Correcting a Returned CJA 21/31 Voucher

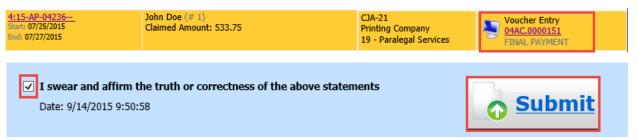
• If the court returns a service provider voucher to counsel, counsel will receive email notification and the voucher will appear in the *My Documents* section of the home page, higlighted gold:



- Counsel must "reject" the voucher back to the Voucher Entry step before changes can be made.
 - 1. Select the voucher from the *My Documents* section.
 - 2. Select Confirmation.
 - 3. Check the certification box.
 - 4. Select **Reject**.



• Once the voucher is in Voucher Entry status, the attorney or expert (whoever completed the voucher initially) can make the necessary corrections and re-submit the voucher.



• After submitting the corrected voucher, it returns to Submitted to Attorney status and is no longer gold. It must be re-approved by counsel to be submitted to the court.

 4:15-AP-00002--Start: 07/24/2015
 Elmer Fudd (# 1)
 CJA-31

 Start: 07/24/2015
 Printing Company
 04AC.0000152

 End: 07/27/2015
 FINAL PAYMENT