

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, highlighted gold:


<p><u>4:15-AP-04236--</u> Start: 07/25/2015 End: 07/27/2015</p>	<p>John Doe (# 1) Claimed Amount: 533.75</p>	<p>CJA-21 Printing Company 19 - Paralegal Services</p>	<p>Submitted to Attorney <u>04AC.0000151</u> FINAL PAYMENT</p>
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- Counsel must “reject” the voucher back to the *Voucher Entry* step before changes can be made.
 - Select the voucher from the *My Documents* section.
 - Select **Confirmation**.
 - Check the certification box.
 - Select **Reject**.

<input checked="" type="checkbox"/> I certify that I have reviewed the above information Date: 9/11/2015 16:18:14		<div style="border: 2px solid red; padding: 5px;">  </div>
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- 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.

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<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 9/14/2015 9:50:58	<div style="border: 2px solid red; padding: 5px;">  </div>
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- 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.**

<p><u>4:15-AP-00002--</u> Start: 07/24/2015 End: 07/27/2015</p>	<p>Elmer Fudd (# 1) Claimed Amount: 533.75</p>	<p>CJA-31 Printing Company 19 - Paralegal Services</p>	<p>Submitted to Attorney <u>04AC.0000152</u> FINAL PAYMENT</p>
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