

Creating a CJA Authorization in eVoucher

Often on certain CJA cases, the services of an expert are required. If you think that you will spend more than \$800 on this expert, you will need to get advance authorization from the court before hiring the service provider. Examples include interpreters, paralegals, investigators, etc.

Login to the eVoucher system to begin:



 **CJA eVoucher**

USER LOGIN CJA 1.1 3/24

Existing user? Please log in.

Username:

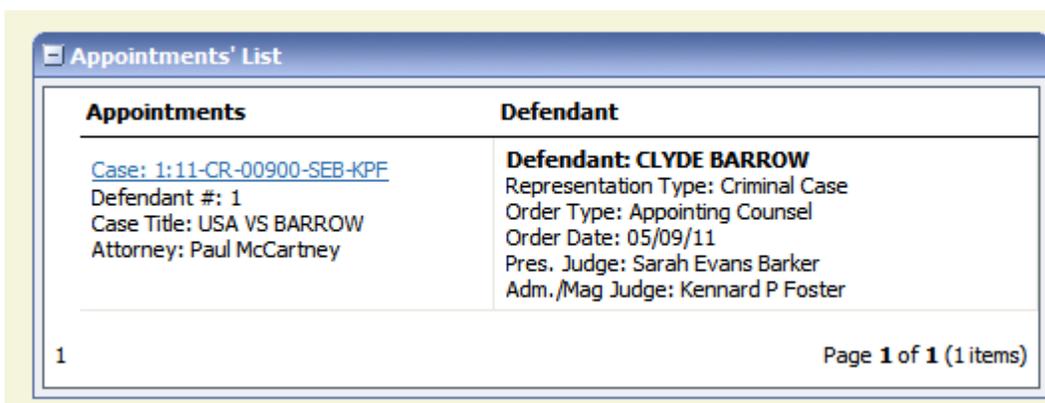
Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

You will then be taken to your home screen. It will identify you as an attorney and identify you by name in the upper right hand corner of the screen.

Select the case you would like to work on:



Appointments	Defendant
Case: 1:11-CR-00900-SEB-KPF Defendant #: 1 Case Title: USA VS BARROW Attorney: Paul McCartney	Defendant: CLYDE BARROW Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 05/09/11 Pres. Judge: Sarah Evans Barker Adm./Mag Judge: Kennard P Foster

1 Page 1 of 1 (1 items)

Select **Create** on the AUTH line:

Appointment In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers		Appointment Info	
View Representation			
Create New Voucher			
AUTH Authorization for Expert and other Services	Create		
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create		
CJA-21 Authorization and Voucher for Expert and other Services	Create		
CJA-26 Statement for a Compensation Claim in Excess of the Statutory Case	Create		
1. CIR./DIST./DIV.CODE 0756	2. PERSON REPRESENTED CLYDE BARROW	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF NUMBER 1:11-CR-00900-1-SEB-KPF	5. APPEALS. DKT./DEF NUMBER	6. OTHER. DKT./DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA VS BARROW	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-1100 F ROBBERY, BANK			
12. ATTORNEY'S NAME AND MAILING ADDRESS Paul McCartney - Bar Number: 123456 64 East Abbey Road Suite 1964 Indianapolis IN 46204 Phone: 317-229-3700 - Fax: 317-229-3740		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Kennard P Foster Date of Order <input type="checkbox"/> Nunc Pro Tunc Date 5/9/2011 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

You have three tabs/headings to fill in information: **Basic Info, Documents, Confirmation**

BASIC INFO

You must fill in two fields (all fields marked with a red * Required Field indicator).

Fill in the estimated amount you believe you will spend on a service provider. You may get approval for up to \$2400.00 from a district court judge (without going to the Circuit for approval). Also, fill in the service type.

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	<input type="text" value="2400"/> *
Authorized Amount	<input type="text"/>
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	<input type="text" value="Investigator"/> *
Requested Provider	<input type="text"/>

<< First < Previous Next > Last >> Save Delete Draft

Then select

Supporting Documents

Attach any documents or justification you have for requesting the services (may include a memo to Judge explaining cost efficiency of service provider, necessity of service provider, predicted duration of case, etc.)

Upload

Simply browse for the correct file, fill in a description and select

Supporting Documents

File Upload
File
Description

Description	Delete	View
memo to SEB re need for investigator	Delete	View

When you are finished, select

CONFIRMATION

On the confirmation screen, carefully review your information – authorization request amount, service provider type, etc.

Confirmation

1. CIR./DIST./DIV. CODE 0756	2. PERSON REPRESENTED CLYDE BARROW		VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:11-CR-00900-1-SEB-KPF	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA VS BARROW	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-1100.F ROBBERY, BANK			
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: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$2400 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Paul McCartney - Bar Number: 123456 64 East Abbey Road Suite 1964 Indianapolis IN 46204 Phone: 317-229-3700 - Fax: 317-229-3740			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)		14. TYPE OF SERVICE PROVIDER <input type="checkbox"/> 00 Court Reporter <input checked="" type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 14 Pathologist, Medical Examiner <input type="checkbox"/> 15 Other Medical Expert <input type="checkbox"/> 16 Voice, Audio Analyst <input type="checkbox"/> 17 Hair, Fiber Expert	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's			

You may make notes on the voucher to the Judge reviewing it.

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

Notes

Once you are confident in your authorization request, select the “**I swear and affirm the truth or correctness of the above statements**” checkbox and select the **Submit** button.

I swear and affirm the truth or correctness of the above statements
Date: 6/10/2011 10:15:2

 **Submit**

If everything is formatted correctly you should receive a “Success” message (any errors will give you directions on what needs changed and allows you to amend your authorization in order to try again).

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0756.0000152

(This was just a request for authorization to spend funds – please disregard that the “Success” message states that a voucher has been submitted for payment.)

Your home pages will now show a AUTH in the “My Submitted Vouchers” category:

My Submitted Vouchers

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
1:11-CR-009... Start: 05/10/2011 End: 06/10/2011	CLYDE BARRO... Claimed Amoun...	CJA-20 Paul McCartney	Submitted to Court 0756.0000151 FINAL PAYMENT
1:11-CR-009... Start: 06/10/2011 End: 01/01/1900	CLYDE BARRO... Claimed Amoun...	AUTH Investigator	Submitted to Court 0756.0000152

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