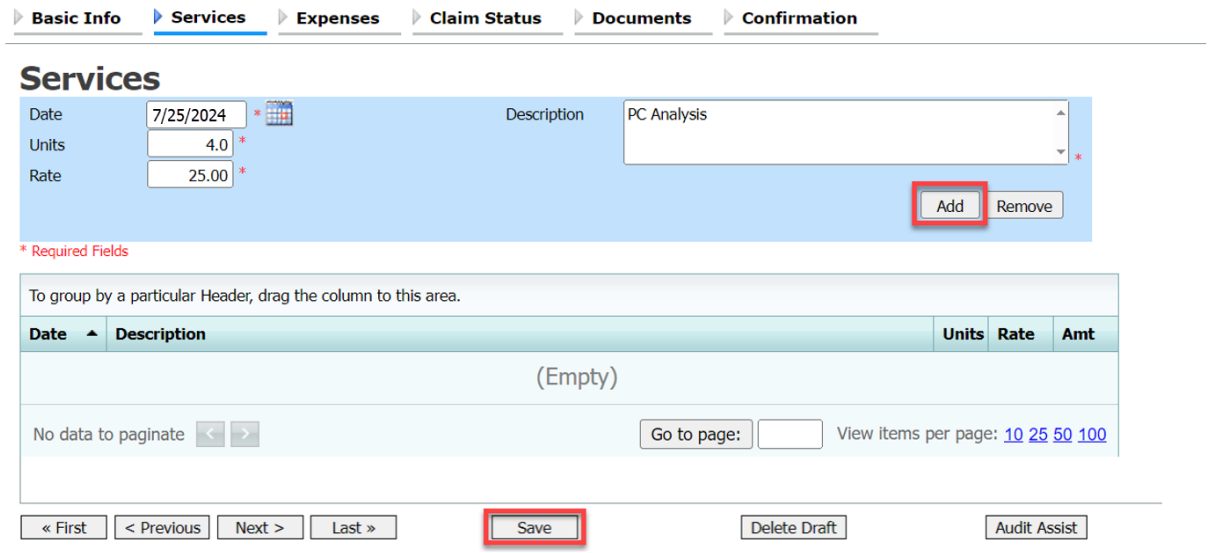
Step 2

Enter the date of the service, the number of hours billed, the rate, and a description of the service.

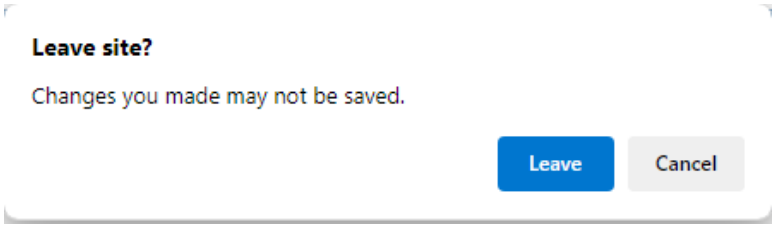


Step 3

Click **Add**.



