

I created a CJA-21/CJA-31/CJA-24 for an expert/court reporter but the system will not allow the expert/court reporter to enter any time.

Oops. When you created the CJA-21/CJA-31/CJA-24, you marked that the attorney would enter the time, rather than the expert/court reporter. You can confirm that this is the problem by opening the CJA-21/CJA-31/CJA-24 and looking in the dark blue column on the left. If it does NOT say “[Read Only],” then you know that you set it up for the attorney to enter the time.

Unfortunately, there isn’t any way to fix this—you have to delete it and start over.

To delete it, go to the bottom of any of the pages and click on “Delete Draft.”

YOU SHOULD SEE THIS:



YOU SHOULD NOT SEE THIS:



IF YOU SEE THE SCREEN ABOVE, YOU SUCCESSFULLY CREATED THE VOUCHER! YOUR EXPERT CAN NOW ENTER DATA.

IF YOU SEE THE SCREEN ABOVE, YOU NEED TO DELETE THIS VOUCHER BEFORE THE EXPERT CONTACTS YOU.

The screenshot shows the 'Basic Info' section of the CJA-21 Voucher Entry form. The form includes fields for Case Matter (JIS v Smith), Payment Category (Felony), and various court-related information. At the bottom of the form, there is a 'Delete Draft' button highlighted with a red box.

1. CASE MATTER NUMBER	2. PERSON REPRESENTED	3. APPEALS DISTRICT NUMBER	4. OTHER DISTRICT NUMBER
0208	John Douglas		
5. IN CASE MATTER OR Case Name	6. PAYMENT CATEGORY	7. TYPE PERSON REPRESENTED	8. REPRESENTATION TYPE
JIS v Smith	Felony (including pre-trial diversion or Alleged Alimony)	Adult Defendant	Criminal Case

11. OFFENSE(S) CHARGED
 881951 F INTERFERENCE WITH COMMERCE BY THREAT OR VIOLENCE

12. ATTORNEY'S NAME AND MAILING ADDRESS
 Attorney T. Hartness
 500 Pearl Street
 New York, NY 10007
 Phone: 212-805-0640

13. COURT ORDER
 A. Associate C. Co-Counsel F. Fee for Federal Defender
 B. Appointing Counsel D. Fee for Bond G. Fee for Retained Attorney
 E. De Sa H. Retained Attorney I. Standby Counsel

14. LAWYER'S NAME AND MAILING ADDRESS

15. COURT ORDER
 Date of Order: 6/1/2014 Date To Take Effect: 5/30/2014
 Signature: YES NO

Payment Info
 Preferred Payee: Interpreter One - Interpreter One
 Interpreter One - Interpreter One
 Billing Code: 0200-000033
 500 Pearl Street
 New York, NY 10007 - US
 Phone: 212-805-0640
 Fax:

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

CJA-21/CJA-31 Create voucher for expert and other services

- There is no Autosave feature. Be sure to periodically save your work.

Select the case from the **Appointments' List** on the Home page.

1. Click **Create** next to **CJA-21/31** on the **Appointment Info** page.



3. Select authorization type.

Select **No Authorization Required** if

- the combined non-authorized services do not exceed \$800, or
- prior authorization obtained outside of eVoucher,

Select **Use Previous authorization** if authorization has been obtained through eVoucher.

Authorization Selection

You can select a **Previous Authorization Request**, request a **New** statutory limit.

The image shows two buttons for selection:

- No Authorization Required**: If your voucher compensation is under the statutory limit and does not require prior authorization.
- Use Previous Authorization**: Select this option to display a list of previous authorizations and requests in this appointment.

4. Select the authorization (Only applies when selecting **Use Previous Authorization**).

5. Select the **Service Type** (Only applies when selecting **No Authorization Required**).

6. Enter the description.

7. Select the **Expert**.

8. Select **Expert** next to **Voucher Assignment**.

9. Click **Create Voucher**.

The screenshot shows the 'Authorization Selection' form with the following sections:

- Existing Requests for Authorization**: A table with two rows. The first row has ID Number: 3795, Order Date: 01/01/2014, Authorized Amount: 0, Service Type: Investigator, Estimated Amount: 2000, Requested Provider: Expert Investigator. The second row has ID Number: 3817, Order Date: 01/01/2014, Authorized Amount: 0, Service Type: Investigator, Estimated Amount: 2000, Requested Provider: Expert Investigator. A red bracket highlights these rows.
- New Voucher Information**:
 - Service Type**: Investigator
 - Description**: [Empty text box]
 - Voucher Assignment**: * Attorney, Expert (highlighted with a red box)
 - 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**: [Dropdown menu with 'Investigator, Expert' selected (highlighted with a red arrow)]
 - Expert Info**: Expert Investigator, Details: 219 S Dearborn, Chicago, IL 60604 USA, Phone: 312-435-5670

These options display only if **Use Previous Authorization** is selected.

