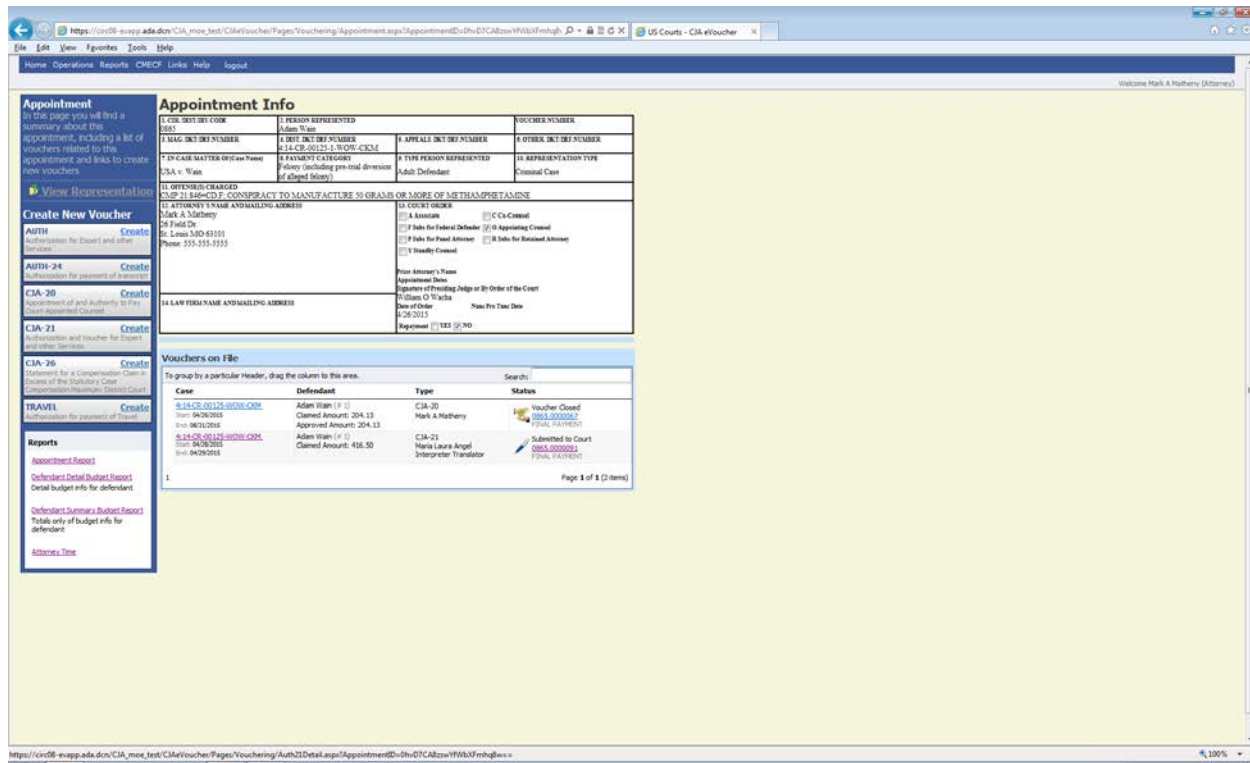
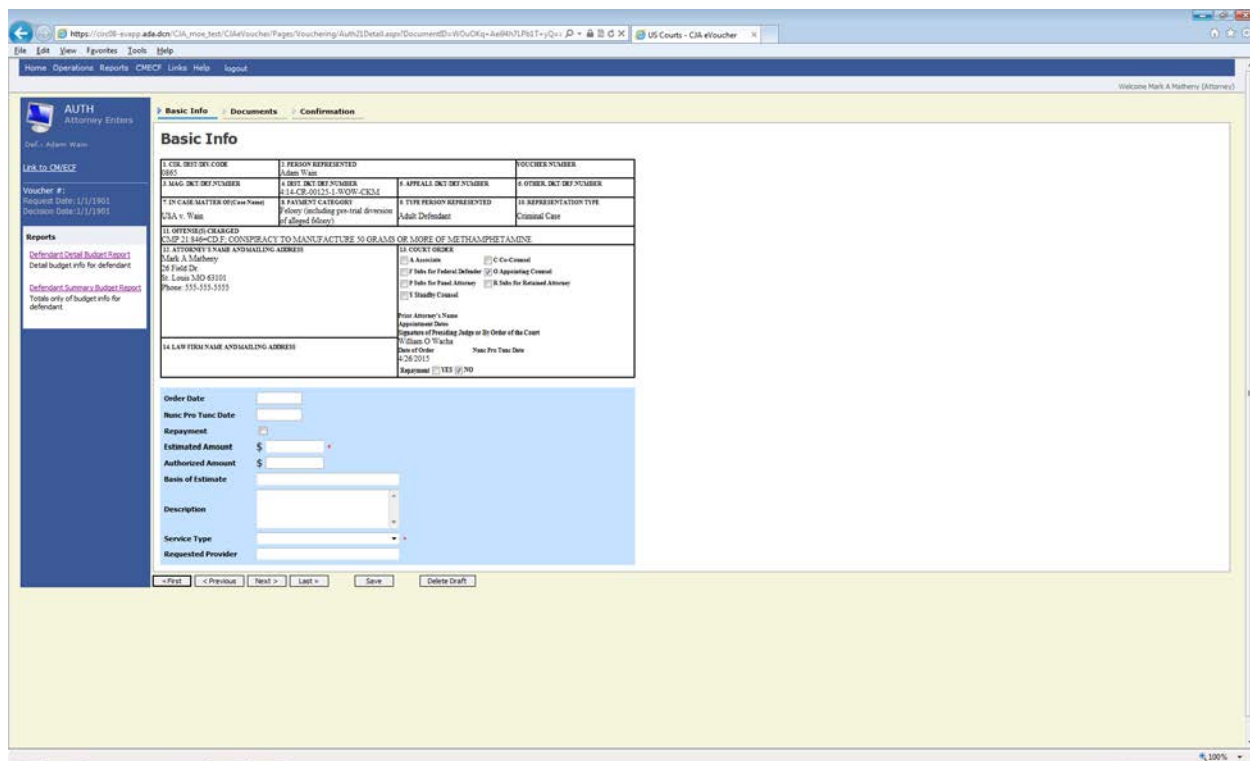


