

Correcting a Returned CJA 21/31 Voucher

- If the court returns a service provider voucher to counsel, counsel will receive email notification and the voucher will appear in the *My Documents* section of the home page, highlighted gold:

4:15-AP-04236-- Start: 07/25/2015 End: 07/27/2015	John Doe (# 1) Claimed Amount: 533.75	CJA-21 Printing Company 19 - Paralegal Services	Submitted to Attorney 04AC.0000151 FINAL PAYMENT
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- Counsel must “reject” the voucher back to the *Voucher Entry* step before changes can be made.
 1. Select the voucher from the *My Documents* section.
 2. Select **Confirmation**.
 3. Check the certification box.
 4. Select **Reject**.

I certify that I have reviewed the above information
 Date: 9/11/2015 16:18:14





- Once the voucher is in *Voucher Entry* status, the attorney or expert (whoever completed the voucher initially) can make the necessary corrections and re-submit the voucher.

4:15-AP-04236-- Start: 07/25/2015 End: 07/27/2015	John Doe (# 1) Claimed Amount: 533.75	CJA-21 Printing Company 19 - Paralegal Services	Voucher Entry 04AC.0000151 FINAL PAYMENT
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I swear and affirm the truth or correctness of the above statements
 Date: 9/14/2015 9:50:58



- After submitting the corrected voucher, it returns to *Submitted to Attorney* status and is no longer gold. **It must be re-approved by counsel to be submitted to the court.**

4:15-AP-00002-- Start: 07/24/2015 End: 07/27/2015	Elmer Fudd (# 1) Claimed Amount: 533.75	CJA-31 Printing Company 19 - Paralegal Services	Submitted to Attorney 04AC.0000152 FINAL PAYMENT
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- If you wish to delete a voucher, reject the voucher back to the *Voucher Entry* status. Once the voucher is in *Voucher Entry* status, the attorney or expert (whoever completed the voucher initially) must open the voucher and select **Delete Draft** at the bottom of the screen. If Delete Draft is not available, the voucher is not in the *Voucher Entry* status.

Payment Info

Preferred Payee: John Doe

John Doe
 Billing Code: 04AC-000028
 1100 East Main Street
 Richmond, VA
 23219 - US
 Phone: 804-916-2708
 Fax:

« First
< Previous
Next >
Last »
Save
Delete Draft