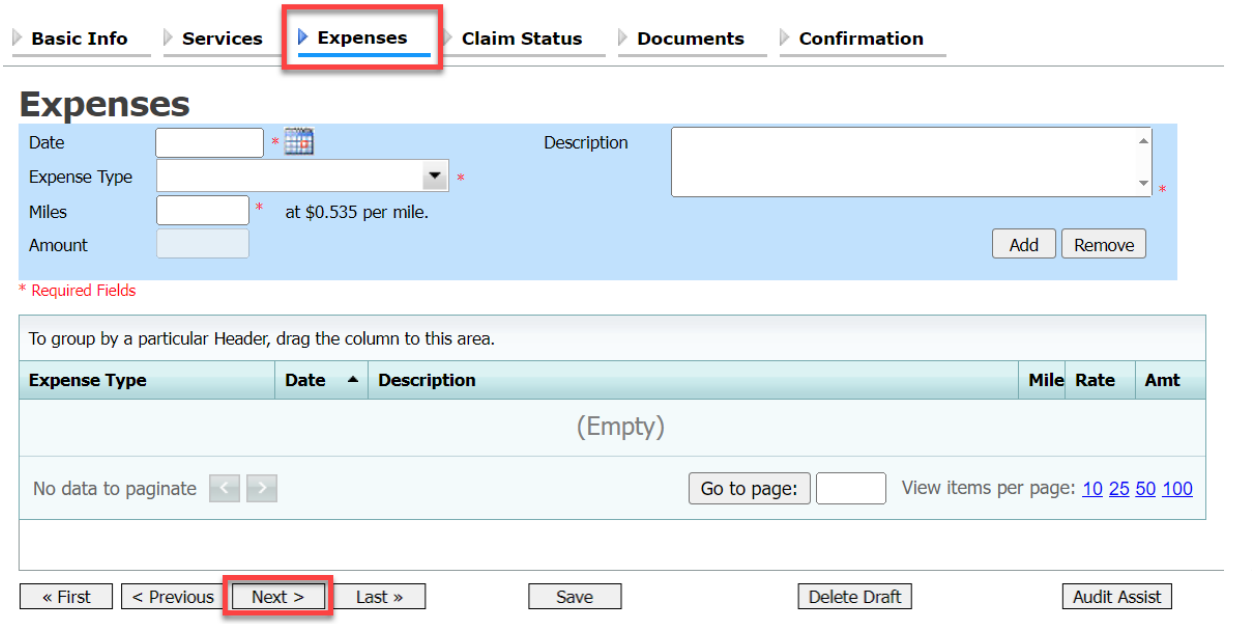
There is no auto-save feature in eVoucher, so click **Save** after every few additions. If you try to navigate to another section without saving, a dialog box appears prompting you to save.



Entering Expenses

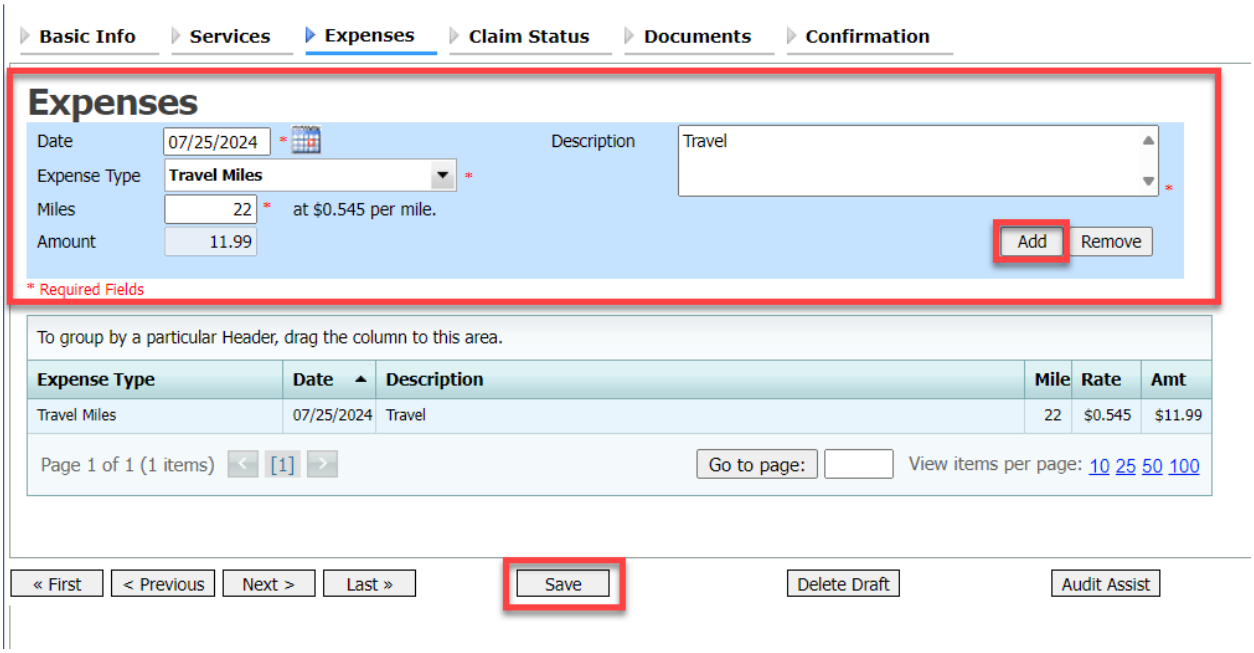
Step 1

Click the **Expenses** tab or click **Next** on the progress bar.



