

Creating CJA Authorization ~~ Auth or Auth-24

Access Defendant's Appointment Info Page:

Scroll down to Appointments' List.

Click on the Case No. to access defendant's page.

Appointments' List	
Appointments	Defendant
Case: 1:11-CR-09000-EJL Defendant #: 1 Case Title: USA v. Doe Attorney: F. Bailey	Defendant: John Doe Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:
Case: 1:11-CR-09111-EJL Defendant #: 1 Case Title: USA v Snipes Attorney: F. Bailey	Defendant: Wesley Snipes Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 05/18/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:
Case: 1:11-CR-09222-EJL Defendant #: 1 Case Title: USA v. Nelson Attorney: F. Bailey	Defendant: Willey Nelson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:

1 Page 1 of 1 (3 items)

Appointment Info Page:

Click "Create" button next to Auth or Auth-24

Appointment
 In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
 Authorization for Expert and other Services

AUTH-24 [Create](#)
 Authorization for payment of transcript

CJA-21 [Create](#)
 Authorization and Voucher for Expert and other Services

CJA-24 [Create](#)
 Authorization and Voucher for Payment of Transcript

Appointment Info

Edit Appointment Delete

1. CIR. DIST/DIV. CODE 0976	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:11-CR-09000-1-BLW	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Doe	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1730.F RETENTION OF RECORDS BY INSURED INSTITUTION			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort St Boise ID 83724 Phone: 208-334-9208		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Candy W. Dale Date of Order Nunc Pro Tunc Date 1/1/2011 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Appointment Notes

Auth Basic Info Page:

Enter "Estimated Amount" of your request.

Enter "Basis of Estimate." Basis of Estimate can be the expert's hourly rate multiplied by the number of hours required.

Enter "Description." Enter a description of the services expert will provide.

Select "Service Type" of your expert from the pull-down menu. Court Reporter is a listed choice, but currently not accepted through the eVoucher Program.

Enter "Requested Provider."

IMPORTANT: If this is a new provider not currently listed as an expert in the eVoucher Program, contact the CJA Administrator to enter as an approved expert.

Basic Info		Documents	Confirmation
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Basic Info

1. CIR./DIST./DIV.CODE 0976	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:11-CR-09000-1-EJL	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Doe	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1730.F RETENTION OF RECORDS BY INSURED INSTITUTION			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort St Boise ID 83724 Phone: 208-334-9208		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Candy W. Dale Date of Order Nunc Pro Tunc Date 1/1/2011 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount *

Authorized Amount

Basis of Estimate

Description

Service Type *

Requested Provider

<< First < Previous Next > Last >> Save Delete Draft

Documents Tab:

For experts other than interpreter/translators, upload expert's resume, Curriculum Vitae, and a Memorandum in Support of the request for authorization.

Basic Info Documents Confirmation

Supporting Documents

File Upload

File

Description

Description	Delete	View
No Attachments		

Confirmation Tab:

Click radio button next to "I swear and affirm..."

Click Submit button. The Authorization request has been submitted for review.

Creating a CJA 21 from Approved Authorization

Access Defendant's Appointment Info Page:

Click on Case No. to access defendant's page.

Appointments' List	
Appointments	Defendant
Case: 1:11-CR-09000-EJL Defendant #: 1 Case Title: USA v. Doe Attorney: F. Bailey	Defendant: John Doe Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:
Case: 1:11-CR-09111-EJL Defendant #: 1 Case Title: USA v Snipes Attorney: F. Bailey	Defendant: Wesley Snipes Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 05/18/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:
Case: 1:11-CR-09222-EJL Defendant #: 1 Case Title: USA v. Nelson Attorney: F. Bailey	Defendant: Willey Nelson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:

1 Page 1 of 1 (3 items)

Appointment Info Page:

Click "Create" button next to CJA-21.

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-24 [Create](#)
Authorization and Voucher for Payment of Transcript

Appointment Info

[Edit Appointment](#) [Delete](#)

1. CIR. DIST. DIV. CODE 0976	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:11-CR-09000-1-BLW	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Doe	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1730 F RETENTION OF RECORDS BY INSURED INSTITUTION			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort St Boise ID 83724 Phone: 208-334-9208		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Candy W. Dale Date of Order Nunc Pro Tunc Date 1/1/2011 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Appointment Notes

Basic Info Page:

Click "Use Previous Authorization" box.

Basic Info

1. CIR./DIST./DIV.CODE 0976	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST./DKT/DEF.NUMBER 1:11-CR-09000-1-EJL	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Doe	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1730.F RETENTION OF RECORDS BY INSURED INSTITUTION			
EXCESS FEE LIMIT \$9,700.00	PRESIDING JUDGE Edward J. Lodge	MAGISTRATE JUDGE	DESIGNEE

Authorization Selection

You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if 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.

