



**CJA Resources:
Making the Most of the Panel Attorney's Toolkit
April 3 & 5, 2018**

Webinar Materials PART II

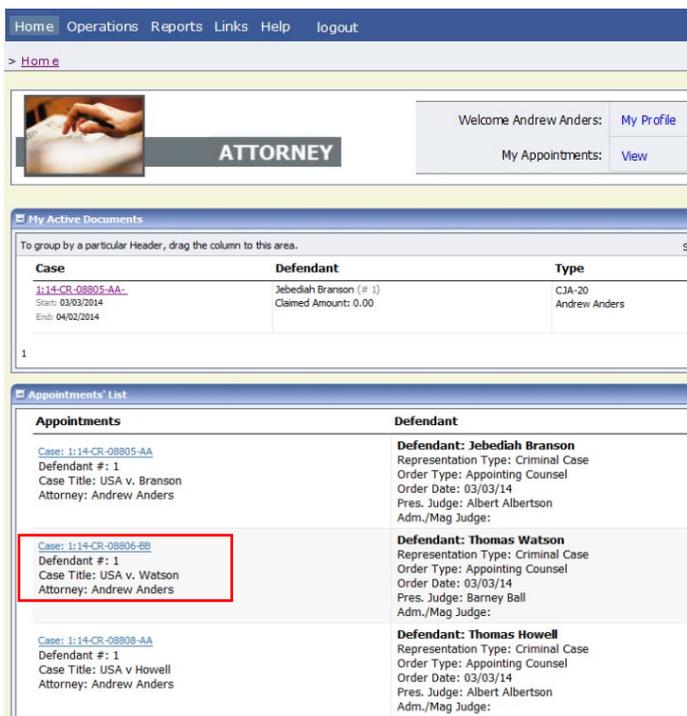
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Requesting Authorization for a Service Provider

Step
1

In the **Appointments' List** section of your Home page, click the case number link.

Figure 1: Attorney Home Page



You will be taken to the Appointment Info page.

Step
2

In the blue Appointment section, click the AUTH Create link.

Figure 2: Appointment Info Page



Step
3

Next, click Create New Authorization.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

Fill in the information requested for the authorization.

Enter information in the **Estimated Amount**, **Basis of Estimate**, and **Description** fields. Then, click the **Service Type** drop-down arrow and select the applicable service type.

Figure 3: Authorization Basic Info

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

« First < Previous Next > Last » Save Delete Draft

Notes:

- You may attach multiple supporting documents in the **Documents** tab. You can include a description for each document as you load it.

Step 4

Click **Submit**.

Figure 4: Authorization Request Confirmation Tab

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date:

Submit

Notes:

- You may add notes to your submission on the **Confirmation** tab. Select the "I swear and affirm..." check box (the date automatically updates to the current date) and click **Submit**.

Requesting Additional Funds

Step 5

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click **Request Additional Funds**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.



Step 2

A list of all closed authorizations appears for this representation and appointment. Select the authorization that needs to be increased.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

Please Select the Authorization to request additional funds for:

ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$0.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
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Request for Additional Funds on existing Authorization

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Then create the authorization as described in the above directions.

Step 3

Click the existing authorization hyperlink to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can lead to unintended results.

Request for Additional Funds on existing Authorization **186**

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Notes:

- When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents.
- The original authorization is the one that holds the approved funds, and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.



Linking an Authorization to a CJA-21 Voucher

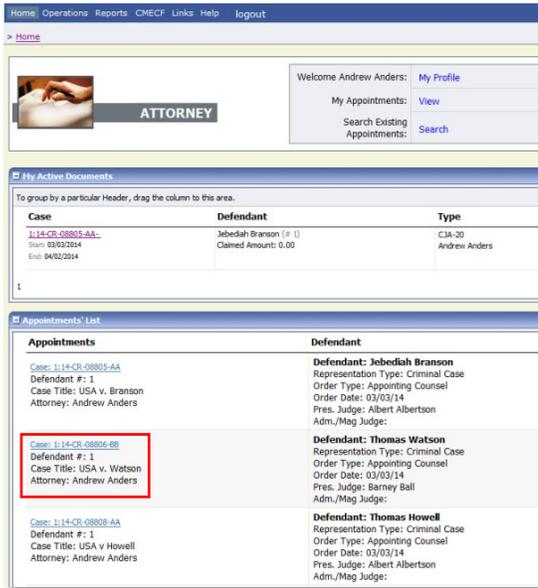
After your authorization has been approved by the judge, it appears in your **Closed Vouchers** panel. If desired, click the voucher number link to view the voucher.