Step 2

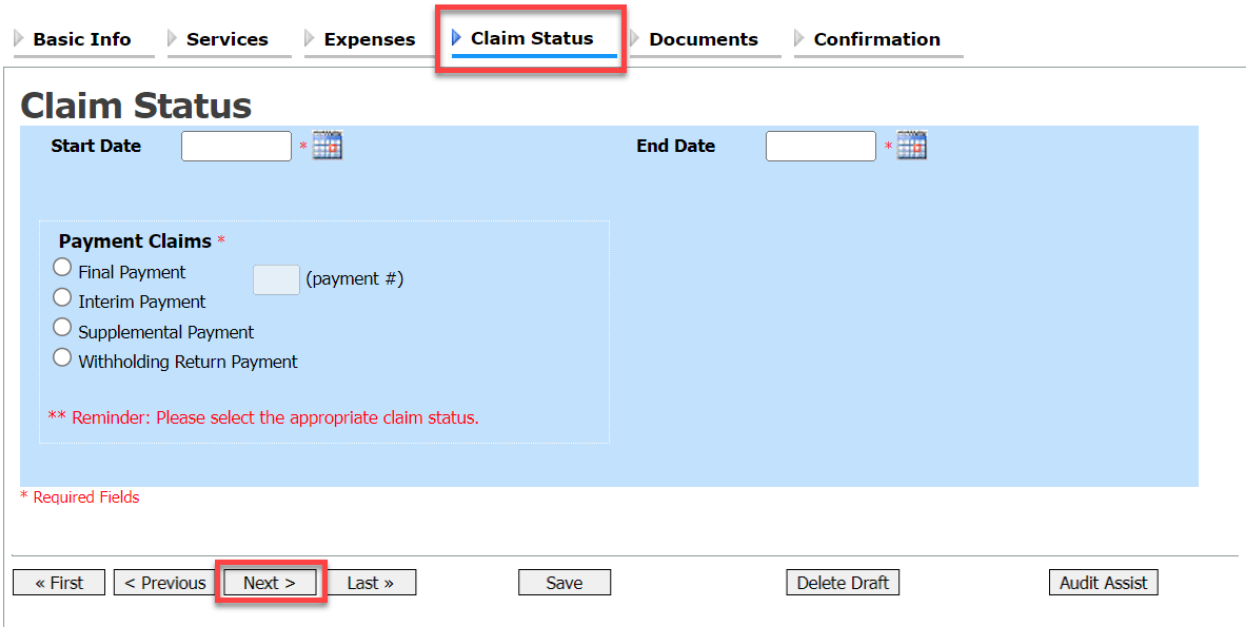
Enter the expenses, click **Add** and then click **Save**.



