Requesting Funds for and Paying Service Providers

An eVoucher Guide

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I. Introduction

You may accrue up to $1,000 (total) in expert services without pre-authorization.

If you are creating a CJA 21 for services that do not require pre-authorization, please see Section II: Creating a CJA 21.

For services expected to exceed $1,000 in cost, you **must** submit an Authorization. Authorizations requesting up to $3,000 are approved by the District Court. Requests over that amount are approved by the Magistrate Judge and then the Sixth Circuit.

The $3,000 limit applies to each service provider type. (For example, you may submit an authorization for $3,000 for an investigator and $3,000 for a psychiatrist without needing either approved by the Sixth Circuit).

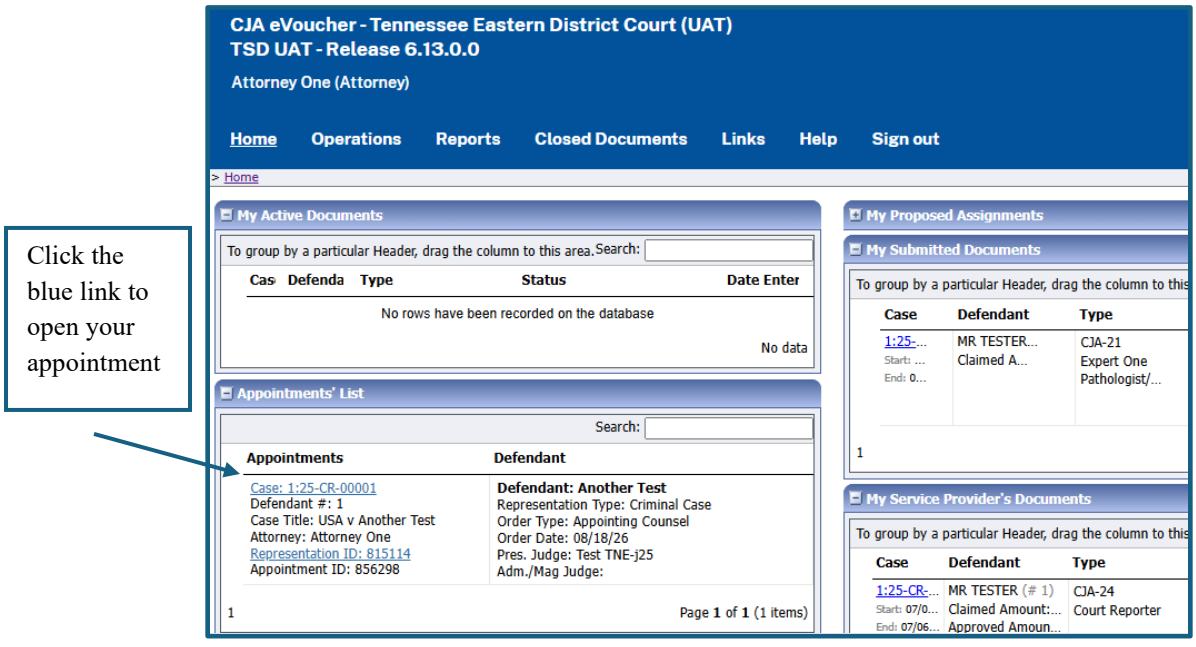
The eVoucher process is as follows:

1. Attorney requests authorization for service provider (if over $1,000) or additional funds.
2. Attorney creates CJA-21.
3. Expert fills out and submits CJA-21.
4. Attorney reviews and approves CJA-21.
5. District Court (or Circuit Court for amounts over $3,000) approves the CJA-21.
6. Service provider is paid.

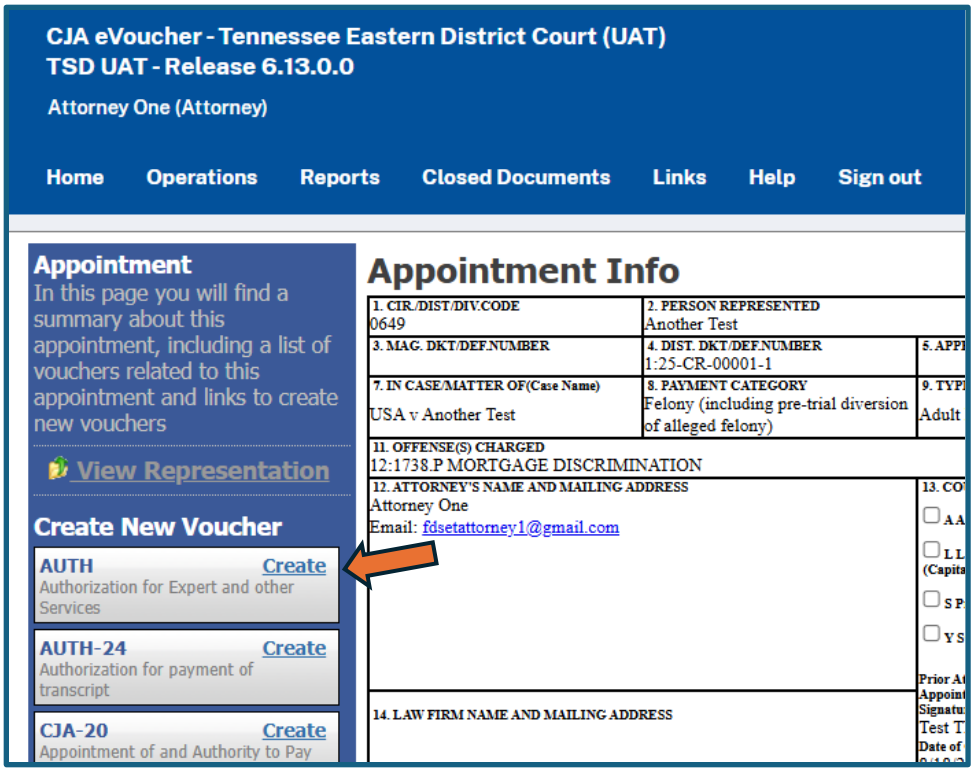
II. Requesting Funds

To Submit an Authorization Request:

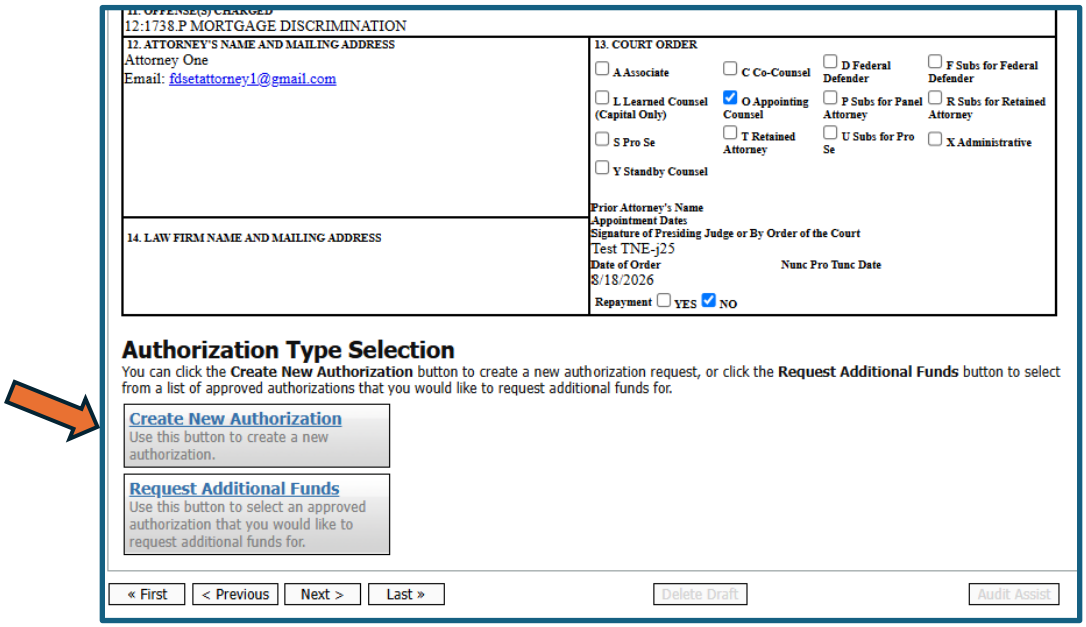
1. Look for your appointment in which you want to submit an Authorization in the "Appointment's List" box on your Home page.



