

## Who Creates It ?

<u>VOUCHER TYPE</u>	<u>CJA CLERK</u>	<u>CJA ATTORNEY</u>
<b>CJA 20 (Appointment of Counsel)</b>		<b><u>The CJA Attorney creates the CJA 20:</u></b> The CJA Clerk creates the CJA Appointment, which will appear on your home screen. The CJA Attorney should click the hyperlink of the correct case number in the “Appointment List” section of their home screen. The “Appointment Information” screen comes up. On the left side labeled “Create New Voucher” section, <b>click “CJA 20 - Create”</b>
<b>CJA 24 – (Authorization for Payment of Transcript) (part 1 of a 2 step process)</b>		<b><u>The attorney starts the CJA 24 Authorization process</u></b> of ordering a transcript by creating an Authorization for Transcripts (Auth 24). You should click on the correct case number hyperlink in eVoucher from the “Appointment List” on your home screen. The “Appointment Information” screen will appear and you should select “Auth-24” from the left side labeled “Create New Voucher” section
<b>CJA 24 - (Authorization for Payment of Transcript) (part 2 of a 2 step process)</b>	<b><u>CJA Clerk creates the CJA 24</u></b> after the Auth-24 is approved by the Judge to have a transcript prepared. The Court Reporter enters transcript fees and it is sent to the Attorney to review and approve.	<b>Attorney to review and approve CJA 24 fees entered by court reporter</b>

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<b>CJA 21 – (Authorization for Expert Services) UNDER \$800 – no authorization required</b>	CJA Clerk creates the CJA 21 after receiving the Expert Invoice from the CJA attorney.	Attorney sends the Expert Invoice to the CJA Clerk.  <b>Attorney reviews/approves the CJA 21 claim when it is created by the CJA Clerk in eVoucher. It is then sent to the CJA Clerk for payment in eVoucher.</b>
<b>CJA 21 – (Authorization for Expert Services) OVER \$800 – authorization required</b>	Attorney should file a motion for expert services over the \$800 limit. If/When the Judge has entered a written order or text order approving the fees, the CJA Clerk will prepare the Authorization and CJA 21	<b>Attorney reviews/approves the CJA 21 claim when it is created by the CJA Clerk in eVoucher. It is then sent to the CJA Clerk for payment in eVoucher.</b>