CJA 21 – Expert Service - > \$800 - Authorization Required

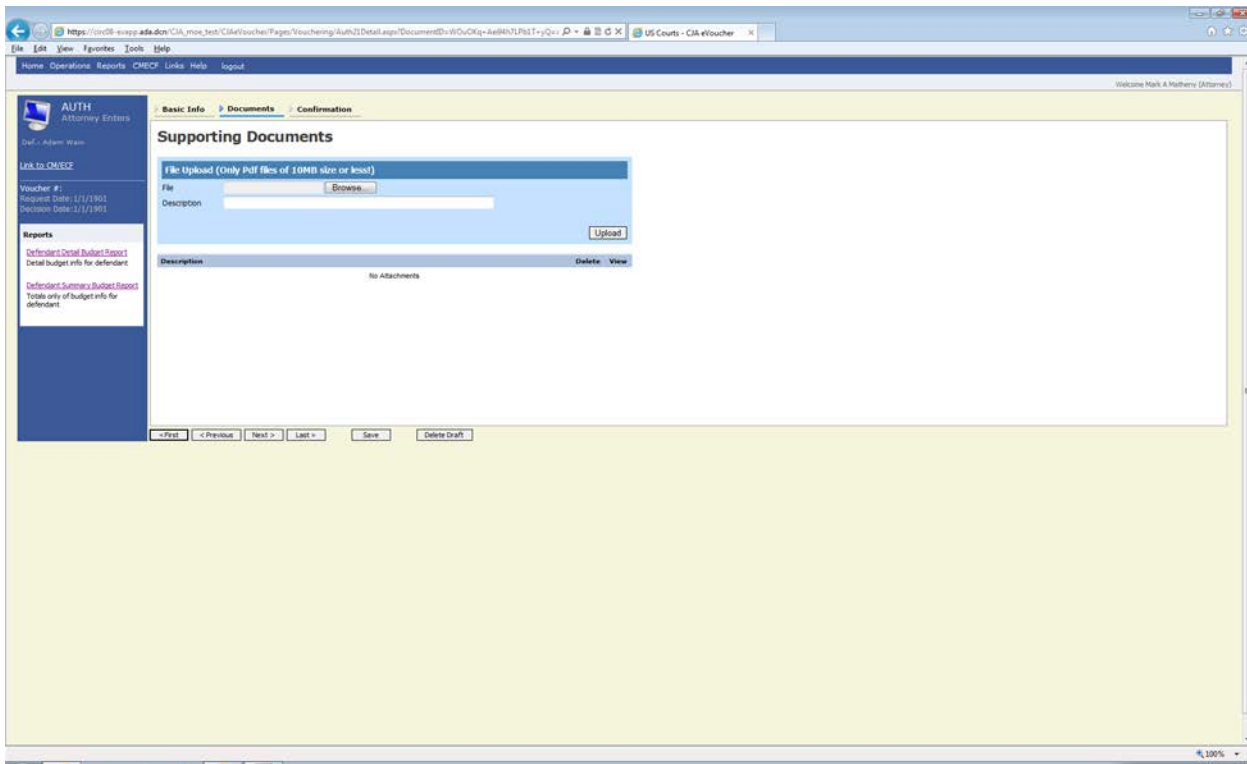
Expert requested will cost more than \$800 or the \$800 allowed for the case has already been used for another expert.