2. After opening the appointment page, select “Create” on the AUTH tab on the left-hand menu.

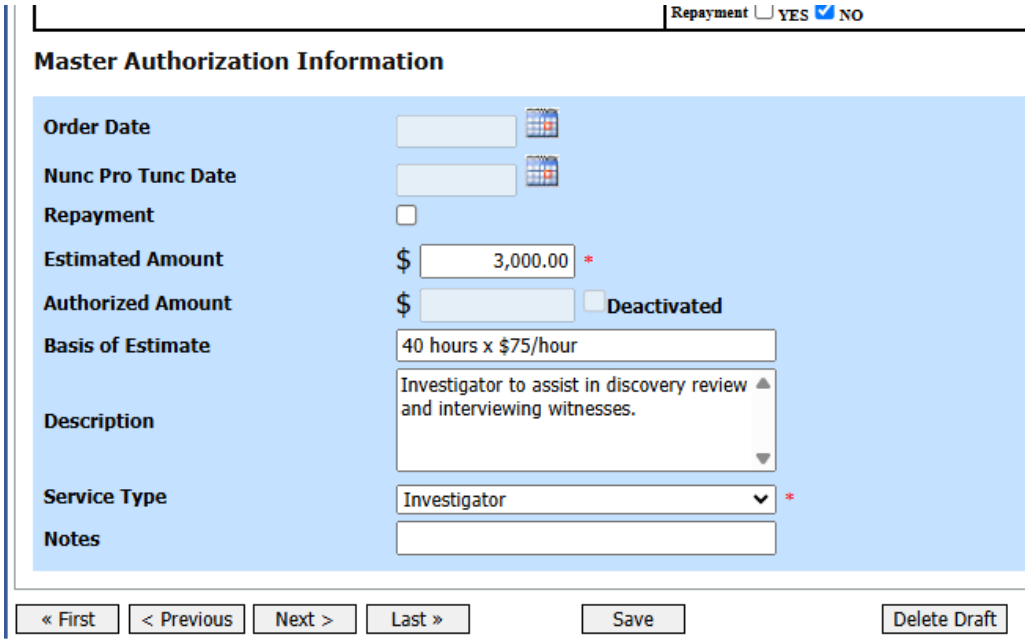


3. On the next page, select “Create New Authorization.”



4. Fill out the Authorization request. Unless you know the specific amount, it's recommended to request the full $3,000.

IMPORTANT: If you are requesting over $3,000, Sixth Circuit approval is required, and you need to be very specific in the description. If you need more room or the explanation is complex, please attach a motion supporting the request to the documents tab.

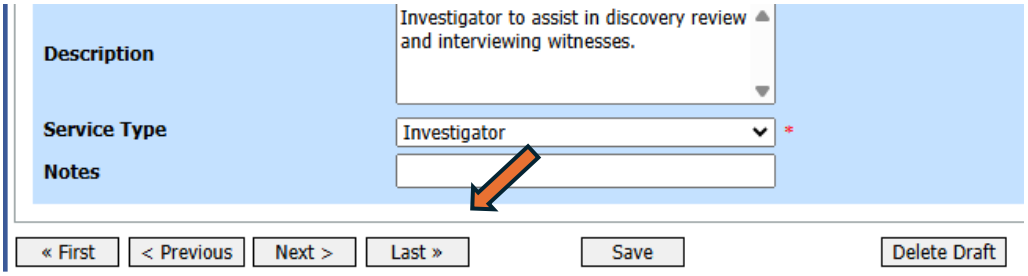


For **Basis of Estimate**: Include the estimated hours and hourly rate. Typically, flat fees cannot be approved. If you have a particular issue and service provider that requires a flat fee, please reach out ahead of time.

For **Description**, please state what the service provider is expected to do for the case. If the Auth is going to the Circuit for approval, please be very specific or attach a memo to the document tab. You can include the name of the service provider here if you know who it is, but you are not required to.

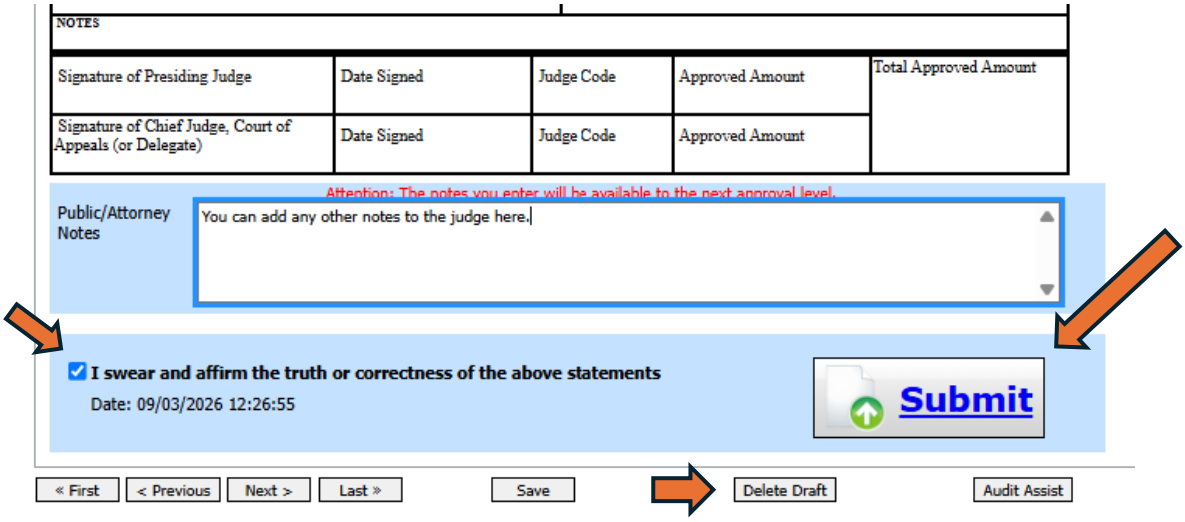
For **Service Type**, select the service provider type.

5. Hit "Last" at the bottom.



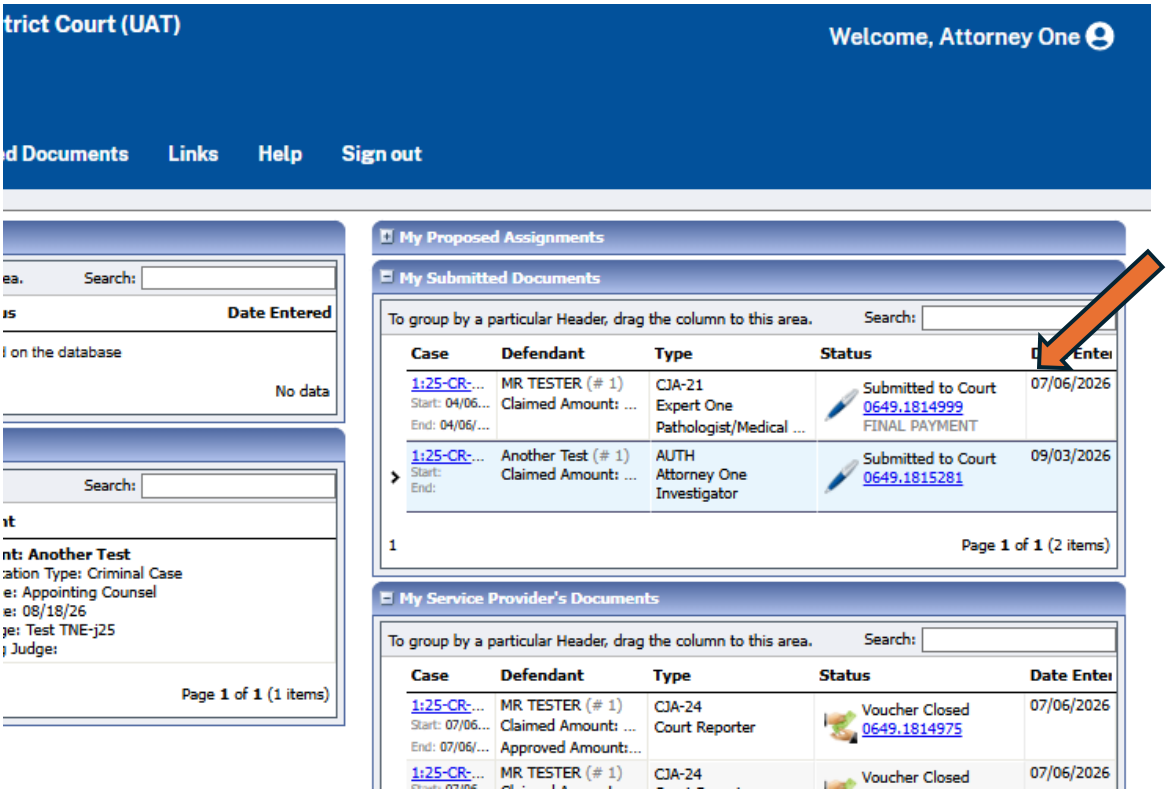
6. You may enter additional notes in the public/attorney notes section. (This section is not actually "public," but is viewable by the Court and anyone processing your voucher).

