

Creating & Submitting a CJA21/31 for an Interpreter or Translator

(Counsel)

CJA21/31s for interpreters and translators are created, entered, submitted and approved by counsel. Interpreters and translators do not have access to CJA eVoucher to complete their own line items for a voucher.

1. Select the case link from the **Appointments List** on your **Home** screen.
2. The **Appointment Info** page opens. Select **CJA 21/CJA 31 Create**.
3. The **Basic Info** page opens.
4. Select the appropriate option under **Authorization Selection**.
 - a. Select **No Authorization Required** for vouchers under the \$800 per service type cap.
 - b. Select **Use Previous Authorization** to select an Authorization that has been previously approved by the court.

II. OFFENSE(S) CHARGED		
EXCESS FEE LIMIT \$7,100.00	PRESIDING JUDGE William B. Traxler	MAGISTRATE JUDGE CJA Budgeting A
Authorization Selection You can select a Previous Authorization Request , request a New Authorization or click the Statutory Limit button. 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.		

5. If you are using a previous authorization, select the appropriate **Existing Request for Authorization**.

Existing Requests for Authorization	
ID Number: 112 Order Date: 01/01/2014 Authorized Amount: \$1,000.00	Service Type: Interpreter Translator Estimated Amount: \$1,000.00 Requested Provider: Translator Name
New Voucher Information	
Service Type Interpreter Translator *	

6. Select the expert from the drop down list OR complete the expert's information if the expert is not listed in the drop down list.

Note: If the Expert is not listed in the drop down, you will not be able to submit the voucher until the court has added the expert to the system. You will see the message to the below after creating the voucher:

Payment Info
This is a Pending Service Provider
Current Information on File: Smith Printing Company TIN: ####-##-#### 1100 East Main Street Richmond VA 23219 US Phone: 804-916-2703

Once the expert has been added to the system, you can proceed with step 7.

7. Select **Create Voucher**.

The screenshot shows the 'Create Voucher' interface. At the top, there's a summary box for 'Existing Requests for Authorization' with details like ID Number: 112, Order Date: 01/01/2014, Service Type: Interpreter Translator, Estimated Amount: \$1,000.00, and Requested Provider: Translator Name. Below this is a 'New Voucher Information' section. Under 'Service Type', 'Interpreter Translator' is selected. In the 'Description' field, the text 'Conference with client and translation of brief and opinion' is entered. Under 'Voucher Assignment', 'Attorney' is selected. A note states: 'This indicates who will be responsible for filling the voucher claim part'. The 'Service Provider' section allows searching or entering provider information. A dropdown menu shows 'Expert' is selected. The main form area contains fields for First Name, Middle Name, Last Name, Email, Phone, Fax, Address 1, City, Address 2, State (U.S. Only), Zip, Address 3, Country (with 'UNITED STATES' selected), and a 'Create Voucher' button at the bottom.

8. The **Basic Info** page opens.
 9. Select **Next** at the bottom of the screen or **Services** at the top of the screen and enter the required information.
 10. **Date**: Enter the date the service was performed.
 11. **Hours**: If the services were billed at an hourly rate, enter the time in hours and tenths of hours. If the services were billed on some other basis, enter 1 in the **Hours** box.
 12. **Rate**: If the services were billed at an hourly rate, enter the rate (not to exceed court-approved rates). If the services were billed on some other basis, enter the entire amount billed for the date in the **Rate** box.
- See Figure A below for an example of entry for interpreter services and Figure B for an example of entry for translator services.
13. **Description**: Enter a complete **Description**.
 14. Select **Add**.

The screenshot shows the 'Services' entry screen. At the top, there's a summary table with columns for Date (05/01/2015), Hours (2.0), Rate (34), and Description (Interpreter for Client Meeting). Below this is a section for 'Required Fields'. A large red arrow points from the 'Description' field in the summary table down to the first row of a detailed table below. This table has columns for Date, Description, Hrs, Rate, and Amt. The first row shows the data from the summary table: Date 05/01/2015, Description Interpreter for Client Meeting, Hrs 2.0, Rate 34.0000, and Amt 68.00.

A. Example of interpreter claim for hours of service.

Services

Date	11/23/2015	Description	3399 words at \$165 per 1000 words
Hours	1.0 *		
Rate	560.84		

* Required Fields

Add Remove

B. Example of translator claim based on number of words translated.

15. **IMPORTANT!** There is no auto save feature in CJA eVoucher. Select the Save button at the bottom of the screen often to save your data. If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select Stay on this Page.
16. Repeat steps 10 through 14 for each additional date that services were billed.
17. Select Next at the bottom of the screen or Expenses at the top of the screen.
18. Enter any expenses.
19. Select Next at the bottom of the screen or Claim Status at the top of the screen.
20. Change the Start Date to the earliest date of claimed services or expenses.
21. Change the End Date to the last date of claimed services or expenses.
22. Select the radio button for Final Payment.

Basic Info Services Expenses Claim Status Documents Confirmation

Claim Status

Start Date	05/01/2015	End Date	05/01/2015
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Payment Claims

Final Payment
 Interim Payment (payment #)
 Supplemental Payment

** Reminder: Please select the appropriate claim status.

23. Select Next at the bottom of the screen or Documents at the top of the screen.
24. Upload the expert's invoice by selecting Browse and locating the PDF file of the invoice.
25. Enter a Description of the uploaded document.
26. Select Upload.

Services

Date	05/01/2015	Description	Interpreter for Client Meeting
Hours	2.0 *		
Rate	34 *		

* Required Fields

To group by a particular Header, drag the column to this area.

Date	Description	Hrs	Rate	Amt
05/01/20...	Interpreter for Client Meeting	2.0	34.0000	68.00

27. Select Next at the bottom of the screen or Confirmation at the top of the screen.
28. Review the face of the voucher.

29. If you are ready to submit the voucher, check the affirmation box and select **Submit**.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date: 6/29/2015 16:10:35

Submit

< First | < Previous | Next > | Last > | Save | Delete Draft

30. Return to your **Home** screen. The voucher will appear under **My Active Documents** in the **Submitted to Attorney** status. Select the voucher by selecting the case number or document number links. Counsel will receive an email indicating that the voucher is ready for their approval.

My Active Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
4:15-AP-04236-- Start: 01/01/1901 End: 01/01/1901	John Doe (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit
4:15-AP-04236-- Start: 05/01/2015 End: 06/30/2015	John Doe (# 1) Claimed Amount: 412.00	CJA-21 John Doe Interpreter Translator	Submitted to Attorney 04AC.0000113 FINAL PAYMENT

31. Select **Documents** at the top of the screen.

32. Select **View** to ensure that the proper invoice is attached.

Description	Delete	View
Interpreter Invoice	Delete	View

33. Select **Confirmation** at the top of the screen.

34. Review the face of the voucher.

35. If you are ready to submit the voucher to the court, check the affirmation box and select **Approve**. If any changes need to be made to the face of the voucher, you will have to select **Reject**. A “rejected” voucher will appear on your home screen, highlighted in gold. Select the highlighted voucher and make any necessary changes and re-submit.

I certify that I have reviewed the above information

Date: 6/30/2015 10:25:13

Approve **Reject**

< First | < Previous | Next > | Last > | Save | Delete Draft