Claim Status

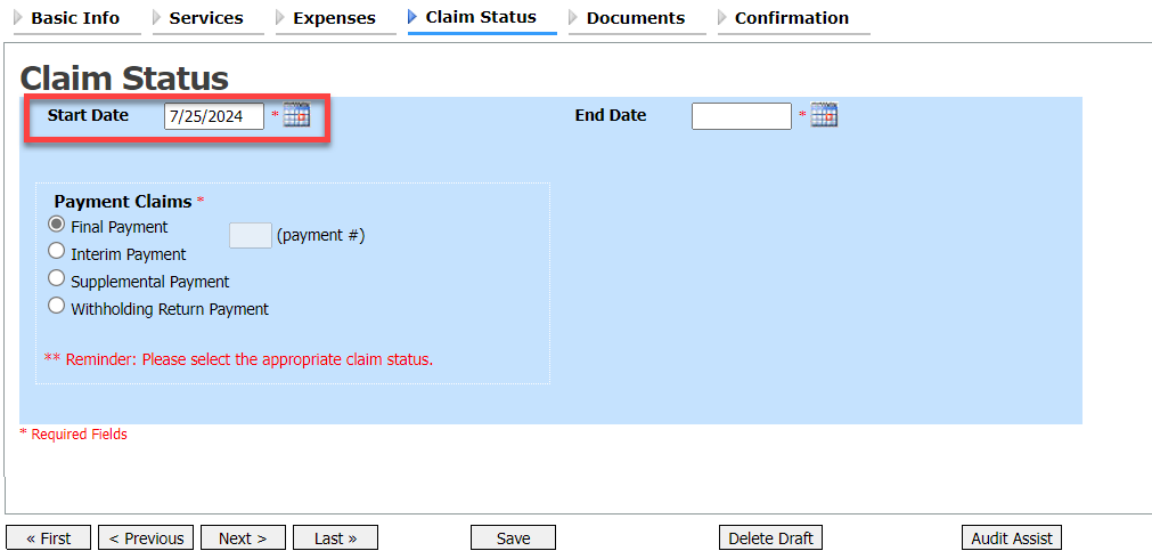
Step 1

Click the **Claim Status** tab or click **Next** on the progress bar.



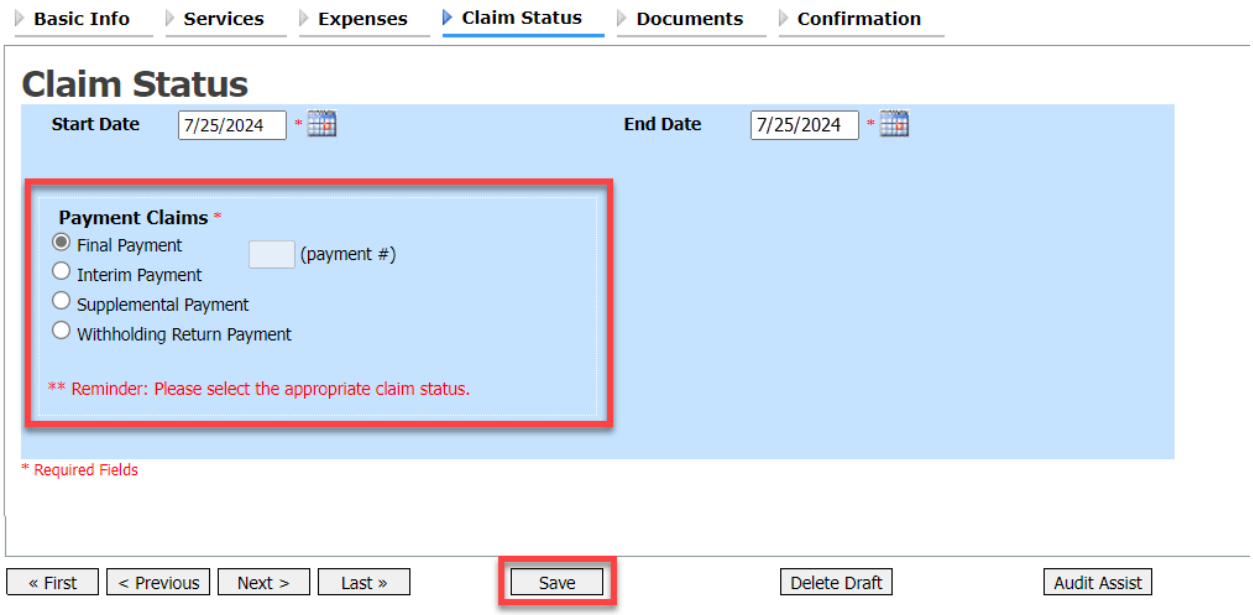
Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever is earlier. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services.



Step 3

In the Payment Claims section, click the radio button for the appropriate claim status and the click **Save**.

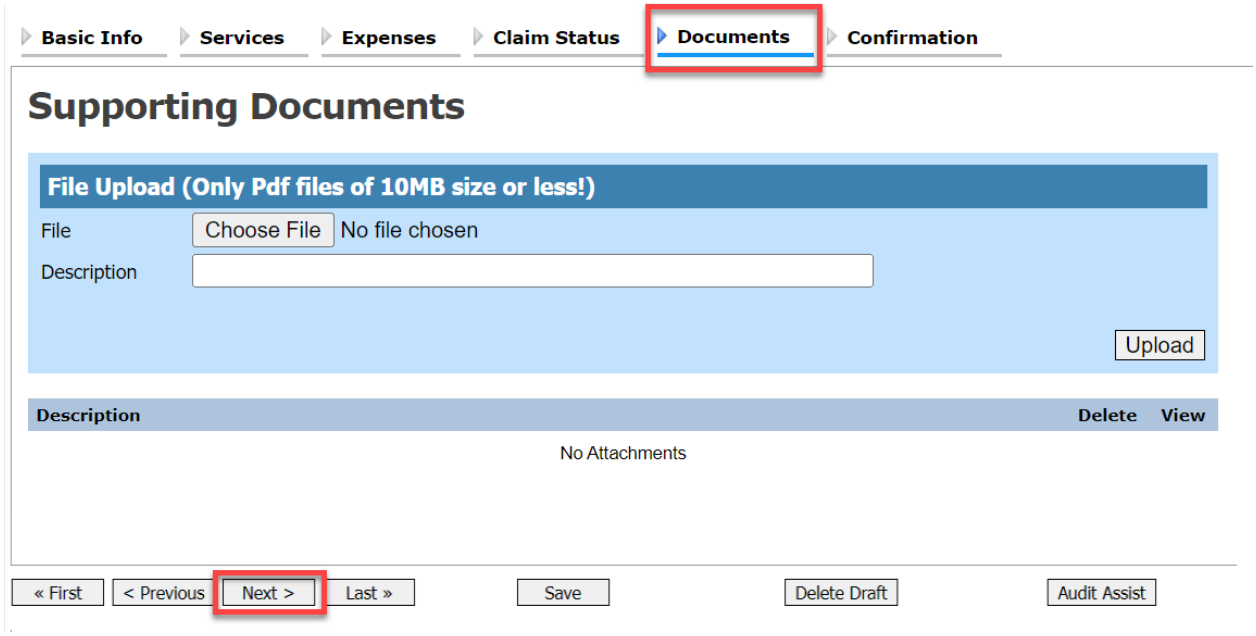


Radio Button	Payment Claims Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Request payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payment.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The expert can submit a blank (no services or expenses) CJA-21/31 at the end of the case.

