

# Creating a CJA 21 Voucher for Paralegal and Duplication Services by Local Printing Companies

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

**Authorization Selection**  
You can select a **Previous Authorization** if you are under the statutory limit.

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

**Use Previous Authorization**  
Select this option to display a list of previous authorizations and requests in this appointment.

**New Voucher Information**

**Service Type** Paralegal Services \*

**Description** Paralegal Services and Copies of: (list what the copies of)

**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** Paralegal, Fran H.

**Expert Info**  
Details  
Fran H. Paralegal  
1100 East Main Street  
Richmond VA 23086 US  
Phone: 804-916-2700

**Create Voucher**

« First < Previous Next > Last » Delete Draft

**1** Select No Authorization Required if Services (exclusive of expenses) are under \$900.

**2** Select Paralegal Services

**3** Add a Description of Services Rendered

**4** Pick the appropriate Expert.

**5** Select Expert for Voucher Assignment

**6** Select Create Voucher

## Creating a CJA 21 Voucher for Interpreters, Translators & Paralegals

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

Prior authorization not required:

### Authorization Selection

You can select a **Prev** statutory limit.

1

Select **No Authorization Required** for CJA21s under \$900.

or click the **"No Authorization Required"** button if under the

#### **No Authorization Required**

If your voucher compensation is under the statutory limit and does not require prior authorization.

#### **Use Previous Authorization**

Select this option to display a list of previous authorizations and requests in this appointment.

**Service Type**

02 - Interpreter Translator

2

Select the correct Service Type.

**Description**

2.5 hours of interpretation services/translation of Anders brief and correspondence relating thereto.

**Voucher Assignment**

Attorney  Expert

*This indicates who will be responsible for filling the voucher claim.*

3

Add a Description of services rendered.

**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**

Doe, John

4

Select appropriate Expert.

**Expert Info**

**John Doe**

Details

1100 East Main Street  
Richmond VA 23219 US  
Phone: 804-916-2708

5

Select Create Voucher.

Create Voucher

## Creating a CJA 21 Voucher for Interpreters, Translators & Paralegals

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

Prior authorization required:

### Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click the "No Authorization Required" button to request a voucher for the statutory limit.

#### **No Authorization Required**

If your voucher compensation is under the statutory limit and does not require prior authorization.

#### **Use Previous Authorization**

Select this option to display a list of previous authorizations and request a voucher for this appointment.

#### Existing Requests for Authorization

<b>ID Number: 112</b> Order Date: 01/01/2014 Authorized Amount: \$1,000.00	Service Type: 02 - Interpreter Translator Estimated Amount: \$1,000.00 Requested Provider: Translator Name
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#### New Voucher Information

**Service Type** 02 - Interpreter Translator

#### Description

2.5 hours of interpretation services/translation of Anders brief and correspondence relating thereto.

**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.

**Expert** Doe, John

#### Expert Info

Details

**John Doe**  
1100 East Main Street  
Richmond VA 23219 US  
Phone: 804-916-2708

Create Voucher

2

Select the previous authorization.

3

Add a Description of services rendered.

1

Select Use Previous Authorization if counsel previously requested authorization in CJA

4

Select appropriate

5

Select Create Voucher.

## NOTES:

- Printer claims that include paralegal services **must** be submitted on a CJA 21 voucher since paralegal services cannot be claimed on a CJA 20 voucher. Select "Paralegal Services" as the type of service provider. Paralegal services are reimbursed at the rate of \$55/hour and must include a description of the services performed on each date for which services are claimed.
- Printer claims that do not include paralegal 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 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 \$900 (excluding copy costs).
- 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.”