<< First

< Previous

Next >

Last >>

Save

Delete Draft

Click ID Number: **** under Existing Requests for Authorization, (the box will turn a tan color).

Authorization Selection

You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.

No Authorization Required

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

Existing Requests for Authorization

ID Number: 1835 Order Date: 01/01/2011 Authorized Amount: 2500	Service Type: Interpreter Translator Estimated Amount: 2500 Requested Provider: Susan Evans
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Use Previous Authorization

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

New Voucher Information

Service Type

Description

Voucher Assignment
This indicates who will be responsible for filling the voucher claim part

Attorney
 Expert

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

First Name Middle Last Name *

SSN/EIN: *

Email *

Phone * Fax

Address 1 * City *

Address 2 State * Zip *

Address 3 Country

<< First < Previous Next > Last >> Save Delete Draft

Enter a description in the Description field.

Select the expert from the pull-down menu, the expert's information will self-populate the form. If the expert is an interpreter, click the radio button next to Expert. This will allow the interpreter to fill out the CJA-21.

Click Create Voucher.

If the voucher is for an interpreter/translator, it is electronically submitted to the expert. If other than an interpreter/translator, the voucher will appear in edit mode on the attorney's home page.

Once the interpreter/translator completes the voucher, he/she will hit submit. The voucher is then submitted to the attorney for their final review before the attorney submits to the court for review.

Fill out information requested at “Proceeding Transcript to Be Used” and “Proceeding To Be Transcribed.”

Basic Info

1. CIR./DIST/DIV.CODE 0976	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:11-CR-09000-1-BLW	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Doe	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1730.F RETENTION OF RECORDS BY INSURED INSTITUTION			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort St Boise ID 83724 Phone: 208-334-9208		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Candy W. Dale Date of Order Nunc Pro Tunc Date 1/1/2011 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

Transcripts
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date

Nunc Pro Tunc Date

If expedited or special handing, choose an option at drop down menu for “Special Transcript Handling” of your request.

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

Transcripts
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date

Nunc Pro Tunc Date

Click on Confirmation Tab and Submit to Court for review and approval.

Creating a CJA 24 from Approved Authorization

Access Defendant's Appointment Info Page:

Click on Case No. to access defendant's page.

Appointments	Defendant
Case: 1:11-CR-09000-EJL Defendant #: 1 Case Title: USA v. Doe Attorney: F. Bailey	Defendant: John Doe Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:
Case: 1:11-CR-09111-EJL Defendant #: 1 Case Title: USA v Snipes Attorney: F. Bailey	Defendant: Wesley Snipes Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 05/18/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:
Case: 1:11-CR-09222-EJL Defendant #: 1 Case Title: USA v. Nelson Attorney: F. Bailey	Defendant: Willey Nelson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Edward J. Lodge Adm./Mag Judge:

1 Page 1 of 1 (3 items)

Appointment Info Page:

Click "Create" button next to CJA-24.

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
 Authorization for Expert and other Services

AUTH-24 [Create](#)
 Authorization for payment of transcript

CJA-21 [Create](#)
 Authorization and Voucher for Expert and other Services

CJA-24 [Create](#)
 Authorization and Voucher for Payment of Transcript

Appointment Info [Edit Appointment](#) [Delete](#)

1. CIR. DIST/DIV CODE 0976	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:11-CR-09000-1-BLW	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Doe	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 12.1730 F RETENTION OF RECORDS BY INSURED INSTITUTION		
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W/ Fort St Boise ID 83724 Phone: 208-334-9208		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Candy W. Dale Date of Order: 1/1/2011 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

Appointment Notes

Basic Info Page:

Click "ID Number: ****" under Existing Requests for Authorization, (the box will turn a tan color).

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
ID Number: 4017 Order Date: 01/01/2011 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 4030 Order Date: 01/01/2011 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 4113 Order Date: 01/01/2011 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 4178 Order Date: 01/01/2011 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 4180 Order Date: 01/01/2011 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

New Voucher Information

Description

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Court Report/Transcriber Status
 Official Contract Transcriber Other

Enter a description in the Description field.

Select the transcriber that provided that transcript from the pull-down menu. The transcriber's information will self-populate the form. If the transcriber is Verbatim/Lisa Yant or Tammy Hohenleitner, click the radio button next to Expert. This will allow the vendor to fill out the CJA-24.

Click Create Voucher.

If the voucher is for Verbatim/Lisa Yant or Tammy Hohenleitner, the voucher is electronically submitted directly to them to fill out and submit to the attorney. If other than Verbatim/Lisa Yant or Tammy Hohenleitner, the voucher will appear in edit mode on the attorney's home page.

Once Verbatim/Lisa Yant or Tammy Hohenleitner completes the voucher, she will hit submit. The voucher is then submitted to the attorney for their final review before the attorney submits to the court for review.

A copy of the transcriber's invoice should be attached at the Document's tab.