

Instructions for Completing the CJA Form 21/31 in eVoucher:

**APPOINTMENT OF AND AUTHORITY TO PAY
COURT APPOINTED COUNSEL**

UNITED STATES COURT OF APPEALS

For the Eighth Circuit

July 27, 2015

CREATING A VOUCHER - CJA 21/31

From the home page in eVoucher, the appointed case will be listed in the Appointments' List box. Click on the case number. On the **Appointment Info** page, under **Create New Voucher**, click **Create** for the appropriate voucher type (21 or 31).

CJA FORM 21/31

Following are instructions for completing the CJA Form 21/31 in eVoucher.

1. On the **Basic Info** page select **No Authorization Required**. Prior authorizations are generally not required in the Eighth Circuit.
2. **Service Type:** Select the type of service from the drop down (e.g., Paralegal Services)
3. **Expert:** If the service provider is already in the court's database, the service provider will be listed in the drop down. Select the provider and their information will populate.

Click **Create Voucher. Save**. You can enter the time and expenses. Go to 8.

OR

4. **Expert:** If the service provider is not in the system, fill in the information about the provider.

Fill in experts Name, Email Address, Address, Telephone, City, State, Zip Code
Hint: If your firm is being paid, you may want to put your email address, not your expert's email address here.

Press **Create Voucher**. This will forward the provider's information to the court to add to the eVoucher system. You will not be able to submit the CJA 21/31 voucher for payment until the court approves and adds the service provider to eVoucher. Until the service provider is approved, the Payment Info will list the service provider as a Pending Service Provider. The designation will change to Preferred Payee once the court adds the service provider to the system.

You may continue to complete the voucher with data (services, expenses, claim status, document, etc), but you will not be able to submit the voucher until the court approves the expert as a user in the system. Be sure to Press **SAVE** to save the information.

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Once the expert is approved by the court, an email will be sent to the email address provided assigning a username for your expert. There is a link in the email to activate the account. Press the link

Using the username provided, add a new password; confirm the password; add the email address. Press Reset.

This will take you to the login screen. Sign in as the expert using the username and password you created.

Go to **Expert Info**. Press **Edit**.
Add the expert's social security number. Confirm.
Press **Save**

Go to **Billing Info**. Press **Add**.
Press Self-employed if check is going to the expert directly
Or Press Company if the check is going to the attorney's firm or expert's firm
Add EIN number. Confirm.
Complete name and address information.
Press **Save**.

Go To **Expert Specialty**.
Press **Edit**
Add **Specialty**.
Press **Save**
Logout.

Log Back in using the Attorney's login. Open the CJA 21/31 voucher. The expert should be listed as the Payee with the firm EIN or Payee Social Security number.

7. The voucher will then appear on your **Home Page** in **My Active Documents** and **My Service Provider's Documents**. You can select the voucher from either location. The expert should be listed as the Payee with the Firm EIN or Payee Social Security Number. The status will be listed as Voucher Entry Edit. Click on the case number to open the voucher.
8. From the **Basic Info** screen, use the following **Tabs** to add information.

Services Tab: Add time entries - dates, hours, and rate. Include a description of the work performed. Indicate times in **hours and tenths of hours**. Press **Save**.

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Expenses Tab: Itemize expenses by Expense Type and amount. Add a description of expenses. If a receipt is required, add a copy of the receipt in PDF format to the **Documents Tab** with a description. Press **Save**.

Claim Status Tab: Complete the start and end date. Click the appropriate **Payment Claims** button (i.e., Final Payment). Press **Save**.

Documents Tab: Attach the service provider's bill, worksheet, or resume as necessary, as a PDF document. Describe the document with specificity.

Confirmation Tab: Verify for completeness. Add any notes for the court. Click on the affirmation box at the bottom of the voucher. The date will populate automatically to the current date. Press **Submit**. This is the attorney's submission on behalf of the service provider. A Success message will be displayed, indicating that the voucher must be approved by the attorney before it can be submitted to the court.

9. From the **Home Page**, click on and open the case (again) from the **My Active Documents** box. The voucher also remains in **My Service Provider's Documents**. The status on the voucher will be listed as **Submitted to Attorney**. The attorney must approve the voucher again, certifying that the work was performed by the service provider. Open the voucher and click on the **Confirmation Tab**. Check the **certification box**. The current date will automatically populate. Click **Approve**. A Success message will be displayed. The voucher will then be submitted to the court for approval and payment. The status on the voucher will now state **Submitted to Court**. The voucher will then be found in the "**My Submitted Documents**" section and will be in "read only" mode.

Any questions you might have about the preparation of the voucher or its attachments should be directed to **Diane Hogenmiller** or **Robin Weinberger** in the clerk's office at (314) 244-2400.