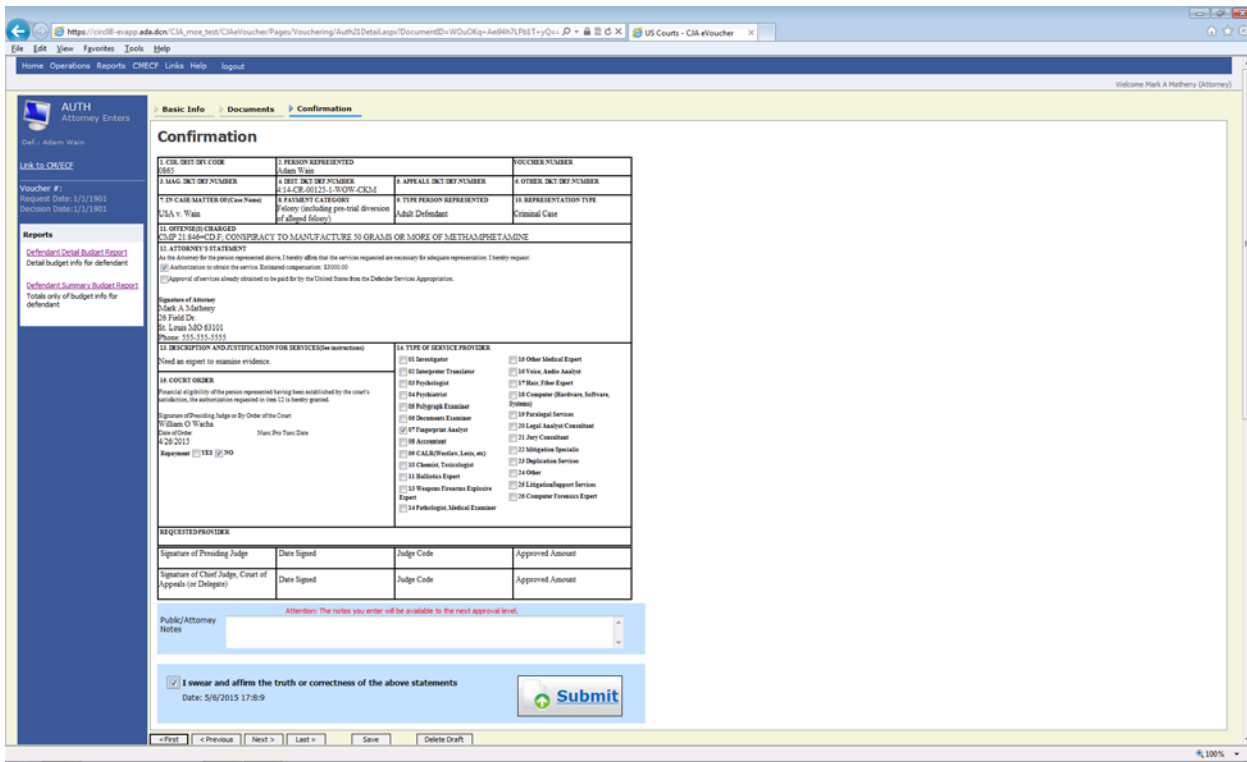
Begin by opening the appointment from the desktop. Select Create AUTH on the left.



Enter an Estimated Amount and Service Type for the expert services requested. You may also add additional information regarding the Basis of the Estimate, Description, and the Requested Provider.



