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Introduction

The CJA eVoucher system is a web-based solution for submission, monitoring, and management of all Criminal Justice Act (CJA) functions. The eVoucher program allows for:

- Online authorization requests by attorneys for service providers.
- Online voucher completion by the service provider, or by the attorney acting for the service provider.
- Online voucher review and submission by the attorney.
- Online submission to the court.

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers and associates. The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher and Authorization Request Submission

- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Supporting document uploads to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

Court Appointment

When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.
Accessing the CJA eVoucher Program

Your court provides information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log on using the user name and password you were provided, and click Log In.

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your user name or password, click **Forgot your Login**. Enter your user name or email address and click **Recover Logon** to retrieve your information.
Home Page

Your home page provides access to all of your appointments and vouchers.

Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Active Documents</td>
<td>This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.</td>
</tr>
<tr>
<td>Appointments’ List</td>
<td>This is a quick reference to all your appointments.</td>
</tr>
<tr>
<td>My Proposed Assignments</td>
<td>Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.</td>
</tr>
<tr>
<td>My Submitted Documents</td>
<td>This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.</td>
</tr>
</tbody>
</table>
| My Service Provider’s Documents | This folder contains all the vouchers for your service providers, including:  
  • Vouchers in progress by the experts.  
  • Vouchers submitted to the attorney for approval and submission to the court.  
  • Vouchers signed off by the attorney and submitted to the court for payment. |
| Closed Documents             | This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page. |
Navigating in the CJA eVoucher Program

<table>
<thead>
<tr>
<th>Menu Bar Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Click to access the eVoucher home page.</td>
</tr>
<tr>
<td>Operations</td>
<td>Click to search for specific appointments.</td>
</tr>
<tr>
<td>Reports</td>
<td>Click to view selected reports you may run on your appointments.</td>
</tr>
<tr>
<td>Links</td>
<td>Click to access hyperlinks to CJA resources such as forms, guides, publications, etc.</td>
</tr>
</tbody>
</table>
| Help          | Click to access:  
|               | • Another link to your profile.  
|               | • Contact Us email.  
|               | • Privacy Notice.  
|               | • eVoucher help documentation for attorneys and experts. |
| Logout        | Click to log off of the eVoucher program. |
**Customizing the Home Page**
Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

**Expanding/Collapsing Folders:** Click the plus sign \( + \) to expand a folder. Click the minus sign \( - \) to collapse a folder.

**Moving Folders**

**Step 1**
Place your mouse pointer on the top edge of the folder you wish to relocate. A crosshair icon \( \text{(click to drag)} \) appears.

**Step 2**
Click and drag the folder to the new location.

**Sorting**
Click the column heading (e.g. Case, Description, Type) to sort in either ascending or descending order.

**Resizing of Column**

**Step 1**
Along the folder headings (e.g., Case, Description, Type, etc.), move your cursor to the line between the columns until a double arrow \( \leftrightarrow \) appears.

**Step 2**
Drag the line in the desired direction to enlarge or reduce the column size.

**Note:** The folder size does not increase; therefore, some columns may move off the screen.
Customizing the Home Page (cont’d)

**Group by column heading:** You may sort all the information within a folder by grouping documents by column heading. All folders displaying the group header bar can be sorted in this manner.

**Step 1**
Click in the header for the column you wish to group.

**Step 2**
Click and drag the header to the **Group by:** header bar.

**Step 3**
All the information in that folder is now grouped and sorted by that selection.
My Profile

In the My Profile section, the attorney can:

- Change the password (Login Info section).
- Edit contact information, phone, email, and/or physical address (Attorney Info section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (Billing Info section). Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which you will be out of the office (Holding Period section).
- Document any CLE attendance.

Click the My Profile hyperlink from either the Home page or the Help menu bar to access the My Profile page.
Changing My Profile Username and Password

Step 1

In the Login Info section, click **Edit** to change your password.

Step 2

To change your user name, type the new user name and click the **change** hyperlink. The “The Username has been changed” message appears.

Step 3

To reset your password, click the **reset** hyperlink.

Step 4

Enter the new password, and then reenter it in the **Confirm** field.
Click **Reset** to save.

Click **Close** to exit the Login Info section.
Attorney Info

In the Attorney Info section, click **Edit** to access your personal information.

Make any necessary changes, and then click **Save**.

**Notes:**
- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- If you are a foreign vendor, select that check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.
Billing Info

Step 1
In the Billing Info section, click Add if no billing information is available.

Step 2
Click Edit if you wish to change the information already entered.

Notes:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the Copy Address from Profile check box if your billing address is the same as your attorney info address.