   Click the "I swear and affirm" and press "Submit."

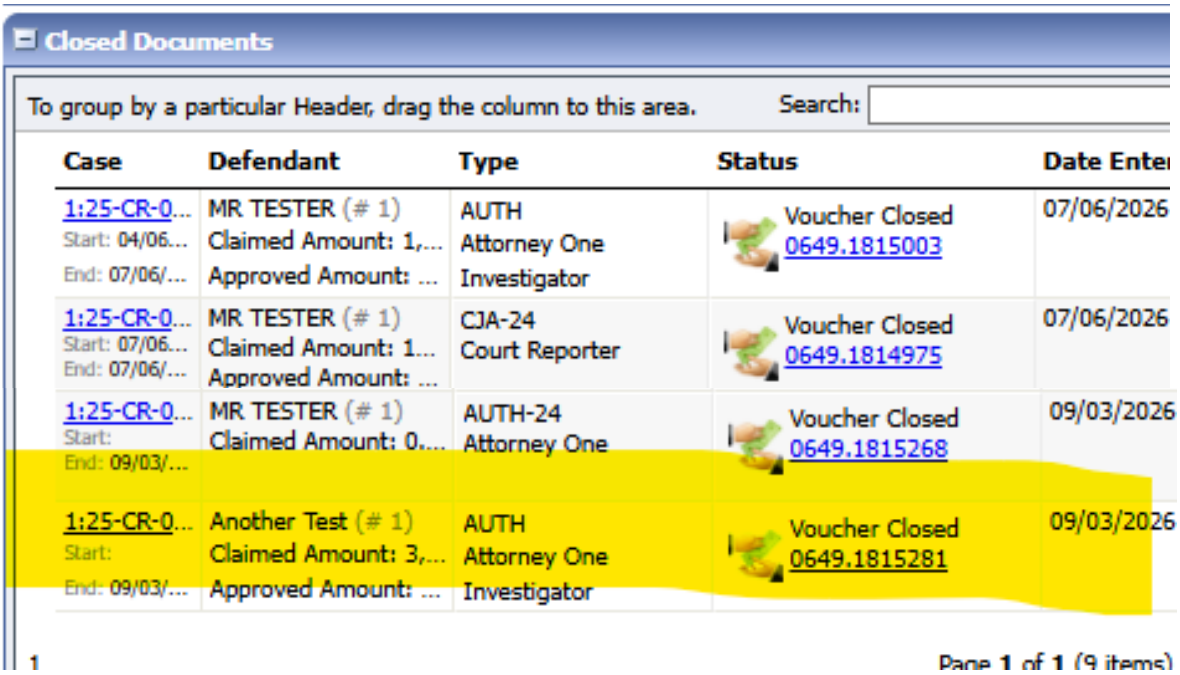


Note: If you accidentally create an auth you no longer need, you can also select "Delete Draft" here.

7. Once you have submitted the AUTH request, it will show up in your "My Submitted Documets" box on your Home page.



8. One the District Court has approved the Authorization, you will receive an e-mail notification regarding such. The voucher will also move to "Closed Documents" on your home page.

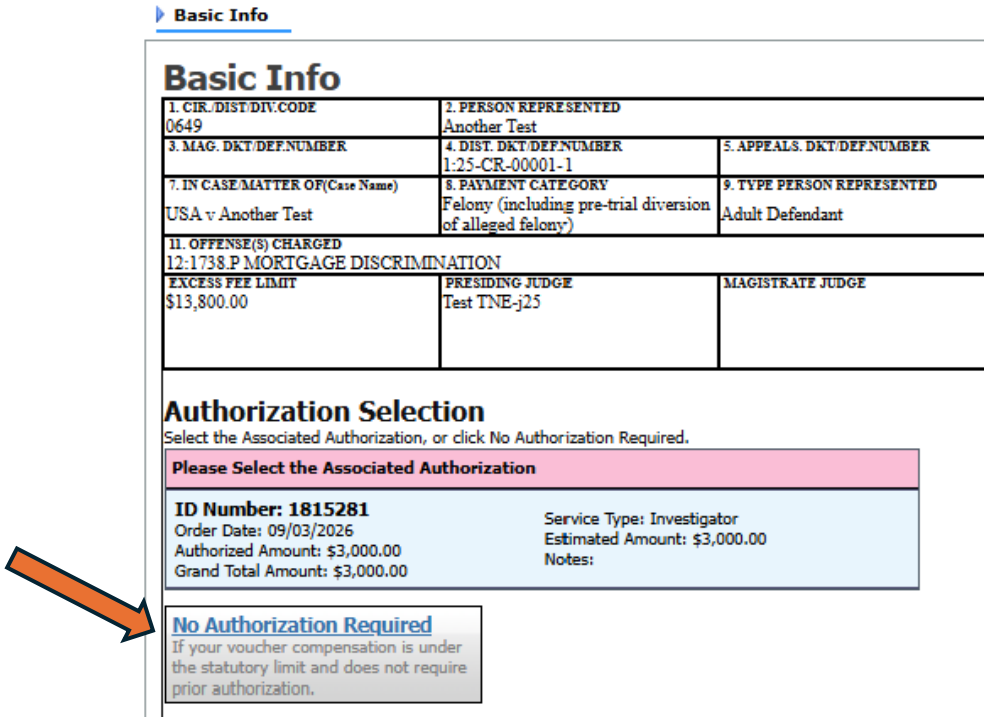


III. Create a CJA-21

After the Authorization is approved by the Court, you must create a CJA-21 so that the service provider can submit their time and be paid.

1. Open your appointment. Select "Create" on the CJA-21 tab on the left-hand side.

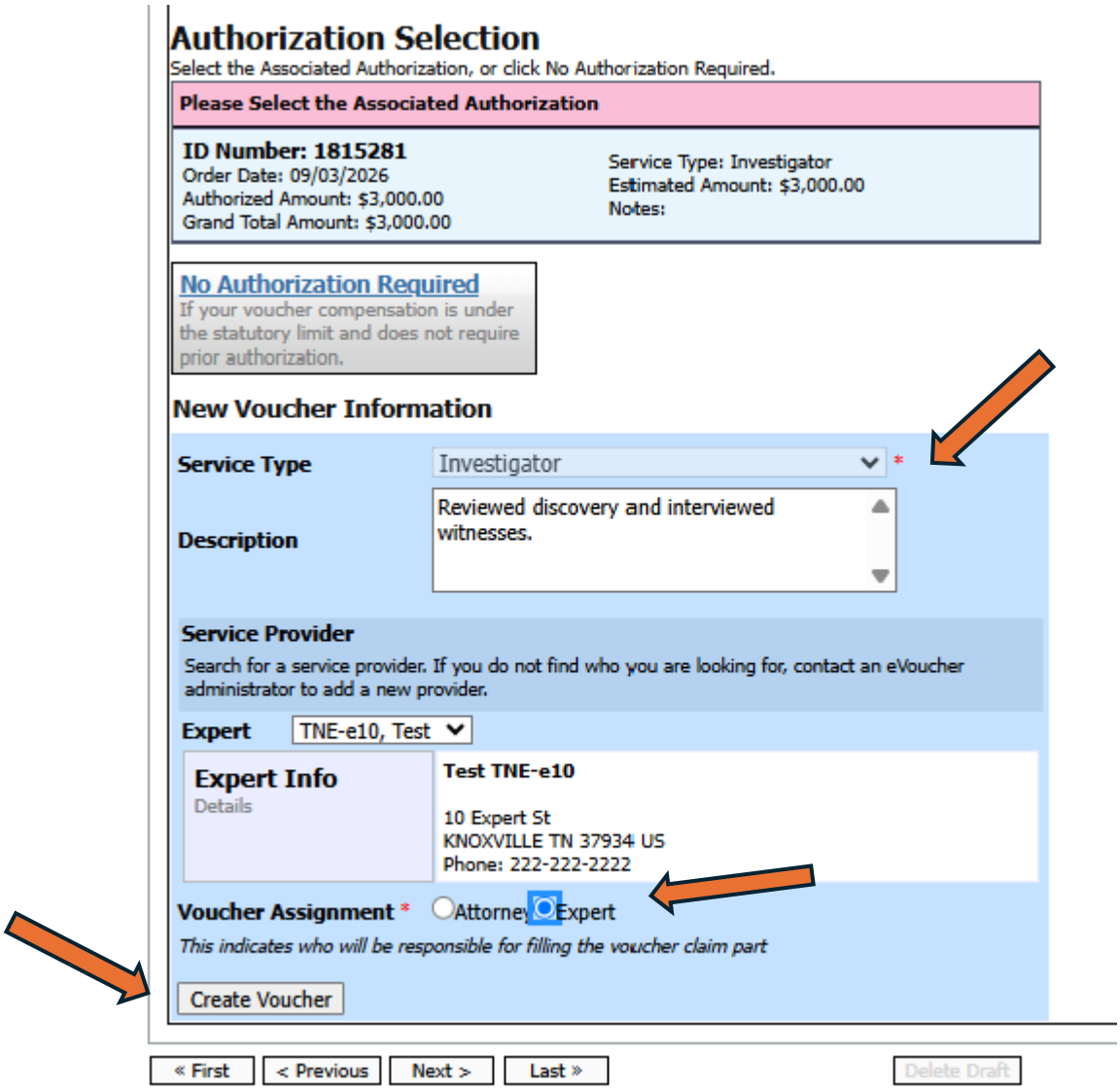
2. Select the Authorization that is associated with the CJA-21 you are creating. (If the amount is below $1,000, select "no authorization requested.") The Auth will turn light blue when selected.