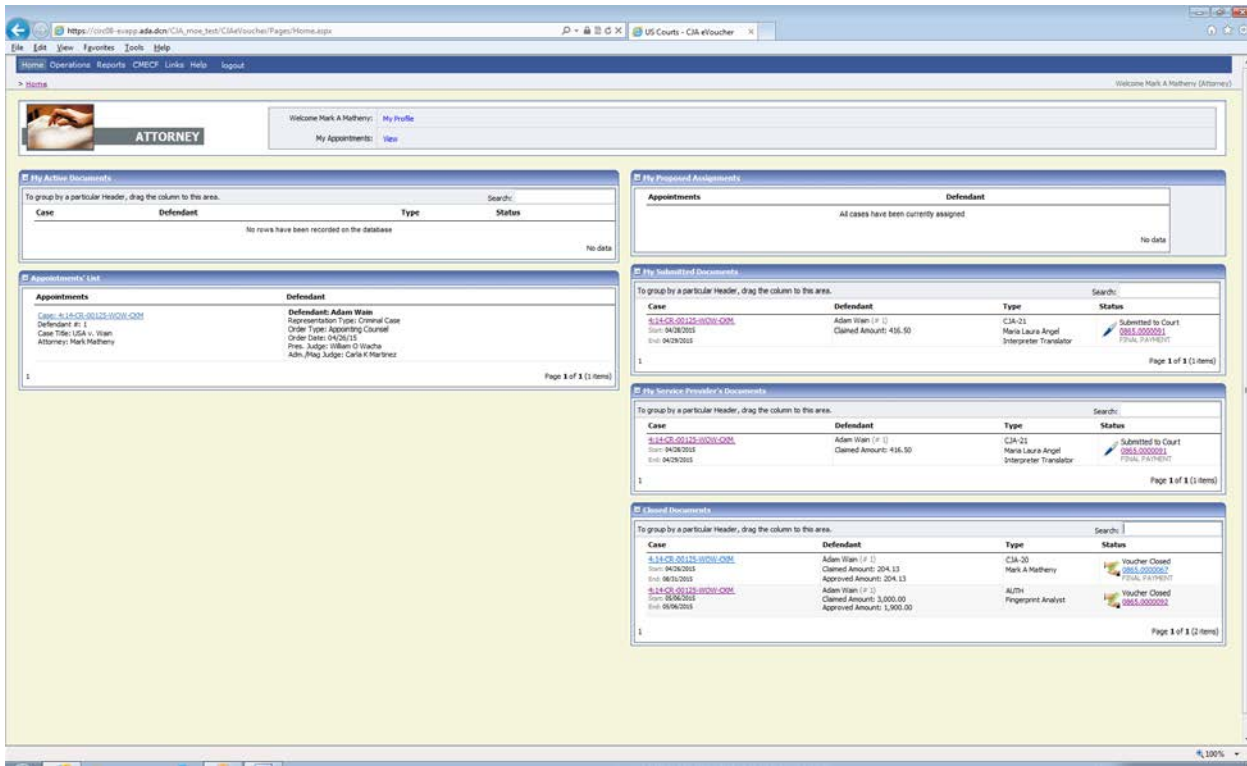
You may also attach any document that may help support your request.



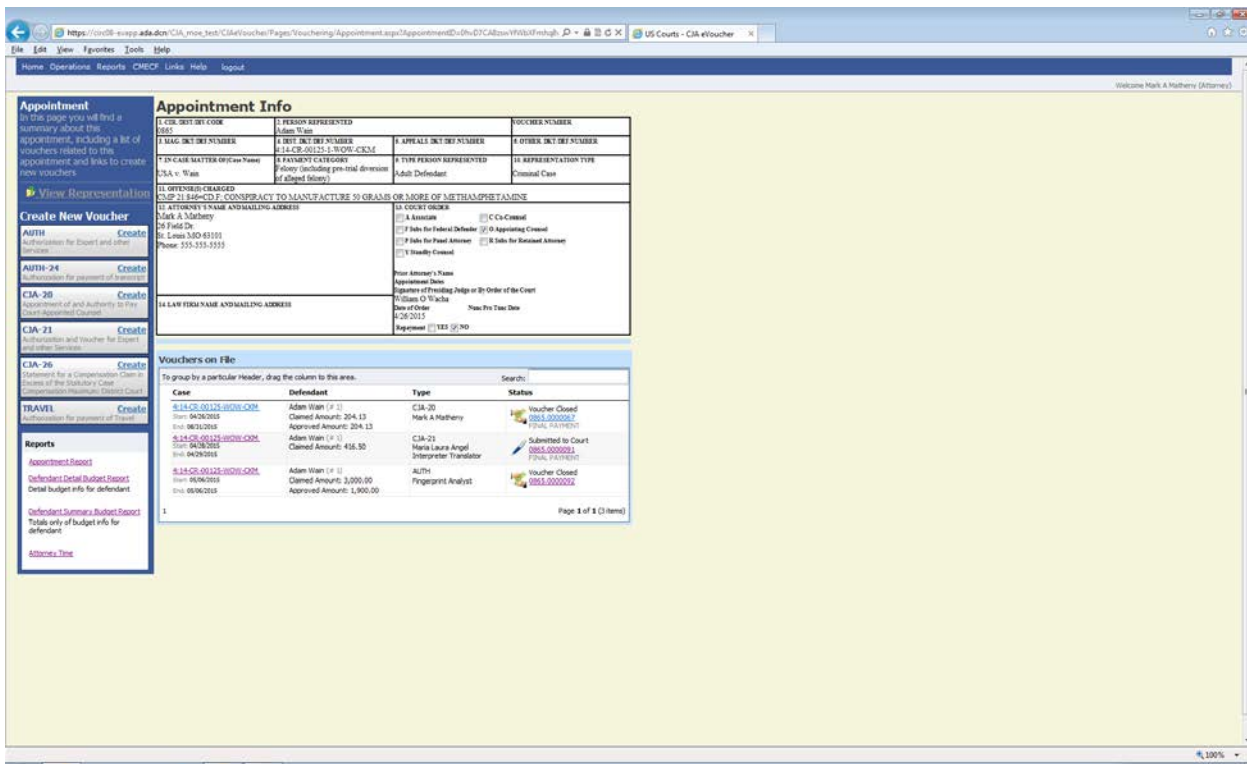
When completed, check the box at the bottom and Submit to the court.