Step 1

Select Your Appointment

To create the CJA-21 Voucher and link it to the authorization, click the defendant case number link in the Appointments' List section.

Figure 1: Home Page – Appointments' List

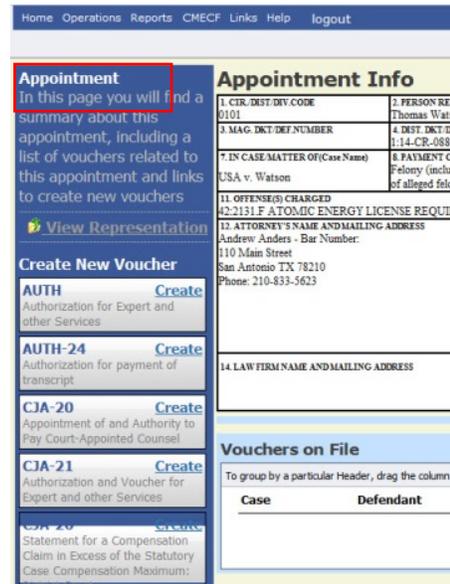


Step 2

Create CJA-21

In the blue Appointment section, click the **CJA-21 Create** link.

Figure 2: Appointment Info



Step
3

Authorization Selection

The Basic Info screen gives you the options of **No Authorization Required** or **Use Previous Authorization**. Click **Use Previous Authorization**.

Figure 3: Authorization Selection

Authorization Selection
 You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

No Authorization Required
 If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
 Select this option to display and select from a list of approved authorizations for this appointment.

Notes:

- The system searches and displays any existing requests for authorization.

Step
4

Select Authorization

The application automatically pulls up existing requests for authorizations. You must select the appropriate authorization listed before you can fill in the new voucher information; it turns cream colored when selected.

Figure 4: Authorization Selection

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

No Authorization Required
 If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
 Select this option to display and select from a list of approved authorizations for this appointment.

Please Select the Associated Authorization

ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 223 Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

New Voucher Information

Service Type: Interpreter/Translator *

Description:

Voucher Assignment: Attorney Expert
This indicates who will be responsible for filling the voucher claim part

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: ▼



Step 5

Fill In the New Voucher Information

You may search for an existing expert or enter the information for another provider.

Figure 4: New Voucher Information

Existing Requests for Authorization	
ID Number: 38 Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Chemist, Toxicologist Estimated Amount: \$1,200.00 Requested Provider:
ID Number: 71 Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Interpreter Translator Estimated Amount: \$1,200.00 Requested Provider:

New Voucher Information

Service Type:

Description:

Voucher Assignment: Attorney Expert
This indicates who will be responsible for filling the voucher claim part

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:

First Name: Middle Name: Last Name:

Email:

If the authorization has an increase in the amount, you can see this by comparing the original authorized amount to the grand total amount, which includes the increase.

on button to select from a list of approved authorizations, or click the **No Authorization Required** button

Please Select the Associated Authorization

ID Number: 224 Order Date: 03/03/2014 Authorized Amount: \$500.00 Grand Total Amount: \$800.00	Service Type: Chemist/Toxicologist Estimated Amount: \$500.00 Notes:
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New Voucher Information

Notes:

- If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio button becomes active, and you can choose if you or the expert will enter the service fees on the voucher.
- All CJA-21 Vouchers, whether created and submitted by you or by the expert, will then move back to your Home page in the **My Service Providers' Voucher** folder. You must virtually sign the completed CJA-21 again to submit it to the court for processing.