

CJA 21 – Expert Service – < \$800 - No Authorization Needed

Basic Info

1. CIR. DKT. DIV. CODE 0865	2. PERSON REPRESENTED Adam Wain	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DKT. DEF. NUMBER 414-CP-00125-1-WOW-CKM	5. APPEALS DKT. DEF. NUMBER	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	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED CMP 21-846-CD F. CONSPIRACY TO MANUFACTURE 50 GRAMS OR MORE OF METHAMPHETAMINE			
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE William O Wacha	MAGISTRATE JUDGE Carla K. Martinez	DESIGNEE

Authorization Selection

You can select a Previous Authorization Request, request a New Authorization or click the "No Authorization Required" button if under the statutory limit.

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.

Summary: \$0.00

Services

Totals	\$0.00
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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 CJA21](#)

Navigation: < First < Previous Next > Last > Delete Draft

Select "No Authorization Required"

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Use Previous Authorization
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New Voucher Information

Service Type: Interpreter Translator
Interpreter needed for client interview.

Description

Voucher Assignment *(Mandatory - Expert)*
This indicates who will be responsible for filing the voucher claim part.

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider.

Expert: Acopi, Maria Laura

Expert Info
Maria Laura Angel
151 Charles St
St. Charles MO 63033 USA
Phone: 314-222-2222

Summary: \$0.00

Services

Totals	\$0.00
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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

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Navigation: < First < Previous Next > Last > Delete Draft

Select Service Type, enter Description and either select Expert name or fill in expert information.

Then Create Voucher. Once the voucher is created, you should go to the Claims Status tab and enter the first date the expert will perform services, if known. Also be sure to SAVE the document. You will go back to this document once an invoice is received from the expert.

When the invoice is received from the expert, find the CJA 21 document on your desktop, by opening the appointment and finding associated documents.

NOTE: At this stage, when you are entering the invoice information, you are doing this step for the expert. Your confirmation at the end will be for the expert, via their invoice.

The screenshot shows the 'Services' tab of the CJA-21 Voucher Entry form. The 'Basic Info' section includes Voucher #, Start Date (4/28/2015), and End Date (04/29/2015). The 'Summary' shows a total of \$416.50. The 'Services' table has one entry: 04/28/2015, Interpret at interview of client, 4 hours, \$100.0000 rate, and \$400.00 amount. The 'Expenses' section is empty. The 'Reports' section includes links for 'Defendant Summary Budget Report' and 'Defendant Detail Budget Report'.

On the Services tab, add a line for each day or type of service invoiced.

The screenshot shows the 'Expenses' tab of the CJA-21 Voucher Entry form. The 'Basic Info' section is the same as in the previous screenshot. The 'Expenses' table has one entry: 04/28/2015, Parking fee, 0 miles, \$0.00 rate, and \$0.00 amount. The 'Services' section is empty. The 'Reports' section is the same as in the previous screenshot.

On Expense tab, add a line for each type of expense invoiced.

On the Claims Status tab, be sure to enter the end date of service and complete the other selections required.

Next, attach a PDF copy of the invoice received from the expert. Now review the document by selecting the Confirmation tab.

Confirmation

1. CIR. DIST. DIV. CODE: Adm. Writ
 2. MAG. DIST. DIV. NUMBER: 144P-20125-1, WOV/CKM
 3. CASE MATTER OR FILE NAME: Falsely (including pre-trial diversion of alleged felony)
 4. TYPE PERSON REPRESENTED: Adult Defendant
 5. APPEALS DIST. DIV. NUMBER: 4 OTHER DIST. DIV. NUMBER:
 6. REPRESENTATION TYPE: Criminal Case

11. OFFENSE(S) CHARGED: CIP 21.144-CJ1. CONSPIRACY TO MANUFACTURE 30 GRAMS OR MORE OF METHAMPHETAMINE
 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: \$
 Approval of services already obtained to be paid by the United States from the Debtor Service. Appropriation:

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instruction):
 Interpreter needed for client interview.
 14. TYPE OF SERVICE PROVIDER:
 01 Investigator
 02 Interpreter/Translator
 03 Psychologist
 04 Psychiatrist
 06 Polygraph Examiner
 06 Document Examiner
 07 Fingerprint Analyst
 08 Accountant
 09 CALR (Welder, Leticin, etc)
 10 Chemist, Toxicologist
 11 Ballistics Expert
 13 Weapons Forensic Explosive Expert
 14 Pathologist, Medical Examiner
 14 Other Medical Expert
 14 Forensic Audio Analyst
 14 Black Fiber Expert
 14 Computer (Hardware, Software, System)
 14 Paralegal Services
 14 Legal Analyst/Consultant
 21 Jury Consultant
 22 Mitigation Specialist
 23 Duplication Services
 24 Other
 24 Linguistic/Support Services
 24 Computer Forensics Expert

