

# Creating a CJA 21 Voucher for Interpreters, Translators & Paralegals (Counsel will complete the CJA21 on behalf of the expert.) Prior authorization not required:

## Authorization Selection

You can select a **Prev** 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.

**Service Type** 02 - Interpreter Translator

**Description** 2.5 hours of interpretation services/translation of Anders brief and correspondence relating thereto.

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

**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** Doe, John

**Expert Info**  
Details  
**John Doe**  
1100 East Main Street  
Richmond VA 23219 US  
Phone: 804-916-2708

**Create Voucher**

- 1 Select No Authorization Required for CJA21s under \$800.
- 2 Select the correct Service Type.
- 3 Add a Description of services rendered.
- 4 Select appropriate Expert.
- 5 Select Create Voucher.

# Creating a CJA 21 Voucher for Interpreters, Translators & Paralegals

(Counsel will complete the CJA21 on behalf of the expert.)

**Prior authorization required:**

## Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click the "No Authorization Required" button if the request is within 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 request for this appointment.

Existing Requests for Authorization	
<b>ID Number: 112</b> Order Date: 01/01/2014 Authorized Amount: \$1,000.00	Service Type: 02 - Interpreter Translator Estimated Amount: \$1,000.00 Requested Provider: Translator Name

### New Voucher Information

**Service Type** 02 - Interpreter Translator

**Description** 2.5 hours of interpretation services/translation of Anders brief and correspondence relating thereto.

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

**Service Provider**  
You can search one of the service providers already in the system OR you can enter the required information

**Expert** Doe, John

**Expert Info** John Doe  
Details  
1100 East Main Street  
Richmond VA 23219 US  
Phone: 804-916-2708

Create Voucher

1 Select Use Previous Authorization if counsel previously requested authorization in CJA

2 Select the previous authorization.

3 Add a Description of services rendered.

4 Select appropriate

5 Select Create Voucher.

NOTES:

- Paralegal services **must** be submitted on a CJA 21 voucher since paralegal services cannot be claimed on a CJA 20 voucher. Select "Paralegal Services" as the type of service provider. Paralegal services are reimbursed at the rate of \$25/hour and must include a description of the services performed on each date for which services are claimed.
- The "Description" provided for each CJA 21 voucher created must identify the exact services being provided. If any portion of the Voucher Creation screen is not correct, the voucher will have to be deleted and re-created.