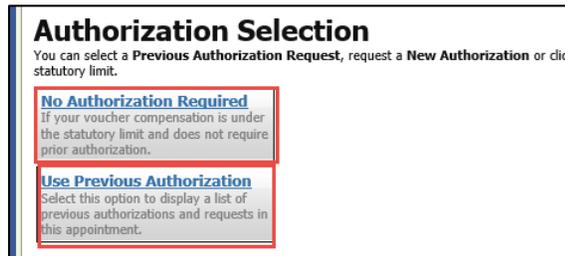


Creating & Submitting a CJA21/31 for Printing Company Services

For paralegal and duplication services provided by local printing companies, counsel creates the CJA21/31 and the printing company enters the line item services and expenses. Once the printing company completes the line items, the voucher is submitted to counsel for approval and submission to the court.

Creating a CJA21/31 for Printing Company Services (Counsel)

1. Select the case link from the *Appointments List* on your *Home* screen.
2. The *Appointment Info* page opens. Select **CJA 21/CJA 31 Create**.
3. The *Basic Info* page opens.
4. Select the appropriate option under *Authorization Selection*.
 - a. Select **No Authorization Required**.
 - b. Select **Use Previous Authorization** to select an Authorization that has been previously approved by the court.



Authorization Selection
You can select a **Previous Authorization Request**, request a **New Authorization** or click 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.

5. Select the appropriate *Service Type*; select **Paralegal Services** for Brief and Appendix preparation; select **Duplication Services** for production of copies without any hourly paralegal charges.
6. Enter a description of the services.
7. Select the *Expert* from the drop down the list. Select the expert from the drop down list OR complete the expert's information if the expert is not listed in the drop down list.
Note: If the Expert is not listed in the drop down, you will not be able to submit the voucher until the court has added the expert to the system. You will see the message below after creating the voucher:



Payment Info
This is a Pending Service Provider
Current Information on File:
Smith Printing Company TIN: ###-##-####
1100 East Main Street
Richmond VA 23219 US
Phone: 804-916-2703

8. **Important!** Change the *Voucher Assignment* to **Expert** if the expert was selected from the drop down. Assigning the voucher to the printer as the expert enables the printer to enter the services and charges and upload the invoice, rather than requiring the attorney to do so.
9. Select **Create Voucher**.
10. The *Basic Info* page will open.
11. The expert will be emailed automatically that the voucher is available for them to complete. You can return to your **Home** page.

- Once the expert completes the voucher, it will appear on your **Home** page in the **Attorney Approval** status. Review the submitted voucher and approve or reject as appropriate.

Submitting a CJA21/31 for Printing Company Services (Printing Company)

eVoucher will automatically generate an email to the printing company once counsel has created a CJA21/CJA 31 voucher.

- Select **Edit** on the voucher in the **My Documents** section of your eVoucher Home page.

Case	Defendant	Type	Status
4:15-AP-04236-- Start: 06/30/2015 End: 06/30/2015	John Doe (# 1) Claimed Amount: 0.00	CJA-21 Printing Company Paralegal Services	Voucher Entry Edit

- The **Basic Info** page opens.
- Select **Next** at the bottom of the screen or **Services** at the top of the screen.

CJA-21 Voucher Entry
Def.: John Doe

Basic Info **Services** Expenses Claim Status Documents Confirmation

Basic Info

- Enter the date the service was performed.
- Enter the **Hours** for the service billed. Note: Entries must be detailed and entered line-by-line.
- Enter the appropriate hourly rate in **Rate** box.
- Enter a complete **Description** of the services rendered.
- Select **Add**.

Services

Date: 05/20/2015 *
Hours: 0.2 *
Rate: 55.00 *

Description: File brief in CM/ECF

Add Remove

* Required Fields

Date	Description	Hrs	Rate	Amt
05/20/20...	Proof Brief for compliance with court rules; make corrections	0.5	35,0000	17.50
05/15/20...	Prepare and file motion to exceed 500 pages of appendix	0.3	35,0000	10.50
05/02/20...	Transmit appendix to counsel for review; make corrections; OCR appendix	1.0	35,0000	35.00

- IMPORTANT!** There is no auto save feature in CJA eVoucher. Select the **Save** button at the bottom of the screen often to save your data. If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select **Stay on this Page**.
- Repeat steps 4 through 12 for each additional service line item.
- Select **Next** at the bottom of the screen or **Expenses** at the top of the screen.
- Enter the **Date, Expense Type, Amount** and detailed **Description** for each expense.