Step 8

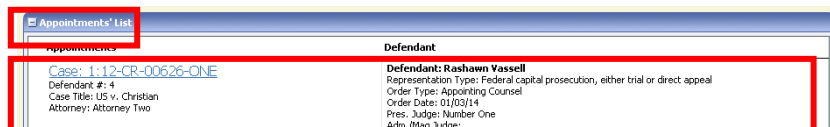
Step 7

If the name of the service provider does not display in the drop down list, direct the service provider to the Court's website to complete and email an Expert Acknowledgment Form and W-9 to the CJA clerk. The provider will receive an email once access is granted by the CJA clerk.

CJA-24 Voucher for payment of transcript

- After you are notified of the approval of an Auth-24, you must create and submit a CJA 24 to the court reporter.
- **There is no Autosave feature. Be sure to periodically save your work.**

1. Select the case from the **Appointments' List** on the Home page.



2. Click **Create** next to **CJA-24** on the **Appointment Info** page.



3. Select the approved authorization request pertaining to this voucher.

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
ID Number: 205 Order Date: 06/01/2014 Proceeding Transcribed: presentment 6/1/2014	Service Type: Court Reporter / Transcript Special Handling: EXPEDITED
ID Number: 206 Order Date: 06/01/2014 Proceeding Transcribed: pretrial conference 1/3/14	Service Type: Court Reporter / Transcript Special Handling: REALTIME_UNEDITED
ID Number: 207 Order Date: 06/01/2014 Proceeding Transcribed: Trial January 6-8, 2015	Service Type: Court Reporter / Transcript Special Handling: REALTIME_UNEDITED
<input checked="" type="checkbox"/> Prosecution Opening <input checked="" type="checkbox"/> Defense Opening Statement	<input checked="" type="checkbox"/> Prosecution Argument <input checked="" type="checkbox"/> Defense Argument <input checked="" type="checkbox"/> Prosecution Rebuttal <input checked="" type="checkbox"/> Jury Instructions <input checked="" type="checkbox"/> Voir Dire
ID Number: 228 Order Date: 06/01/2014 Proceeding Transcribed: Trial January 6-8, 2015	Service Type: Court Reporter / Transcript Special Handling: REALTIME_UNEDITED
<input checked="" type="checkbox"/> Prosecution Opening <input checked="" type="checkbox"/> Defense Opening Statement	<input checked="" type="checkbox"/> Prosecution Argument <input checked="" type="checkbox"/> Defense Argument <input checked="" type="checkbox"/> Prosecution Rebuttal <input checked="" type="checkbox"/> Jury Instructions <input checked="" type="checkbox"/> Voir Dire

4. Select the status of the Court Reporter/Transcriber.

5. From the Expert drop down list, select the name of the court reporter/transcriber.

6. Select **Expert** next to **Voucher Assignment**.

7. Click **Create Voucher**.

The screenshot shows the 'New Voucher Information' form. A red box labeled 'Step 6' highlights the 'Voucher Assignment' section, which includes radio buttons for 'Attorney' and 'Expert', with 'Expert' selected. Below this is a note: 'This indicates who will be responsible for filing the voucher claim part'. Another red box labeled 'Step 5' highlights the 'Court Report/Transcriber Status' section, which includes radio buttons for 'Official', 'Contract', 'Transcriber', and 'Other', with 'Official' selected. Below this is the 'Service Provider' section, which includes a search box with 'Expert' selected and a dropdown menu showing 'One, CourtReporter'. A red box highlights the 'Create Voucher' button at the bottom. The 'Expert Info' section shows details for 'CourtReporter One' at '500 Pearl Street, New York NY 10007 US, Phone: 212605-0640'.

If the name of the service provider does not display in the drop down list, direct the service provider to the Court's website to complete and email an Expert Acknowledgment Form and W-9 to the CJA clerk. The provider will receive an email once access is granted by the CJA clerk.

8. Once you click Create Voucher, the voucher will open in Read Only format. Only the expert you selected will be able to enter services or delete the voucher. Click **Home**.

The screenshot shows the voucher entry page in Read Only format. The top navigation bar includes 'Home', 'Operations', 'Reports', 'CMECF', 'Links', 'Help', and 'logout'. The main content area shows a voucher entry for 'CJA-24 Voucher Entry [Read Only]' with a default user of 'Samuel, Guy'. The page is divided into sections: 'Basic Info', 'Services', 'Expenses', 'Documents', and 'Confirmation'. The 'Basic Info' section is currently active.