

## Correcting or Deleting Returned Auths & Vouchers

- **CJA 20/30s**

- When a CJA20 or 30 is returned to counsel for corrections, the voucher is listed on counsel's home page in ***Voucher Entry*** status. Any returned voucher is highlighted gold. Information regarding the necessary corrections appear in the Public/Attorney Notes section on the Confirmation page. The attorney can make the necessary corrections and re-submit the voucher.

<b>4:15-AP-04236--</b> Start: 07/07/2016 End: 07/07/2016	John Doe (# 1) Claimed Amount: 5,805.00	CJA-20 Test Attorney	Voucher Entry <span style="color: red;">04AC.0000176</span>
Attention: The notes you enter will be available to the next approval level.			
Public/Attorney Notes	Please supply receipts for expenses.		
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 9/14/2015 9:50:58			

- **Auths**

- When an Authorization is returned to counsel for corrections, the submission is listed on counsel's home page in the ***Voucher Entry*** status. Any returned authorization is highlighted in gold. Information regarding the necessary corrections appear in the Public/Attorney Notes section on the Confirmation page. The attorney can make the necessary corrections and re-submit the voucher.

<b>2:15-AP</b> Start: 02/13/2018 End: 02/13/2018	Jason (# 3) Claimed Amount: 1,000.00	AUTH - (RETURNED) Interpreter/Translator	Voucher Entry <span style="color: red;">04AC.0562290</span>	02/13/2018
Attention: The notes you enter will be available to the next approval level.				
Public/Attorney Notes	Please upload estimate document.			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 2/13/2018 11:34:23				

- **CJA 21/31s**

- 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:

<b>4:15-AP-04236--</b> 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 <span style="color: red;">04AC.0000151</span> 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**.

<input checked="" type="checkbox"/> I certify that I have reviewed the above information Date: 9/11/2015 16:18:14			
<b>4:15-AP-04236--</b> Start: 07/25/2015 End: 07/27/2015	John Doe (# 1) Claimed Amount: 533.75	CJA-21 Printing Company 19 - Paralegal Services	 Voucher Entry <b>04AC.0000151</b> FINAL PAYMENT
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 9/14/2015 9:50:58			

- 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.
- 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.**

<b>4:15-AP-00002--</b> 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 <b>04AC.0000152</b> FINAL PAYMENT
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- **Deleting Vouchers**

- If you wish to delete an authorization or 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 document initially) must open the document 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: