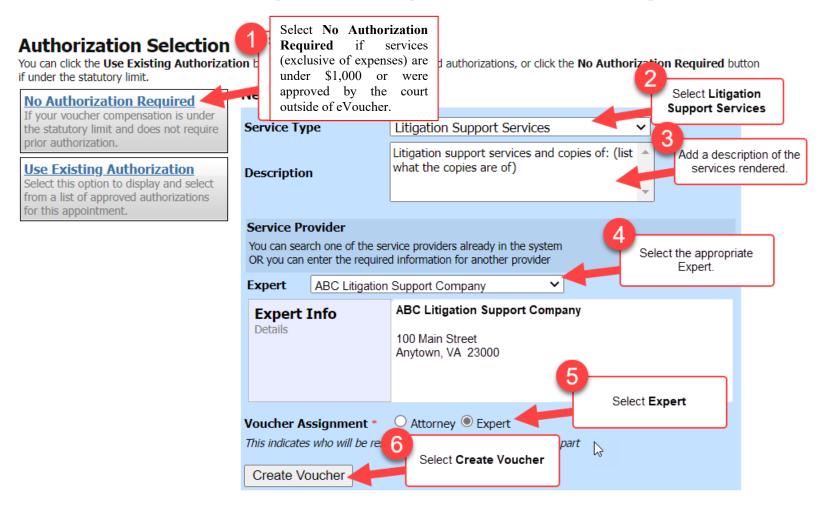
Creating a CJA 21 Voucher for Litigation Support and Duplication Services by Local Printing Companies

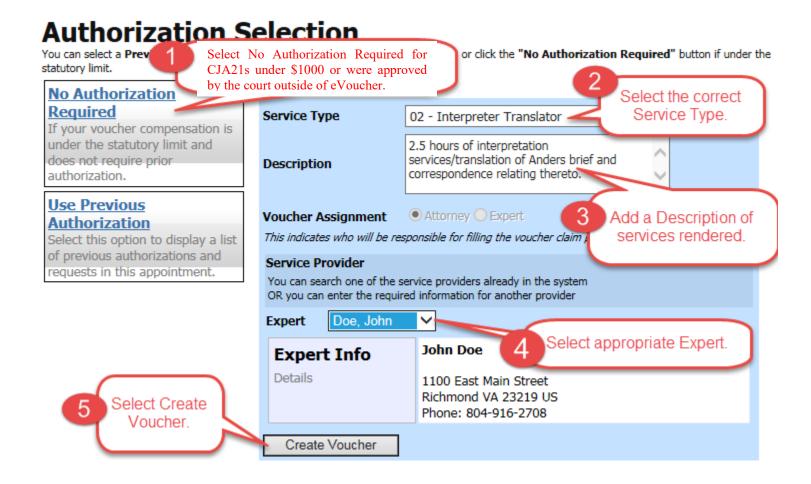
(The service provider will complete the CJA21 services and expenses.)



Creating a CJA 21 Voucher for Interpreters, Translators & Litigation supports

(Counsel will complete the CJA21 on behalf of the expert.)

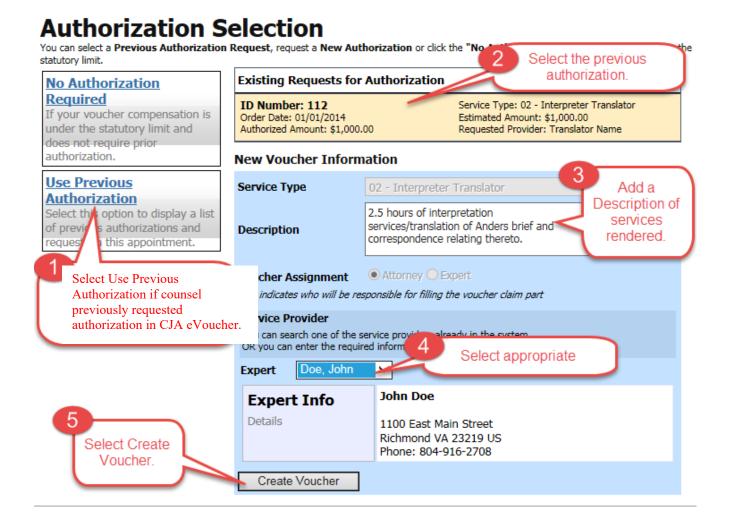
Prior authorization not required:



Creating a CJA 21 Voucher for Interpreters, Translators & Litigation supports

(Counsel will complete the CJA21 on behalf of the expert.)

Prior authorization required:



NOTES:

- Printer claims that include litigation support services <u>must</u> be submitted on a CJA 21 voucher since litigation support services cannot be claimed on a CJA 20 voucher. Select "Litigation support Services" as the type of service provider. Litigation support services are reimbursed at the rate of \$85/hour and must include a description of the services performed on each date for which services are claimed.
- Printer claims that do not include litigation support services may be submitted either as "Duplication Services" on a CJA 21 voucher or included as expenses on the attorney's CJA 20 voucher. A \$.15 per page upper limit applies to all duplication charges.
- Counsel must submit an AUTH in eVoucher or via email to 4cca-cja@ca4.uscourts.gov if the joint appendix exceeds 500 pages.
- Duplication charges must be "reasonable," meaning copies of briefs, appendices, or record documents may be made for CJA counsel, the defendant, the court, and for service of sealed documents. The CJA account should not be charged for multiple copies of documents made for circulation and review within the firm.
- Printer claims of any amount may be submitted on a CJA 21 voucher. The court no longer requires that the claim exceed \$100 to be submitted on a CJA 21 voucher. Prior authorization is required for charges in excess of \$1000 (excluding copy costs). Authorization requests may be submitted via CJA eVoucher or by email to 4cca-CJA@ca4.uscourts.gov.
- The "Description" provided for each CJA 21 voucher created must identify the exact services being provided (e.g., preparation of opening brief and joint appendix). If any portion of the Voucher Creation screen is not correct, the voucher will have to be deleted and re-created.
- CJA eVoucher does not permit you to change the Voucher Assignment (step 5) until you have selected the Expert in step 4. Local printers are authorized to enter their charges and upload their invoices directly into eVoucher, and vouchers should be assigned to them for this purpose. For all other experts, counsel should not assign the voucher to the expert for completion.
- If the voucher was assigned to a local printer for completion, the printer will enter their services and expenses and upload their invoice and any required documentation. The voucher will appear in counsel's "My Active Documents" screen when it is ready for counsel's approval and submission to the court.

- If the voucher was not assigned to a printer for completion, counsel will enter the services and expenses, upload the invoice, and select "Submit" on the confirmation page. Counsel will then return to the Home Page and select the voucher from "My Active Documents" for review and approval. Approval submits the voucher to the court.
- CJA 21 vouchers may be submitted as a "Final Payment" under the "Claim Status" tab for each discrete procurement (e.g., opening brief and appendix, reply brief, certiorari petition, additional copies), even if the same vendor may provide future services in the case. Under the "Claim Status" tab, the first date of services must be entered as the "Start Date," and the last date of services must be entered as the "End Date."