AUTH Approved by Court

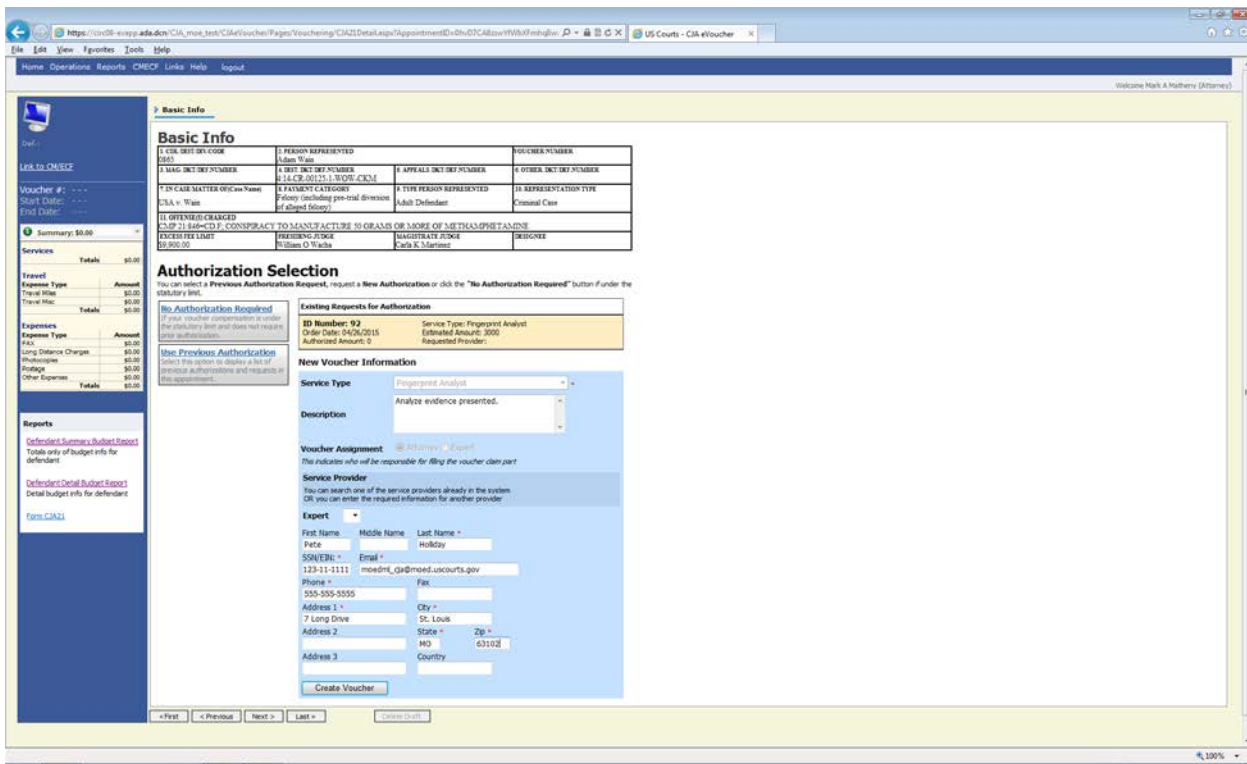
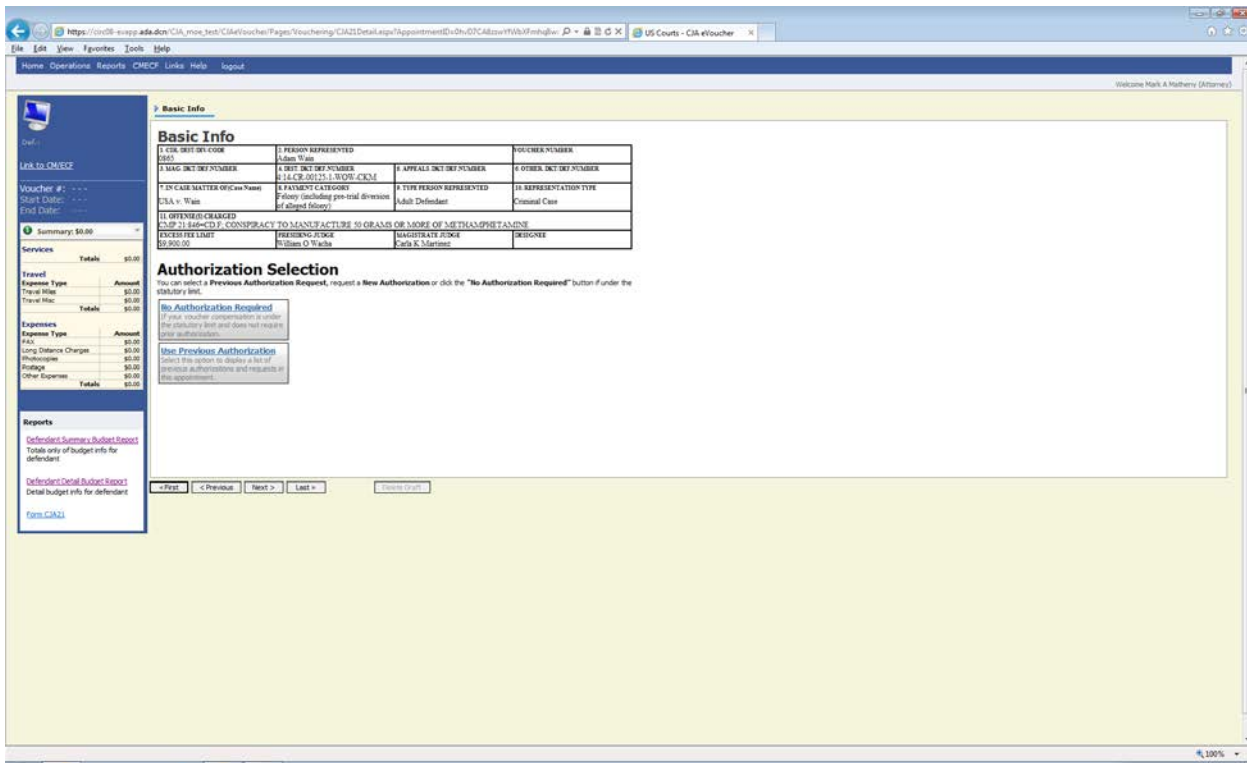
Once Approved by the court, the document moves to the Closed Document section of the desktop. The approved AUTH will also be listed on the appointment screen.