Documents

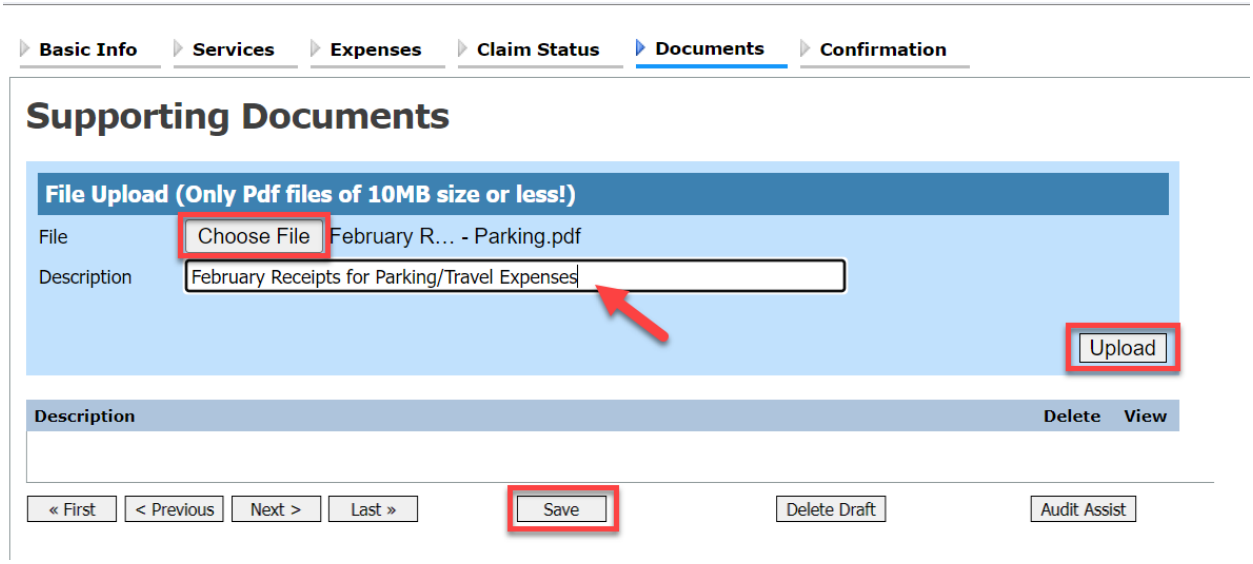
Step 1

Click the **Documents** tab or click **Next** on the progress bar.



Step 2

Click **Choose File** to attach any receipts, invoices, or documents as PDF documents. In the **Description** field, optionally label and describe the attachment and then click **Upload** to attach the PDF document. Click **Save**.



Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step 1

Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all the entries from the previous screens. Verify that all the information is correct and then scroll to the bottom of the screen.

Basic Info | Services | Expenses | Claim Status | Documents | Confirmation

Confirmation

1. CIR./DIST./DIV. CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
0542	Jebediah Branson		
3. MAG. DKT./DEF. NUMBER	**4. DIST. DKT./DEF. NUMBER**	**5. APPEALS. DKT./DEF. NUMBER**	**6. OTHER. DKT./DEF. NUMBER**
	5:78-CR-00210-88-AA		
7. IN CASE/MATTER OF (Case Name)	**8. PAYMENT CATEGORY**	**9. TYPE PERSON REPRESENTED**	**10. REPRESENTATION TYPE**
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case

11. OFFENSE(S) CHARGED
12:1457.M PENALTIES - PROHIBITED ACTIVITIES

12. ATTORNEY'S STATEMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:

☐ Authorization to obtain the service. Estimated compensation: $

☑ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney
David Dd Attorney - Bar Number: 1234123
2500 Main St
San Antonio TX 78209
Phone: 2105552500
Email: daviddattorney@gmail.com

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)

14. TYPE OF SERVICE PROVIDER

☑ **10 Chemist/Toxicologist**

15. COURT ORDER
Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.

Signature of Presiding Judge or By Order of the Court

Date of Order Nunc Pro Tunc Date

Repayment ☐ **YES** ☑ **NO**

NOTES

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	**AMOUNT CLAIMED**	**ADJUSTED AMOUNT**	**REVIEW**
a. Compensation	$100.00	$0.00	
b. Travel Expenses *(lodging, parking, meals, mileage, etc.)*	$11.99	$0.00	
c. Other Expenses	$0.00	$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	$111.99	0.0	

17. PAYEE'S NAME

Charlene Campos
TIN (SSN): •••-••-••20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number: •••••••••24

☑ **Final Payment** ☐ **Interim Payment (#)** ☐ **Supplemental Payment** ☐ **Withholding Payment (---) (Total ---)**

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 07/25/2024 TO 07/25/2024
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.
Signature of Claimant/Payee: Date:

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
Signature of Attorney:
Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY

19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR./CERT.

23. ☐ Either the cost *(excluding expenses)* of these services does not exceed the statutory maximum, or prior authorization was obtained.
☐ Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost *(excluding expenses)* exceeds the statutory maximum.