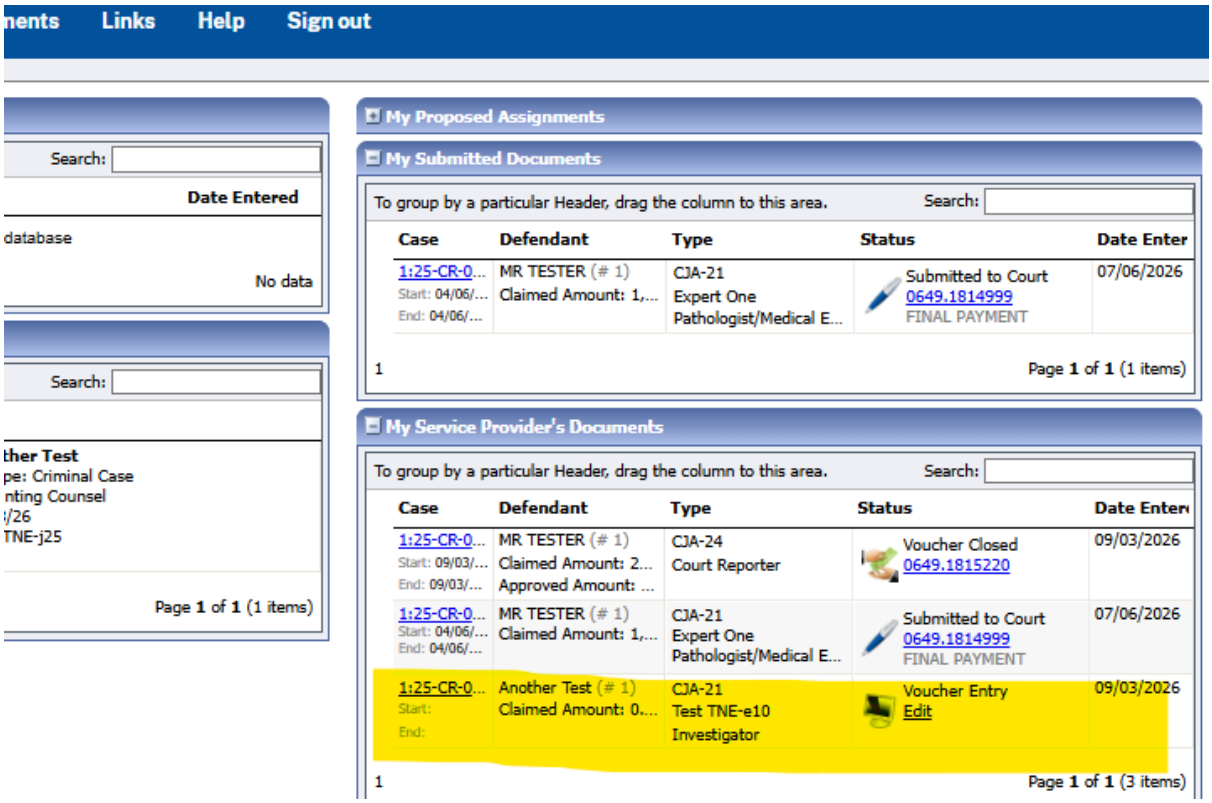
3. Enter a description and select your Service Provider.

NOTE: If you do not see your service provider listed, reach out to Lindsey Lyle or Sandy Waggoner. Either the service provider needs their account set up or the "service type" selected needs to be added to the service provider's account.

Select "Expert" next to Voucher Assignment to allow the service provider to enter their time.

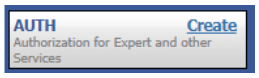


4. Once you have submitted the CJA-21, you will see the voucher in the “My Service Provider’s Documents Box.”

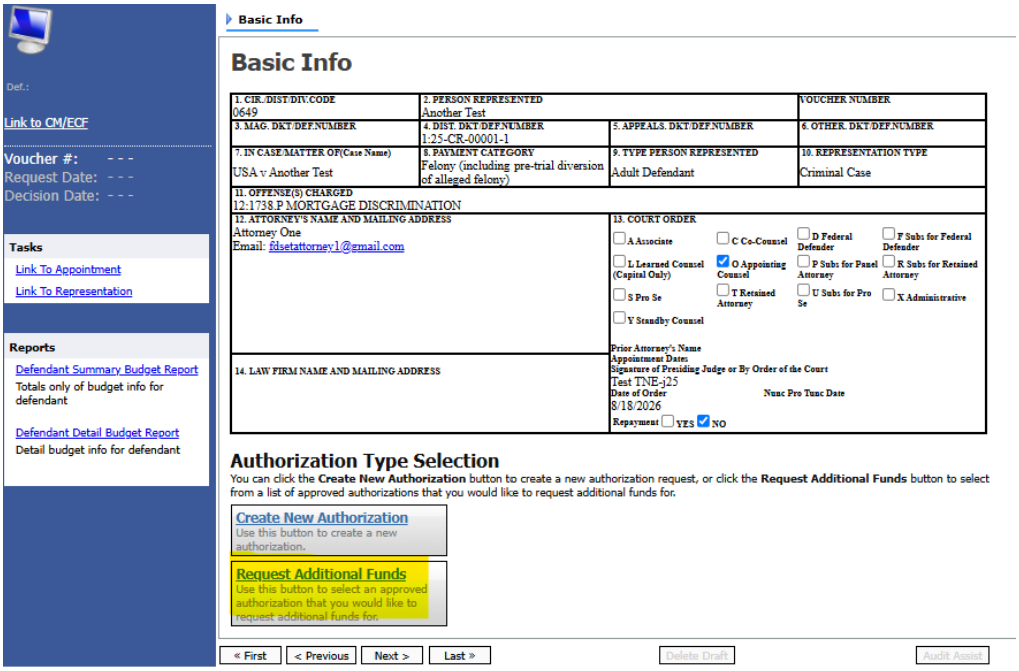


IV. Requesting More Funds

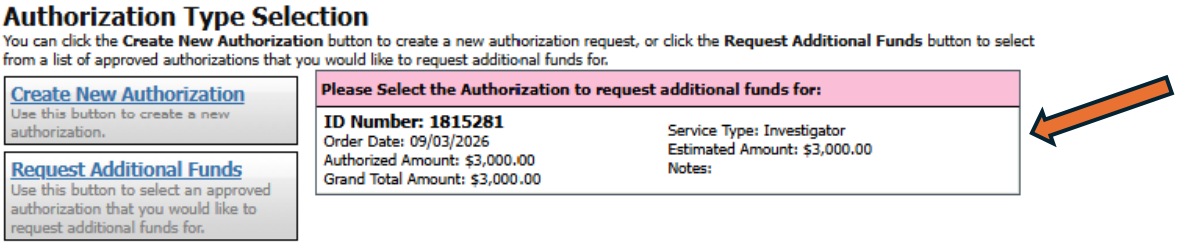
If your service provider has already billed the amount authorized, you can request additional funds.

1. Open the appointment again and select  on the left-hand side tab.

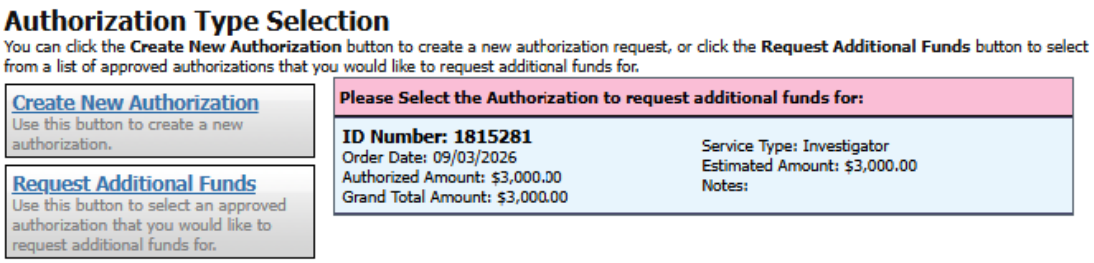
2. Select "Request Additional Funds."



