

CJA 21 Authorizations and Vouchers for Experts and Service Providers

Submitting a Pre-Authorization (AUTH) for an Expert or Service Provider

1. Click the Case Number hyperlink in the Appointments List on your Home page.
2. On the Appointment Info page, click the AUTH Create link on the left-hand menu.
3. Fill in the information requested for the Authorization.
4. Fill in the Estimated Amount, the Basis of the Estimate, a Description and select the Service Type from the drop-down list. A “Requested Provider” is optional. Click Next. Note: You may attach multiple supporting documents in the Documents tab. You will be able to include a description for each document as you load it.
5. On the Confirmation tab, check the “I swear...” check box (the date will automatically update to the current date) and click **Submit** to submit request to the Clerk. Note: you may add notes if desired.
6. After your authorization has been submitted for approval, the request will appear in your “My Submitted Documents” panel. Once your authorization has been approved by the Judge, the authorization will appear in your “Closed Documents” panel. You may click the voucher number hyperlink to view the voucher if desired.
7. IF YOUR REQUEST IS REJECTED BY THE COURT, you will receive an e-mail indicating the reason it is being returned and it will appear in “My Active Documents” with a yellow background. You should review the Notes, make any corrections and re-submit.

CJA 21 Payment of Expert or Service Provider

1. Forward all invoices for service providers and experts to Federal Defender Services of Wisconsin, Inc. (FDSW).
2. FDSW will create a CJA 21 in eVoucher.
3. After the CJA 21 is created, it will appear in your inbox. Verify the voucher amount, check the “I swear...” check box, and click **Submit** to sign and submit to Court for payment. Once payment has been approved, the voucher will appear in the “My Service Provider’s Documents” section with Status: Voucher Closed FINAL PAYMENT.