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.

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

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:

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

7. Select **Create Voucher**.

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**.

A.   *Example of interpreter claim for hours of service.*

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*.

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**.

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**.

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.

31. Select **Documents** at the top of the screen.
32. Select **View** to ensure that the proper invoice is attached.

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.