3. After you select "Request Additional Funds," Authorizations for the representation that have been approved by the Court will show up. Select the one you need to request additional funds for.

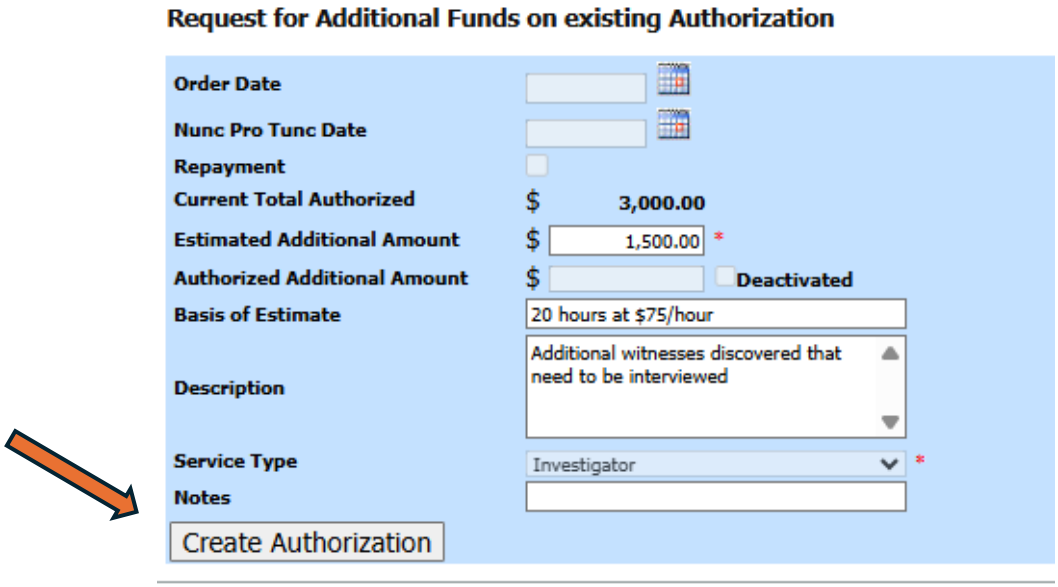


NOTE: When you have successfully selected the authorization, the box will turn light blue like below. You cannot fill out the request until you have selected an authorization.



4. Fill out the request for additional funds. The additional amount should be the additional amount you are requesting. If the total request (the previously authorized amount plus the new requested amount) exceeds $3,000, the authorization will need to be approved by the Sixth Circuit. You will need to be specific in your description or attach a memo to the document tab.

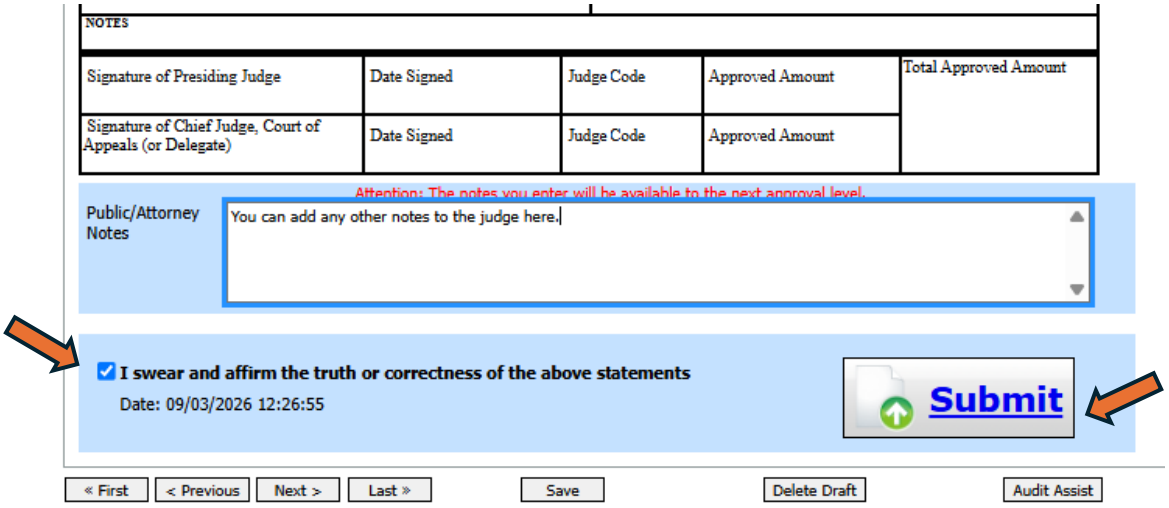
   Select Create Authorization.



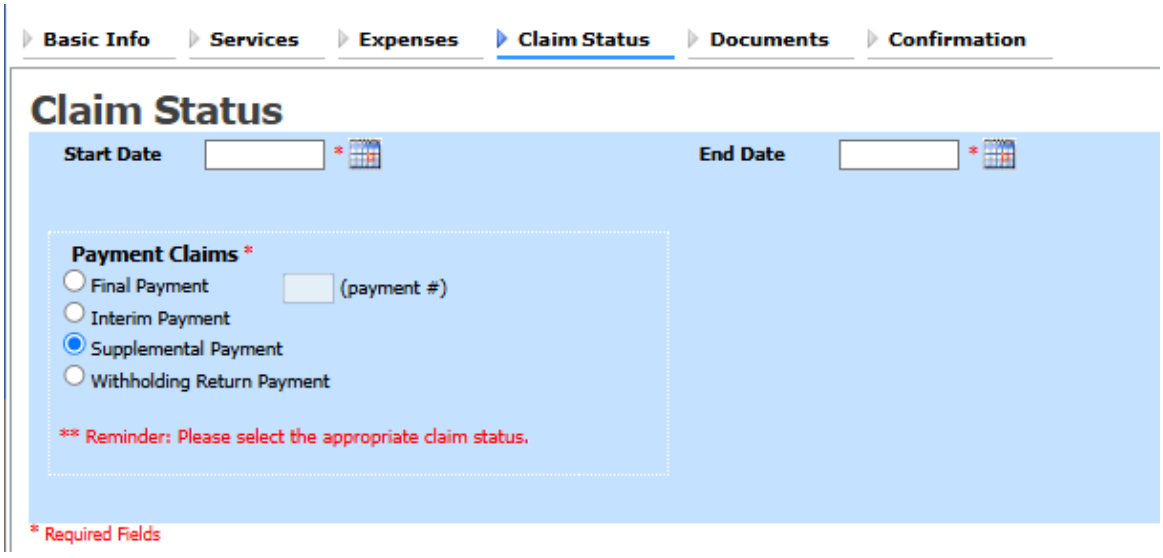
5. Select “Last.”

Select “I swear and affirm the truth of correctness of the above statements.”

Select “Submit.”



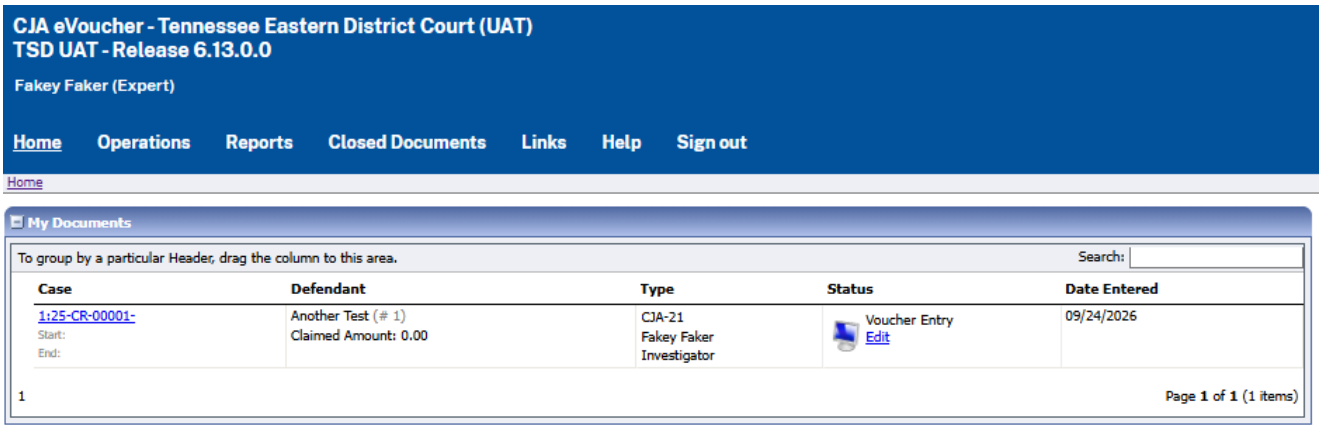
NOTE: You do not need to create a new CJA-21 *unless* the service providers has already submitted and been paid for their previous time. If the service provider has already been paid, create a new CJA-21 and make sure the service provider selects **“Supplemental Payment”** on the CJA-21 Claim Status Tab.