Step 3
Make any necessary changes and click Save.
Step 4

If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

Notes:

- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an SSN. When you click the Associate radio button for the billing type, no information is required in the Billing Code field. Once you save, the screen displays Associate- No Billing Info.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, you are not given a new assignment.

**Step 1**

In the Holding Period section, click **View**.

**Step 2**

Click **Add**.

**Step 3**

In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.
Continuing Legal Education

**Step 1**

In the Continuing Legal Education section, click View to access your CLE information.

**Step 2**

To add CLE information, click Add.

**Step 3**

Click the Credit drop-down arrow to select CLE categories.

**Step 4**

In the corresponding fields, enter the date, the number of hours, and a description. Click Save.
**Note:** After you save information, you can upload related PDF documents.

**Continuing Legal Education (cont’d)**

**Step 6**

Click **Browse** to upload and attach a PDF document. Click **Save**.

---

**Note:** All entries appear in the grid and can be accessed, edited, or deleted by selecting the entry and clicking a button.
Appointments’ List

On your home page, locate the Appointments column in the Appointments’ List section.

Step 1

Click the case number hyperlink to open the Appointment Info page.
View Representation

Clicking the View Representation hyperlink displays the following information:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step 2

In the Appointment section, click the View Representation hyperlink.

Step 3

On the menu bar at the top of the page, click Home.
CJA-20 Voucher Process Overview

Attorney enters time/expenses and submits the voucher. → Court CJA unit audits the voucher. → Court approves or rejects the voucher. → Court processes the voucher for payment.

Creating the CJA-20 Voucher

The court creates the appointment. The attorney initiates the CJA-20 Voucher.

**Note:** All voucher types and documents function in primarily the same way.

In the Appointment section, from the CJA-20 Voucher template, click the **Create** hyperlink.

The voucher opens the Basic Info page, which displays the information in the paper voucher format.

**Notes:**

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar.
Entering Services
Line-item time entries should be entered on the Services tab. Both in-court and out-of-court time should be recorded here.

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

**Step 1**
Click the Services tab, or click **Next** on the progress bar.

**Step 2**
Enter the date of the service. The default date is always the current date. You can either type the date or click the calendar icon and select a date from the pop-up calendar.
Services (cont’d)

Step 3

Click the **Service Type** drop-down arrow and select the service type.

![Service Type drop-down](image)

**Note:** You can add dates in any order, or sort in chronological order at any time.

Step 4

Enter your hours of service in tenths of an hour, enter a description, and then click **Add**.

![Add entry](image)

The entry is added to the voucher, and appears at the bottom of the Service Type column.

**Note:** You may add time in any order. Click an entry to edit.

Step 5

The Date header sorts by date. Be sure to click **Save**.

![Date sorting](image)
Entering Expenses

Step 1
Click the Expenses tab, or click Next on the progress bar.

Step 2
Click the Expense Type drop-down arrow and select the applicable expense.
Entering Expenses (cont’d)

Step 3

If Travel Miles is selected, enter the round-trip mileage, and then in the Description field, enter a description.

Click Add. The entry is added to the voucher and appears at the bottom of the Expense Type column.
Entering Expenses (cont’d)

Click in the Date column header. This sorts expenses according to date. Click **Save**.

**Notes:**

- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.
Claim Status

Step 1

Click the Claim Status tab, or click Next on the progress bar.

Step 2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the Expense and Service sections and click in the Date header to sort by the earliest date of services.

Step 3

The Payment Claims section features the following payment claims type radio buttons:

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment throughout the appointment, but each court’s practice may differ. If using this type of payment, indicate the number of interim payments.
- After the final payment has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.
- The attorney may submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case, clicking the **Withholding Return Payment** radio button to request return payment of withheld funds.

Step 4

Answer all the questions regarding previous payments in this case. Click Save.
At any point while creating services or expense, click **Audit Assist** to view any errors or warnings regarding your document.

If you try to submit with errors, you may receive the following pink error message:

![Error Message]

The message will be removed when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.
Documents

Attorneys (as well as courts) may attach documents. Attach any documentation that supports the voucher; e.g., travel or other expense receipts, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

**Step 1**

To add an attachment, click **Browse** to locate your file.

**Step 2**

Add a description of the attachment.

**Step 3**

Click **Upload**.

The attachment and description is added to the voucher and appears at the bottom of the Description column.
Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step 1

Click the **Confirmation** tab, or click **Last** on the progress bar.

The Confirmation page appears, reflecting all entries from the previous screens.