15. FEE'S NAME: Maria Laura Angel TIN: ***-**-1234
 16. Charles St
 17. St. Charles MO 63303 USA
 18. Phone: 555-555-5555
 Fixed Payment
 Interim Payment (P)
 Supplemental Payment

19. CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 4/28/2016 TO 04/28/2016
 I hereby certify that the above claim is for services rendered and is correct, and that there are no unpaid or reserved payments (commissions or anything of value) from any other source for these services.
 Signature of Claimant/Payer: _____ Date: _____

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

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

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

25. (Either the cost (including agency) of these services does not exceed \$100, 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 (including agency) exceeds \$100.

Signature of Presiding Judge: _____ Date: _____ Judge Code: _____

26. TOTAL COMP. \$0.00
 27. TRAVEL EXPENSES \$0.00
 28. OTHER EXPENSES \$0.00
 29. TOTAL AMOUNT \$0.00

30. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD
 Signature of Chief Judge, Court of Appeals (or Delegate): _____ Date: _____ Judge Code: _____

Public/Attorney Notes

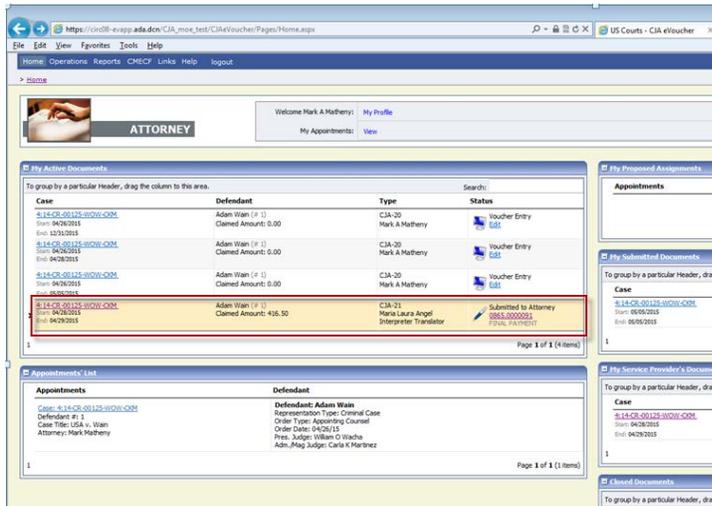
I swear and affirm the truth or correctness of the above statements
 Date: 5/6/2015 13:17:1

Submit

Buttons: =First, < Previous, Next >, Last =, Save, Delete Draft

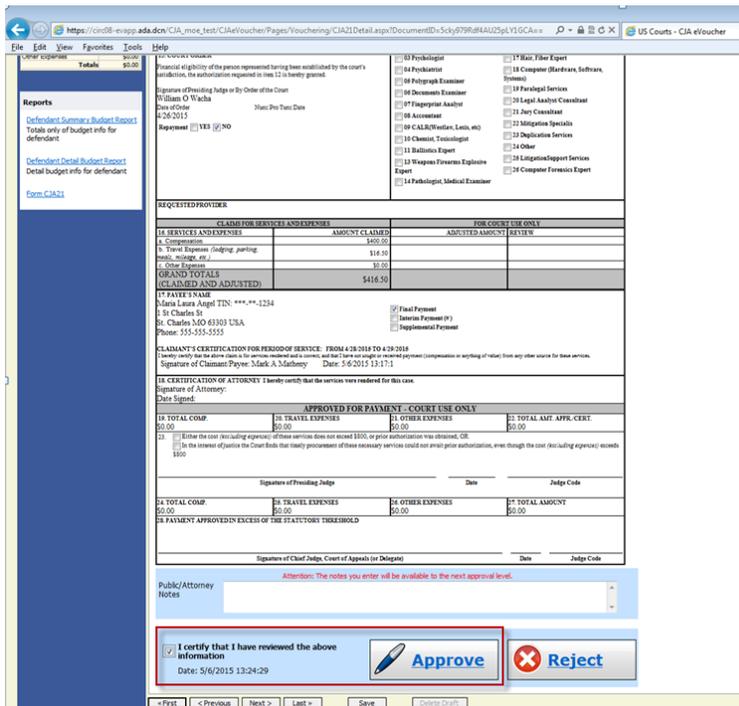
Check the box at the bottom and click Submit.

When you return to your desktop, you will notice that the document is still on your desktop with a status noted of "Submitted to Attorney". It is now ready for you to approve as the attorney.



Select the CJA 21 from the desktop.

After reviewing the document, you can go to the Confirmation page, check the box at the bottom and click Approve.



The CJA 21 is now Submitted to the Court for payment.