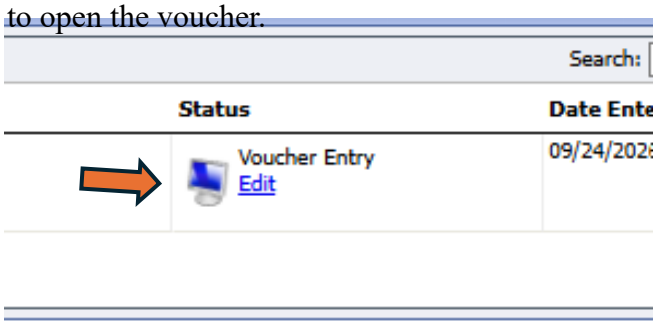
IV. Submitting a CJA-21 Payment Voucher

Once you (the attorney) have created the CJA-21, the service provider will need to log-in to eVoucher and fill out and submit their voucher for payment.

1. Find the voucher in the "My Documents" box on the home page.

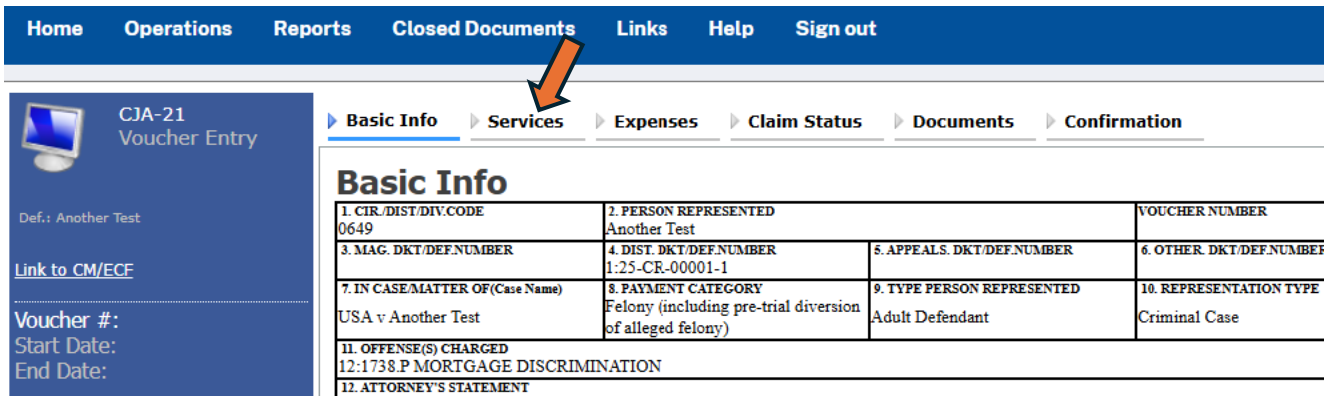


2. Click "Edit" to open the voucher.

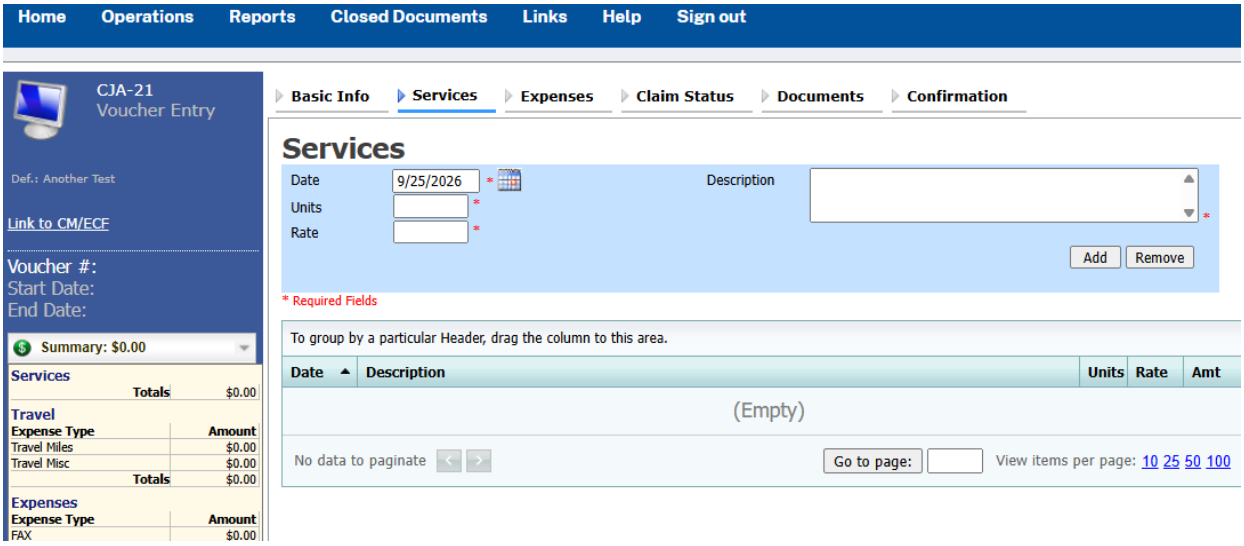


3. When the voucher opens, ensure payment details are correct at the bottom of the page.

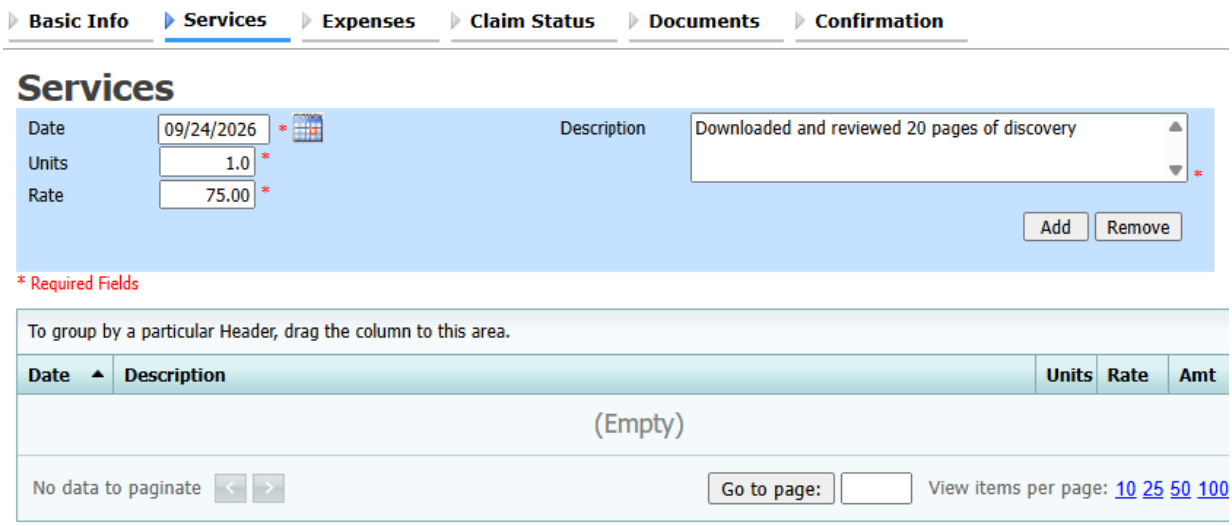
4. Select "Services" at the top of the voucher.