5. Select **Add**.
6. **IMPORTANT!** There is no auto save feature in CJA eVoucher. Select the **Save** button at the bottom of the screen often to save your data. If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select **Stay on this Page**.

Expenses

Date: 05/20/2015 *
 Expense Type: Photocopies *
 Miles: 0 at \$0.5750 per mile.
 Amount: 14.55 *
 Description: Brief of Appellant - 97 pages @ \$0.15/page

* Required Fields

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	05/20/20...	Brief of Appellant - 97 pages @ \$0.15/page	0	0	14.55

7. Select **Next** at the bottom of the screen or **Claim Status** at the top of the screen.
8. Change the **Start Date** to the earliest date of claimed services or expenses.
9. Change the **End Date** to the latest date of claimed services or expenses.
10. Select the radio button for **Final Payment**.

Claim Status

Start Date: 05/01/2015
 End Date: 6/29/2015

Payment Claims

Final Payment
 Interim Payment (payment #)
 Supplemental Payment

** Reminder: Please select the appropriate claim status.

11. Select **Next** at the bottom of the screen or **Documents** at the top of the screen.
12. Upload any supporting documentation by selecting **Browse** and locating the PDF file of the invoice.
13. Enter a **Description** of the uploaded document.
14. Select **Upload**.

Supporting Documents

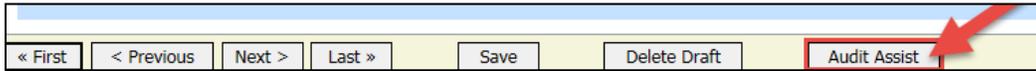
File Upload (Only Pdf files of 10MB size or less!)

File: C:\Users\QuellaJ\Desktop Browse...
 Description: Invoice

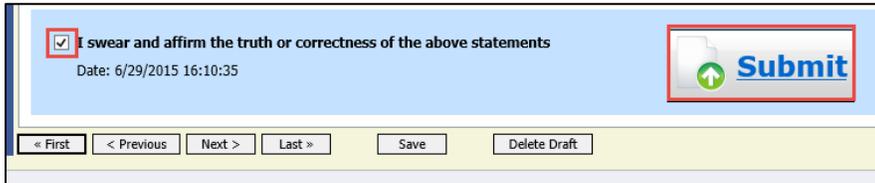
Upload

15. Select **Audit Assist** at the bottom of the screen. The system will run court-set conditional checks against your voucher. If any of the check criteria are not met, you will be

presented with an Error/Warning box describing the potential issue. Review and correct all error/warnings before proceeding.



16. Select **Next** at the bottom of the screen or **Confirmation** at the top of the screen.
17. Review the face of the voucher.
18. If you are ready to submit the voucher, check the affirmation box and select **Submit**. The voucher is submitted to counsel for approval and then on to the court. Counsel will receive an email indicating that the voucher is awaiting their review and approval.

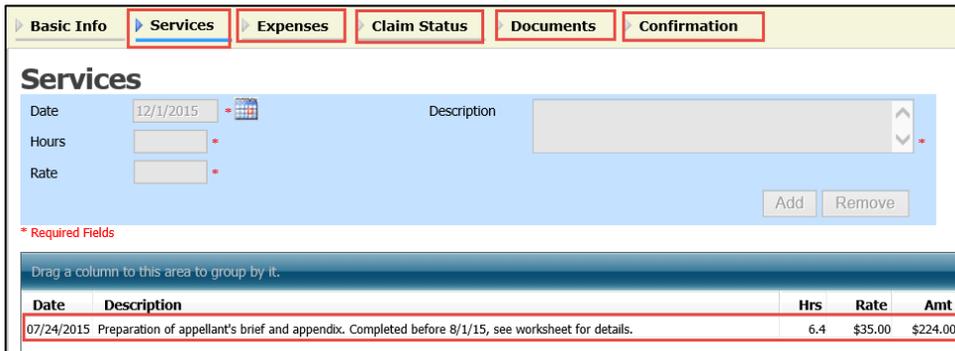


Approving a CJA21/31 for Printing Company Services (Counsel)

1. Once the printing company has submitted the voucher to counsel for approval, it will appear on counsel's home page in the Submitted to attorney status.
2. Select the voucher.

4:15-AP-0000... 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	09/14/2015
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3. Review the line item *Services, Expenses, Claim Status, Documents* and *Confirmation* screens.



4. Scroll to the bottom of the *Confirmation* page. If the voucher is ready to be submitted to the court, check the certification box and select **Approve**. If there is a problem with the voucher, select **Reject** to return it to the printer.