The next step is to Create CJA 21 document from the appointment screen.



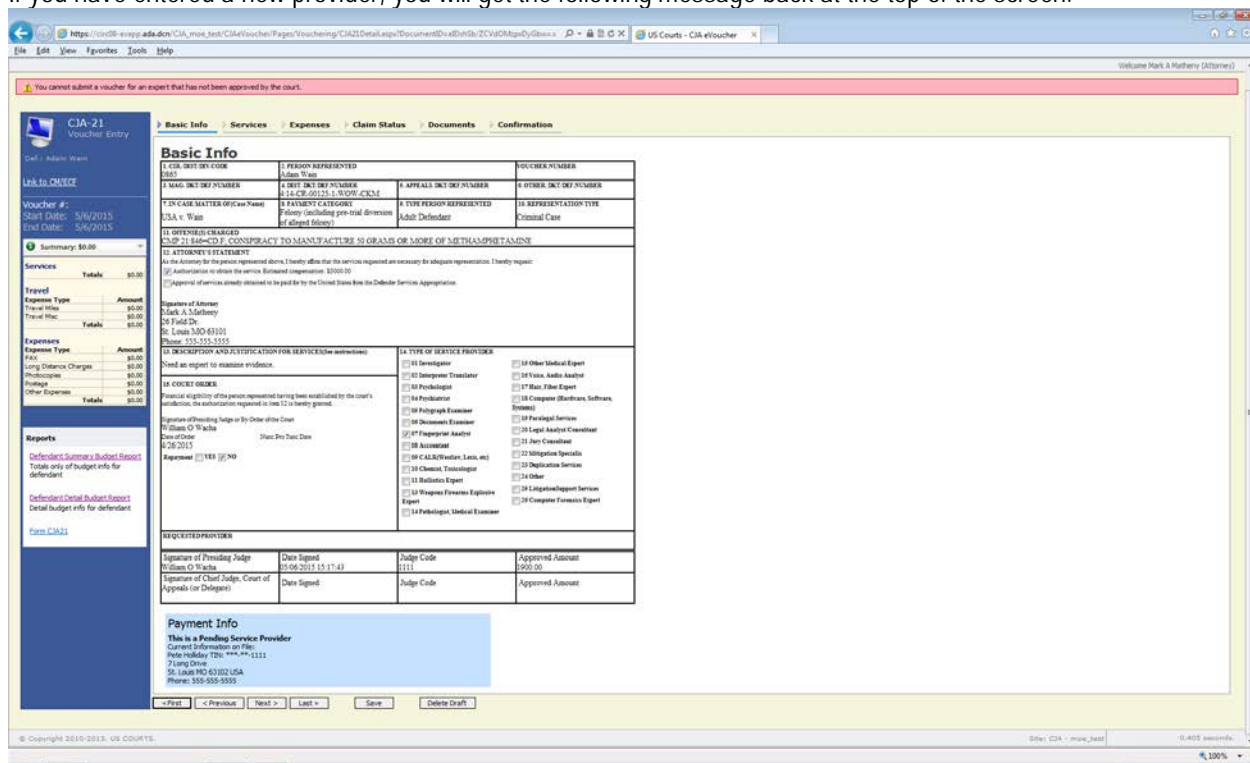
This time you will select "Use Previous Authorization".