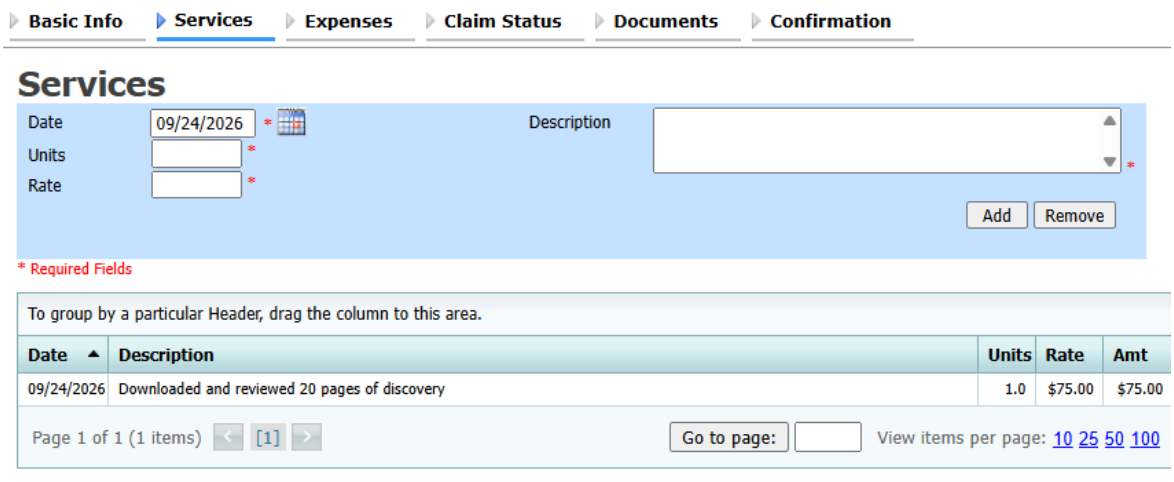
5. The “Services” page will look like this:



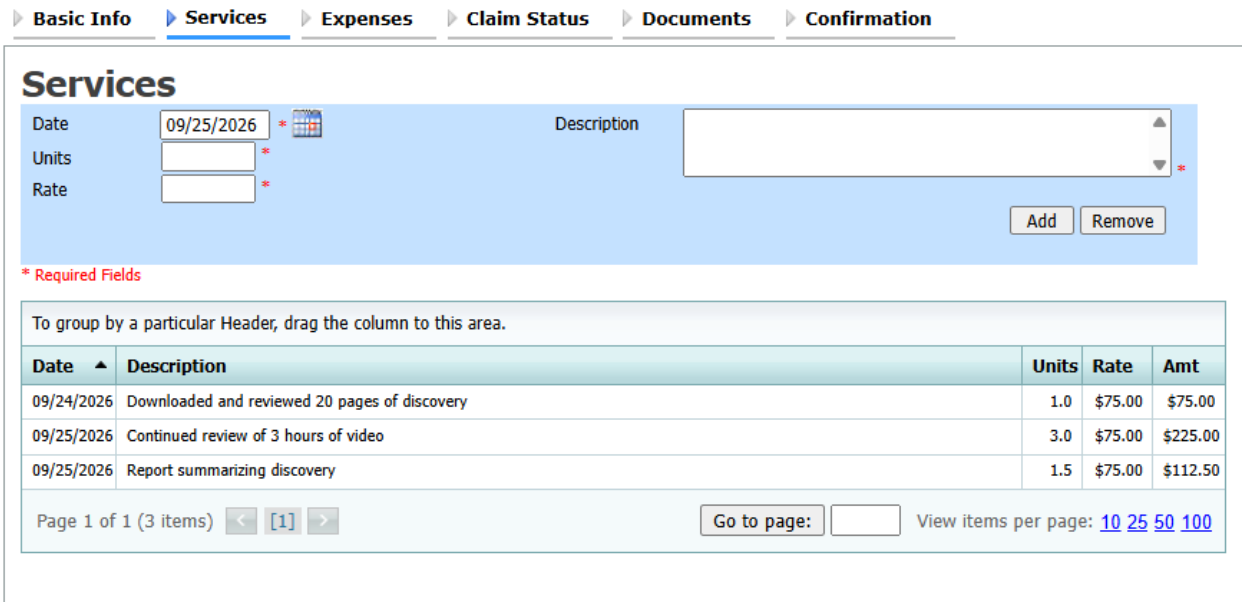
6. For each service entry, enter the date, units (time), rate and description.



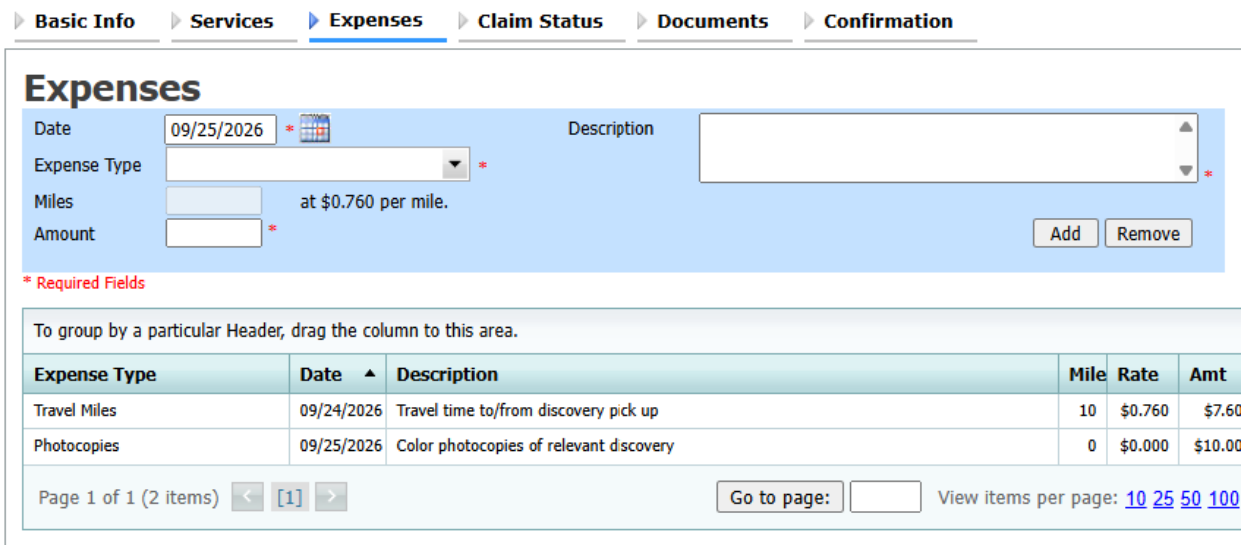
7. Select “Add” to add the information to the voucher.



8. Repeat until all time is entered.

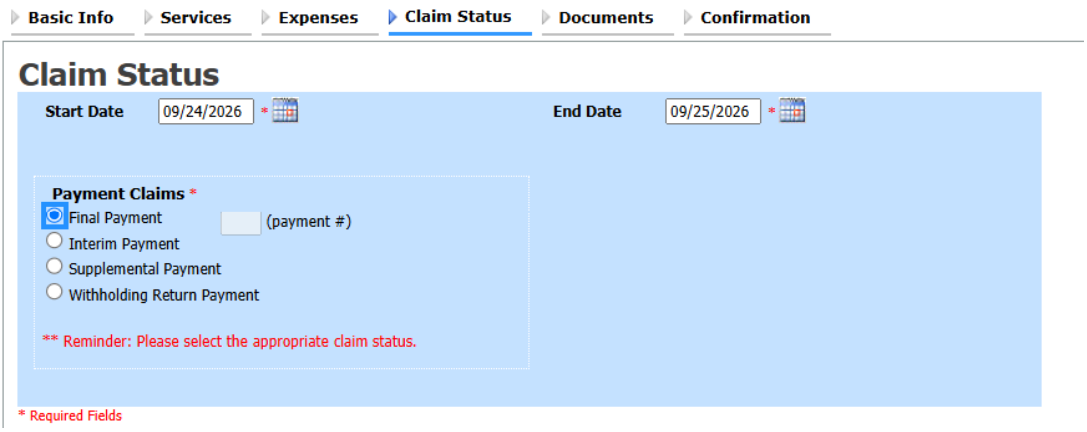


9. Select “Expenses” at the top of the voucher. Enter any expenses in the same manner.

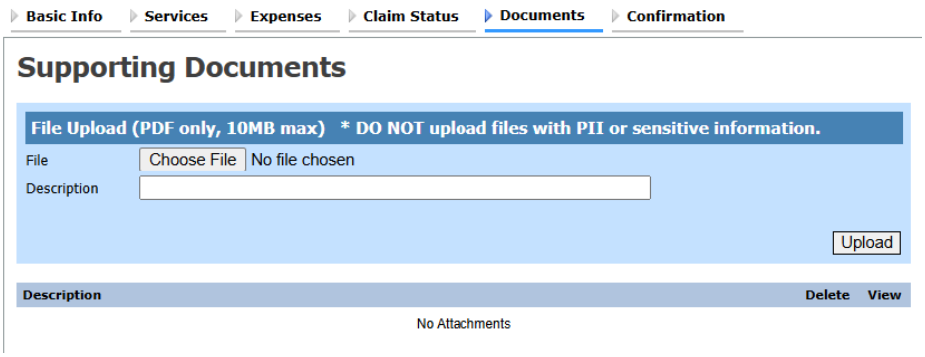


NOTE: You can always select “Save” at the bottom of the voucher to save your progress if you are not ready to submit a final voucher.