You may include any information to the court in the **Public/Attorney Notes** field.
Signing and Submitting to Court (cont’d)

Step 2

Verify the information is correct.

Step 3

Scroll to the bottom of the screen.

Step 4

Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Step 5

Click Submit to send to the court. A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment.

Click the Home Page hyperlink to return to the home page. Click the Appointment Page hyperlink if you wish to create an additional document for this appointment.
Signing and Submitting to Court (cont’d)
The active voucher is removed from the My Active Documents folder, and now appears in the My Submitted Documents section.

Note: If a voucher is rejected by the court, it reappears in the My Active Documents section highlighted in gold.

The system generates an email message explaining the corrections that must be made.
CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

The Services and Expenses fields tally as entries are entered the voucher.

Expand the item by clicking the down arrow (▼) to reveal specifics.
Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.

You can find other accessible reports by clicking Reports on the menu bar.
Defendant Detailed Budget Report

This report reflects the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report provides the information in two sections: attorney appointment and authorized expert service.
Defendant Summary Budget Report

This report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.

### Defendant Summary Budget Report - Attorney

**1:14-CR-08805-1-AA**

<table>
<thead>
<tr>
<th>Counsel Budget</th>
<th>Defendant: Jebediah Branson</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Representation:</strong></td>
<td>Criminal Case</td>
</tr>
<tr>
<td><strong>Budget Amount Requested:</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Budget Amount Approved:</strong></td>
<td>$9,900.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Voucher Number</th>
<th>Attorney</th>
<th><strong>Pending</strong></th>
<th><strong>Approved</strong></th>
<th><strong>Amount Remaining</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For Voucher</td>
<td></td>
<td>Andrew Anders (Appointing Counsel)</td>
<td>Fees</td>
<td>Expenses</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Travel</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Pending:** $0.00  
**Total Approved:** $6,250.00  
**Total Remaining:** $3,050.00

### Expert and Other Services Budget - Requiring Authorization

**Defendant: Jebediah Branson**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Voucher Number</th>
<th><strong>Pending</strong></th>
<th><strong>Approved</strong></th>
<th><strong>Amount Remaining</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For Voucher</td>
<td></td>
<td></td>
<td>Fees</td>
<td>Expenses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Travel</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Amount Requested:** $1,000.00  
**Amount Authorized:** $0.00

**Total Pending:** $1,000.00  
**Total Approved:** $0.00  
**Total Remaining:** $1,000.00

### Grand Totals for the Representation

**Defendant: Jebediah Branson**

<table>
<thead>
<tr>
<th><strong>Pending</strong></th>
<th><strong>Approved</strong></th>
<th><strong>Combined Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>Expenses</td>
<td>Total</td>
</tr>
<tr>
<td>Travel</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>$6,650.00</td>
<td>$0.00</td>
<td>$6,650.00</td>
</tr>
</tbody>
</table>
Creating a CJA-21 Voucher

**Note**: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

**Step 1**

From the Appointment page, click **Create** from the CJA-21 Voucher template. The voucher opens the Basic Info page.

**Step 2**

When submitting a CJA-21 Voucher, you have two options from which to choose in the Authorization Selection section.

If the request does not require advance authorization, click **No Authorization Required**.

If you have a previously approved authorization, click **Use Existing Authorization**.

![Image of CJA-21 Voucher template with Basic Info and Authorization Selection sections highlighted.](image-url)
Creating a CJA-21 Voucher (cont’d)
If you click Use Existing Authorization, the Associated Authorization list appears.

Step 3
Select the authorization you wish to use. It turns beige when selected. You cannot continue until it is highlighted.

Step 4
The service type automatically fills in based on the authorization selected. If no authorization is being used, click the Service Type drop-down arrow and select the service type.

Step 5
In the Description field, enter a description of the service to be provided.

Step 6
From the Expert drop-down list, select the expert.
If the expert you select is not authorized to use eVoucher, the Voucher Assignment radio buttons remain unavailable, indicating the attorney will be responsible for filling the voucher claim part.

If the expert selected is authorized to enter expenses on their own voucher, the Voucher Assignment radio buttons become available, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.

Click Create Voucher.
Notes:

- Only experts registered with the service type selected appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are outlined in the next section.
- If you don’t enter all information, you cannot advance to the next screen.
- If the expert you selected is authorized to use eVoucher, you are done at this point and can click Home or logout.
- If the expert you selected is not authorized to use eVoucher, you must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to attorney. You must perform the second level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.
Creating a CJA-21 Voucher (cont’d)

Step 1

From the **Expert** drop-down list, select the empty value. In the Voucher Assignment group, the **Attorney** radio button should be selected.