Once you have open this screen, you will need to select the authorization that you are using by clicking on it. The authorization will then turn to a gold color once selected. In the blue box either select one of the experts from the drop down based on the type of expert required or you may enter the name, address, etc of an expert that you want to use.

When you are done entering all of the required information, click on Create Voucher at the bottom.

If you have entered a new provider, you will get the following message back at the top of the screen.



The court will also receive a message indicating that we have a new expert that is "pending".

Be sure to SAVE this document before returning your desktop or logging out.

The court will contact the expert to let them know that they are being requested to be used as an expert in the USDC-EDMO and will be setup on eVoucher. The court will also finalize the expert in the eVoucher system.

US Courts - CIA eVoucher

Home Operations Reports CMECF Links Help Logout

Welcome Mark A Matheny (Attorney)

CIA-21 Voucher Entry

Def.: Adam Wain

Link to CMECF

Voucher #: 5/6/2015
Start Date: 5/6/2015
End Date: 5/6/2015

Summary: \$0.00

Services Totals: \$0.00

Travel Expense Type Amount
Travel Miles \$0.00
Travel Misc \$0.00
Totals \$0.00

Expenses Expense Type Amount
FAX \$0.00
Long Distance Charges \$0.00
Photocopies \$0.00
Postage \$0.00
Other Expenses \$0.00
Totals \$0.00

Reports
Defendant Summary Budget Report
Totals only of budget info for defendant
Defendant Detail Budget Report
Detail budget info for defendant
Form CIA21

Basic Info

1. CIR. DKT/ DIV CODE 8863	2. PERSON REPRESENTED Adam Wain	VOUCHER NUMBER
3. MAG. DKT/ DEF NUMBER 4-14-CR-00125-1-WOW-CKM	4. DKT. DKT. DEF NUMBER 4-14-CR-00125-1-WOW-CKM	6. OTHER DKT. DEF NUMBER
7. IN CASE/MATTER OF/CASE NAME USA v. Wain	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE(S) CHARGED CMP 21.846-CD.F. CONSPIRACY TO MANUFACTURE 50 GRAMS OR MORE OF METHAMPHETAMINE	10. REPRESENTATION TYPE Criminal Case	

12. ATTORNEY'S STATEMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
 Authorization to obtain the service. Estimated compensation: \$200.00
 Approval of services already obtained to be paid for by the United States from the Defendant Service Appropriation.

Signature of Attorney
Mark A. Matheny
26 Field Dr.
St. Louis MO 63101
Phone: 555-555-5555

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(see instructions)
Need an expert to examine evidence.

14. TYPE OF SERVICE PROVIDER
 01 Investigator
 02 Interpreter/Translator
 03 Psychologist
 04 Psychiatrist
 05 Polygraph Examiner
 06 Documents Examiner
 07 Fingerprint Analyst
 08 Accountant
 09 CALR (Wetland, Leas, etc)
 10 Chemist, Toxicologist
 11 Ballistics Expert
 12 Weapons/Firearms/Explosive Expert
 14 Pathologist, Medical Examiner
 15 Other Medical Expert
 16 Voice, Audio Analyst
 17 Hair, Fiber Expert
 18 Computer (Hardware, Software, Systems)
 19 Paralegal Services
 20 Legal Analyst/Consultant
 21 Jury Consultant
 22 Mitigation Specialist
 23 Duplication Services
 24 Other
 25 Litigation/Support Services
 26 Computer Forensic Expert

16. COURT ORDER
Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.
Signature of Presiding Judge or By Order of the Court
William O Wacha
Date of Order: 4/26/2015
Nunc Pro Tunc Date

Repayment YES NO

REQUESTED PROVIDER
Signature of Presiding Judge: Date Signed: 05/06/2015 15:17:43 Judge Code: 5111 Approved Amount: \$00.00
Signature of Chief Judge, Court of Appeals (or Delegate): Date Signed: Judge Code: Approved Amount:

Payment Info
Preferred Payee: Pate Holiday
Pate Holiday
SQUERL*****1111
13 Long Drive
St. Louis, MO
63102-1024
Phone: 555-555-5555
Pay:

Buttons: First, Previous, Next, Last, Save, Delete Draft

When you open the CJA 21 voucher after the court has approved the new expert provider, the pink error message will no longer be displayed.

Once the expert has performed the services, the expert should provide the attorney an invoice. The attorney then enters the expert's fees under the Services tab and any invoiced expenses under the Expenses tab. Also, be sure to enter the service dates and other information required on the Claims Status tab and attach a PDF of the invoice from the expert under the documents tab.

