

eVoucher Expert Authorization and Payment Process – Typical Criminal Case

Authorization – An authorization is required when an expert or experts will be needed and the cost is estimated to exceed \$800 for the case. An AUTH document should be entered in eVoucher as soon as possible preferably before expert services are incurred.

CJA 21 – Voucher submitted to pay an expert. Currently, experts in eVoucher do not enter their own vouchers and are instructed to give their invoice to the attorney requesting their services. The attorney creates the CJA 21 on their behalf and attaches the invoice as a PDF. Once the attorney has completed the CJA 21 voucher the attorney approves the document to be submitted for the expert. The voucher will remain on the attorney desktop in the “My Service Provider’s Documents” section, however the status will change from Voucher Entry to Submitted to Attorney. The attorney must then open the document and approve a second time. This time you are approving as the attorney which confirms that you agree the services have been rendered and the amount invoiced is correct. After the second approval the document will be in the court’s hands for review, approval and payment.

Steps to Enter an AUTH document:

1. From the case appointment on your desktop, create an AUTH document.
2. This is generally a one page document to complete.
 - a. Enter the estimated amount (required).
 - b. Enter the basis of the estimate.
 - c. Enter the description.
 - d. Enter the service type or type of expert (required).
 - e. Enter the requested provider (if known).
3. Attach any supporting documents, PDF format only.

Note: There are only a few required fields, however, a clear description, explanation and/or supporting documentation generally make the request easier for the judge to understand and approve. You should provide the same level of detail that you would have included in a court motion requesting the use of the services of an expert.

4. Once the document is approved by the court it will be listed in the “Closed Document” section of your desktop. Keep in mind an AUTH document is the attorney’s document not a service provider’s document like the CJA 21 voucher for payment. You can also find it by opening the appointment from your desktop. All of the documents created are listed at the bottom. Once the status says “Voucher Closed” it is available to reference when creating a CJA 21 document.
5. If the AUTH request is for more than \$2,400, (or \$2,500 for services after 1/1/16), the court will seek the approval of the Chief Judge of the 8th Circuit after approval at the district level. The Chief Judge approval will also be completed through the eVoucher system.
6. If the document is rejected back to you for more information or other reasons, it will appear on your desktop in your active document section with a gold color background. You will also receive an email notification.

Steps to Enter a CJA 21 document:

1. From the case appointment on your desktop, create a CJA 21 document.
2. The first step is to choose either the box stating No Authorization Required (under \$800) or Use Previous Authorization. If the services for the representation are not expected to be over \$800 you would not need to have previously submitted an AUTH and will just need to create the CJA 21 when the expert submits their invoice to you for payment. In this case, select the box stating No Authorization Required and skip step #3.
3. Assuming a prior authorization is necessary and was approved, choose "Use Previous Authorization". Once selected another box will appear listing existing Requests for Authorization for this case. Click on the appropriate authorization and the background will change color indicating that it is now referenced.
4. First select the Expert used in the Service Provider section of the blue box. If the expert has been previously used and setup in eVoucher they will be listed in the drop down list for the "Expert" box. Note that only experts for the service type requested in the authorization will be listed in the drop down. If the expert is not previously setup then complete the detailed fields for the new expert (name, address, email, etc.).
5. Next, select "Create Voucher". If you entered a new expert, there will be a red bar at the top of your voucher indicating that the voucher cannot be submitted until the expert is setup by the court. If you submitted a new expert, create the CJA 21 voucher, but **do not continue to enter any new information on the CJA 21 voucher**. The court will contact you when the expert has been setup and is ready to use. Then, when you re-open the voucher the red error message regarding the pending expert will be gone and you can begin entering information.
6. Once you have the voucher created you should enter the payment information under the Services and Expenses tab which are similar to other voucher types. In the Services section you will enter the hours, rate and description for each date of service. For Expenses there are several expense types to choose from in the drop down. Either entering the number of miles or the amount and a description for each date.
7. On the Claims Status tab enter the beginning and ending service dates for the expert and the appropriate type of payment (final, interim or supplemental).
8. On the Documents tab you may attach a copy of the invoice and or receipts in PDF format.
9. Finally move to the Confirmation tab to review the information entered. Check the box at the bottom and Submit.
10. The voucher will still remain on your desktop, however it changes from "voucher entry" status to "attorney approval" status. The attorney should open the document again, review the Confirmation tab, check the box at the bottom and Approve. The document will now be submitted to the court for processing. The first approval is as the expert approving the data entered. The second approval, is the attorney is approving the services rendered and the amount invoiced.

AUTH and CJA 21 – FAQs

1. **Do I still need to file an ex parte motion in CM/ECF for expert services?** No, to request approval of expert services over \$800 for the case it is only necessary to submit an AUTH document through eVoucher. Filing a motion in CM/ECF generally only causes confusion and will require the judge to review and approve the request twice. The only exception may be in a very complex matter such as a competency determination that would require a lengthy motion and possible lengthy response from the court. In this case, if you motion the court with your request once a final order is issued you will still need to follow with an AUTH in eVoucher. It is expected that this type of situation will be an infrequent occurrence.

As death penalty/capital habeas cases are moved to eVoucher, this process will be different. The attorneys appointed in these cases will be instructed on the applicable procedure.

2. **When I submit an AUTH in eVoucher should I enter the name of the expert I want to use?** Yes, if you know the name of the expert when you submit the AUTH document there is a field to enter the name. If expert named has not been setup in eVoucher we will try to contact them as the AUTH is being processed. If you know the expert you are using has not been setup in eVoucher or used previously, please contact the court as soon as possible. We can verify the expert's status in eVoucher and move to add them into the system. This will make it easier when you are ready to create the CJA 21 for the expert.
3. **What if the expert that I stated in my AUTH request changes? Do I need to get a new AUTH?** No, as long as the new expert is for the same type of service. The AUTH is only an authorization for a type of service for a certain amount. You can reference the same AUTH with one or more CJA 21 vouchers as necessary as long as you do not exceed the amount.
4. **Why does the attorney enter information on CJA 21 vouchers into eVoucher?** Typically, experts are not used by the court very often and when they are used the amounts are not that extensive. Additionally, even when an expert can enter their own information the attorney is still required to create the CJA 21 voucher. As a result, at this time, the court does not feel it is efficient to take eVoucher to this level. However, if you have a specific case this is using an expert extensively and would like to pursue the expert possibly entering their information, please contact the eVoucher team regarding the situation.
5. **How do I contact the court for help with eVoucher?** You can contact the court eVoucher team by emailing moedml_CJA@moed.uscourts.gov or calling 314-244-7872. You can also find this contact information by selecting "Links" in the navy blue bar across the top of the eVoucher desktop page. On the "Links" page, under MOED Help, select Assistance Info.