Step 2

Fill in all required information on the person you wish to submit for approval. Click **Create Voucher**.

Notes:

- The person you submitted goes through an approval process. Once that person is approved, an email is sent to you.
- You can now select the person from the **Expert** drop-down list, and their information automatically populates.
Creating a CJA-21 Voucher (cont’d)

After Create Voucher has been selected, proceed by following the steps mentioned previously for adding services, expenses, claim status, and documents on the CJA-20 voucher.

Note: If you have submitted the voucher for the expert, you must approve the voucher twice; once while sending it for the expert, and a second time after it appears in the My Active Documents section.

Step 1

Click the Services tab, or click Next on the progress bar.

Step 2

In the corresponding fields, enter the date, units, rate, and description.

Step 3

Click Add.

Click Add. The item appears at the bottom of the Services section. Click Save.
Creating a CJA-21 Voucher (cont’d)

Click the **Expenses** tab, or click **Next** on the progress bar.

In the corresponding fields, enter the date, expense type, description, and miles.

Click **Add**.

The item appears at the bottom of the Expense Type column. Click **Save**.

**Note:** At any point, click **Audit Assist** and the system searches for any warnings or errors.
Creating a CJA-21 Voucher (cont’d)

Step 1

Click the **Claim Status** tab, or click **Next** on the progress bar.

Step 2

Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date.

Step 3

In the Payment Claims section, click the appropriate radio button, and then click **Save**.

Notes:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court practice may differ. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click **Withholding Return Payment** on a blank CJA-21.
Creating a CJA-21 Voucher (cont’d)

Click the Documents tab or click Next on the progress bar. Click Browse to select a PDF file to attach. Click Upload. The document appears at the bottom of the Description column. Click Save.

Note: All documents must be submitted in PDF format and must be 10 MB or less.
Creating a CJA-21 Voucher (cont’d)

A confirmation page appears.

Verify all information is correct.

Select the affirmation check box. This automatically time stamps the voucher.

Click Submit.

Click the Home Page hyperlink to return to the home page. Click the Appointment Page hyperlink if you wish to create an additional document for this appointment.

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.
Creating a CJA-21 Voucher (cont’d)

The case file appears in the My Active Documents section.

Click the case hyperlink to select the file.

![My Active Documents]

Navigate to the Confirmation tab.

Verify all information is correct.

Certify the information by selecting the certification check box. This automatically time stamps the voucher. Click Approve.
Submitting an Authorization Request for Expert Services

Note: There is NOT AN AUTOSAVE function on this program. You must click Save periodically to save your work.

Step 1
Open appointment record.

Step 2
Click the Create hyperlink next to AUTH.

Step 3
Click the Create New Authorization hyperlink.
Step 4

The Basic Info page appears.

![Basic Info Page](image)
Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- Estimated Amount
- Basis of Estimate
- Service Type drop-down list
- Requested Provider drop-down list

Click **Save**.

Click the **Supporting Document** tab, or click **Next** on the progress bar.
Submitting an Authorization Request for Expert Services (cont’d)

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

**Step 1**

To add the attachment, click **Browse** to locate your file. In the **Description** field, add a description of the attachment. Click **Upload**, click **Save**, and then click **Next**.

**Step 2**

The attachment description uploads and appears at the bottom of the Description column.

**Step 3**

The Confirmation screen appears. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. In the **Public/Attorney Notes** field, you can include any notes to the court.
Step 4

Click **Submit** to send to the court.

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted.

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

The authorization request now appears in the My Submitted Documents section of the Attorney home page.
Creating a Travel Voucher

Note: There is NOT AN AUTOSAVE function on this program. You must click Save periodically to save your work.

Step 1

From the Appointment page, click the Create hyperlink next to TRAVEL.

The Basic Info page appears.

The Travel Agency to be Used section automatically populates.

Step 2

Click the Authorization Request tab, or click Next on the progress bar.
Complete all required fields marked with red asterisks, and then click **Add**.

The information appears in the table at the bottom of the screen. Click **Save**.
Creating a Travel Voucher (cont’d)

Note: All documents must be submitted in PDF format and must be 10 MB or less.

Step 1

Click the Documents tab, or click Next on the progress bar.

Step 2

Click Browse to select a PDF file to attach. Click Upload.

The document appears at the bottom of the Description column.

Click Save.

Step 3

The Confirmation tab appears. Verify all information is correct.

Select the affirmation check box, which automatically time stamps the voucher.

Click Submit.
A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

The travel voucher now appears in the My Submitted Documents section.