US Courts - CIA eVoucher - Windows Internet Explorer provided by US Courts

https://circ08-evapp.ada.dcn/CIA_moe_test/CJAeVoucher/Pages/Vouchering/CIA21Detail.aspx

Home Operations Reports CMECF Links Help Logout

Welcome Mark A Matheny (Attorney)

CIA-21 Voucher Entry

Def.: Adam Wain

Link to CMECF

Voucher #: 04/28/2015
Start Date: 04/28/2015
End Date: 04/30/2015

Summary: \$1897.25

Services Totals: \$1875.00

Travel Expense Type Amount
Travel Miles \$17.25
Travel Misc \$5.00
Totals \$22.25

Expenses Expense Type Amount
FAX \$0.00
Long Distance Charges \$0.00
Photocopies \$0.00
Postage \$0.00
Other Expenses \$0.00
Totals \$0.00

Reports
Defendant Summary Budget Report
Totals only of budget info for defendant
Defendant Detail Budget Report
Detail budget info for defendant
Form CIA21

Confirmation

1. CIR. DKT/ DIV CODE 8863	2. PERSON REPRESENTED Adam Wain	VOUCHER NUMBER
3. MAG. DKT/ DEF NUMBER 4-14-CR-00125-1-WOW-CKM	4. DKT. DKT. DEF NUMBER 4-14-CR-00125-1-WOW-CKM	6. OTHER DKT. DEF NUMBER
7. IN CASE/MATTER OF/CASE NAME USA v. Wain	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE(S) CHARGED CMP 21.846-CD.F. CONSPIRACY TO MANUFACTURE 50 GRAMS OR MORE OF METHAMPHETAMINE	10. REPRESENTATION TYPE Criminal Case	

12. ATTORNEY'S STATEMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
 Authorization to obtain the service. Estimated compensation: \$3000.00
 Approval of services already obtained to be paid for by the United States from the Defendant Service Appropriation.

Signature of Attorney
Mark A. Matheny
26 Field Dr.
St. Louis MO 63101
Phone: 555-555-5555

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(see instructions)
Need an expert to examine evidence.

14. TYPE OF SERVICE PROVIDER
 01 Investigator
 02 Interpreter/Translator
 03 Psychologist
 04 Psychiatrist
 05 Polygraph Examiner
 06 Documents Examiner
 07 Fingerprint Analyst
 08 Accountant
 09 CALR (Wetland, Leas, etc)
 10 Chemist, Toxicologist
 11 Ballistics Expert
 12 Weapons/Firearms/Explosive Expert
 14 Pathologist, Medical Examiner
 15 Other Medical Expert
 16 Voice, Audio Analyst
 17 Hair, Fiber Expert
 18 Computer (Hardware, Software, Systems)
 19 Paralegal Services
 20 Legal Analyst/Consultant
 21 Jury Consultant
 22 Mitigation Specialist
 23 Duplication Services
 24 Other
 25 Litigation/Support Services
 26 Computer Forensic Expert

16. COURT ORDER
Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.
Signature of Presiding Judge or By Order of the Court
William O Wacha
Date of Order: 4/26/2015
Nunc Pro Tunc Date

Repayment YES NO

REQUESTED PROVIDER

US Courts - CJA eVoucher - Windows Internet Explorer provided by US Courts

https://cir08-evapp.ads.dcn/cja_moe_test/CJAeVoucher/Pages/Vouchering/CJA21Detail.aspx

File Edit View Favorites Tools Help

a. Compensation	\$1,875.00		
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$22.25		
c. Other Expenses	\$0.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$1,897.25		

17. PAYEE'S NAME
 Pate Holiday TIN: ***-**-1111
 7 Long Drive
 St. Louis MO 63102 USA
 Phone: 555-555-5555

Final Payment
 Interim Payment (#)
 Supplemental Payment

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/28/2015 TO 04/30/2015
 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
 Signature of Claimant/Payee: _____ Date: _____

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
 Signature of Attorney: _____
 Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
\$0.00	\$0.00	\$0.00	\$0.00

23. Either the cost (excluding expenses) of these services does not exceed \$300, or prior authorization was obtained, OR
 In the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds \$300

Signature of Presiding Judge _____ Date _____ Judge Code _____

24. TOTAL COMP.	24. TRAVEL EXPENSES	24. OTHER EXPENSES	27. TOTAL AMOUNT
\$0.00	\$0.00	\$0.00	\$0.00


28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate) _____ Date _____ Judge Code _____

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: 5/7/2015 19:49:14



< First < Previous Next > Last > Save Delete Draft

100%

Next select the Confirmation tab to review the completed CJA 21. Check the box at the bottom and click on Submit.

(For detailed information on entering the experts invoice see similar steps in the instruction on entering a CJA 21 – No Authorization Needed.)

Note: When the attorney is entering the expert's invoice, the attorney is entering for the expert and submitting the document to the attorney. When the document is submitted, it will still be on the attorney's desktop, now for the attorney to approve. The attorney then opens the document, reviews, and approves. The document is then submitted to the court.