Signature of Presiding Judge | **Date** | **Judge Code**

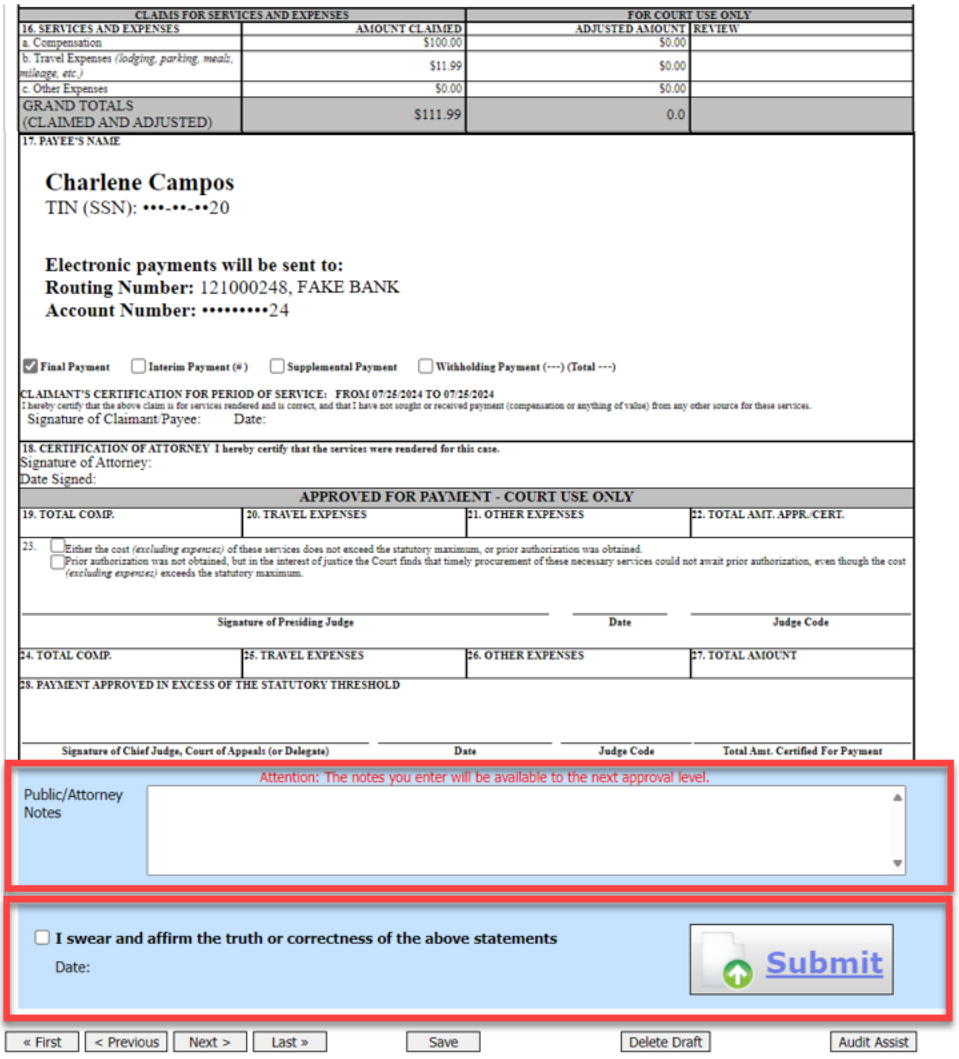
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate) | **Date** | **Judge Code** | **Total Amt. Certified For Payment**

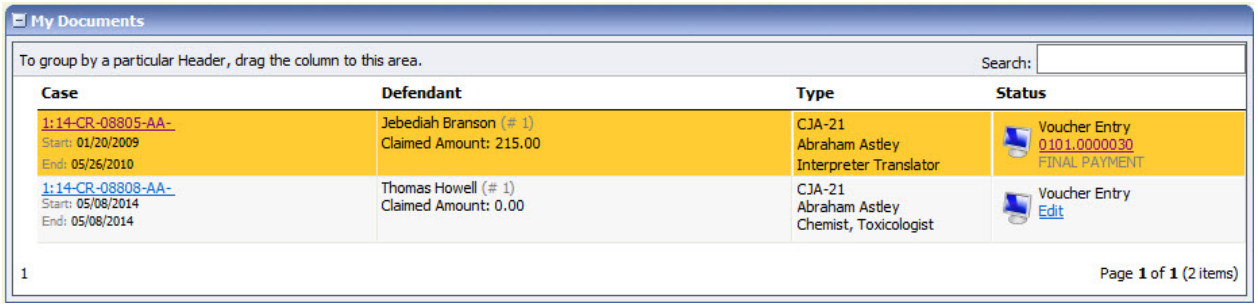
Step 2

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm the accuracy of the authorization which automatically time stamps it. Click **Submit**.



Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear highlights in gold.



Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.