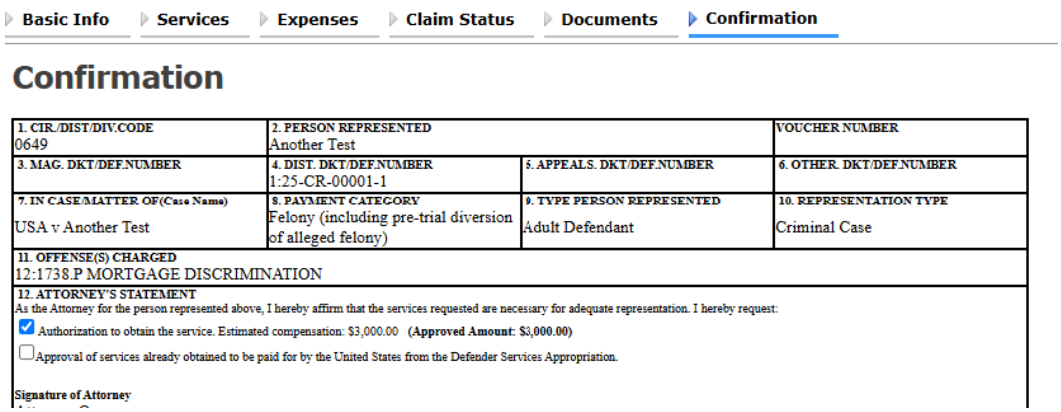
10. Select “Claim Status” at the top of the voucher. Fill out the start and end dates. The start date should be the same date as the first service or expense entry on your voucher and the end date should be the same date as the last service or expense entry. Select the appropriate category under “Payment Claims.”



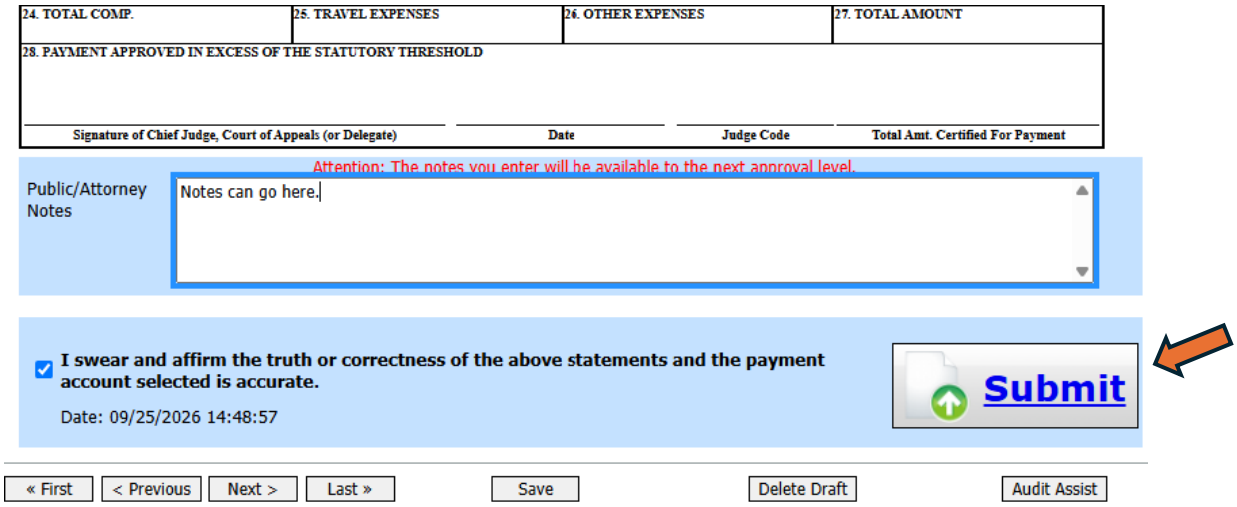
11. If you need to attach any documents (for example, a receipt for any expense $75.00 or more), select “Documents” at the top of the voucher, select “Choose File,” enter a description, and select “Upload.”



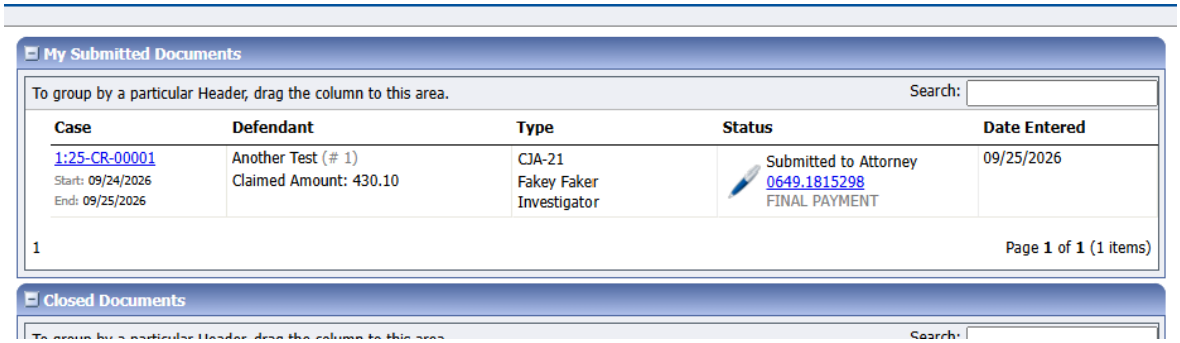
12. When you are ready to submit the voucher for payment, select “Confirmation.”



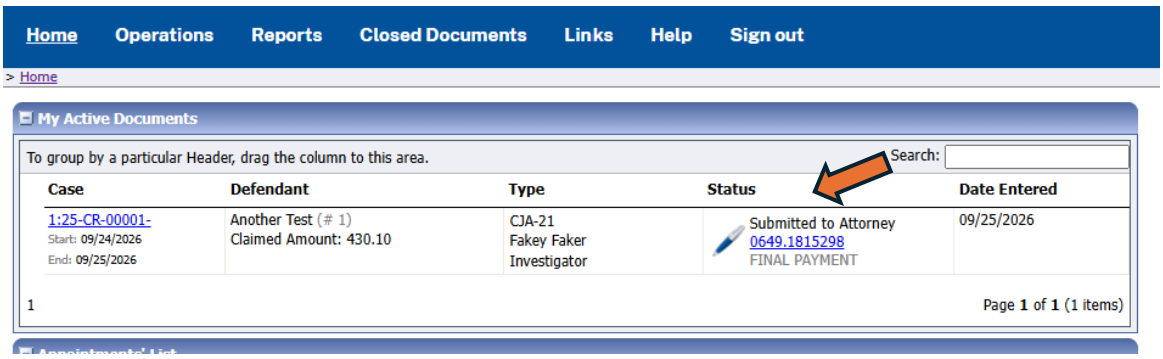
13. Scroll down to the bottom of the page. At the bottom, you can enter any notes for the attorney or Court in the "Public/Attorney Notes" box. To submit your voucher, select the box next to "I swear and affirm" and select "Submit."



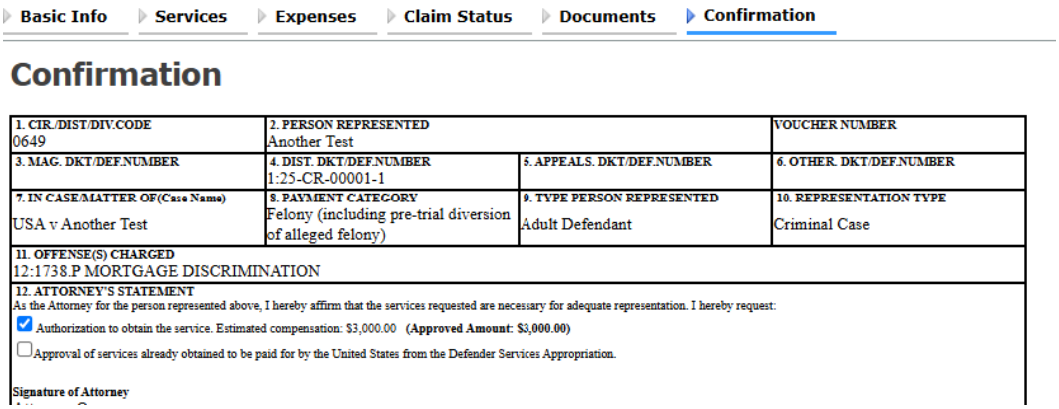
14. Once the voucher has successfully been submitted by the service provider, it will show up in the "My Submitted Documents" box on the home screen.



15. The attorney will now need to review and approve it from their account. On the attorney home page, the CJA-21 voucher will appear under "My Active Documents" with the status "Submitted to Attorney." Select the blue link under the status to open the voucher.



16. Review the time and expenses submitted by the service provider. If you agree with the amounts billed, select "Confirmation."



17. Scroll down to the bottom of the page. If you have reviewed the voucher and see no changes that need to be made, select "I certify that I have reviewed the above information" and then select "Approve" to submit the voucher to the Court for final approval and payment.

If you need to return the voucher to the service provider for a correction, you can select "I certify" and then "Reject." That action will return the voucher to the service provider.