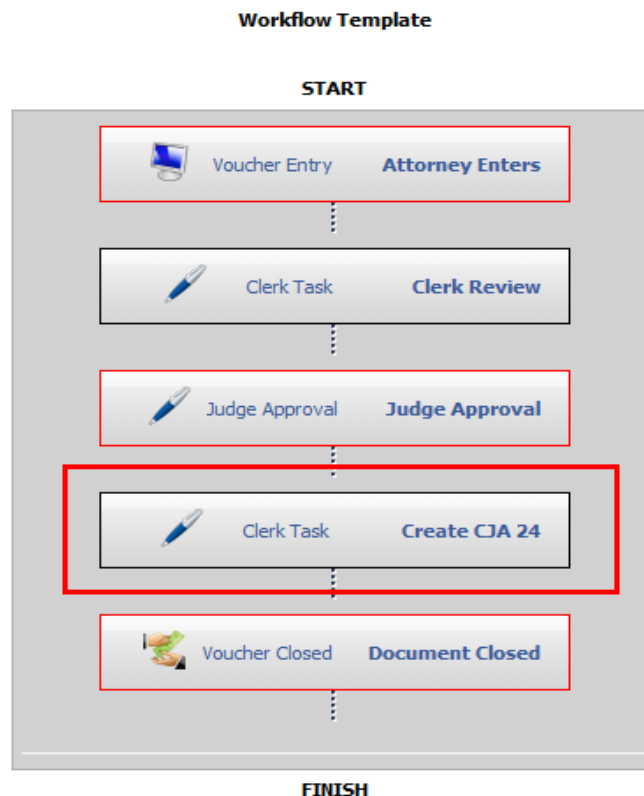## Creating an AUTH-24

This document explains the default workflow for creating an AUTH-24 and a CJA-24 in CJA eVoucher. This can be a two-step sequence, in which the AUTH-24 is created and approved before the CJA-24 can be created. Based on your court's procedures, you can now optionally select **No Authorization Required**, and create the CJA-24 without creating an AUTH-24. This is similar to the CJA-21 process.

This document outlines the default method of creating an AUTH-24/CJA-24.

Creation of AUTH-24

With this process, the attorney creates the AUTH-24. However, the attorney does not have the ability to create the CJA-24. Very often, the attorney does not know who will ultimately prepare the transcript and cannot correctly create the CJA-24. Either the court staff or a court reporter completes the voucher and submits it to the attorney. You should view the workflow for the AUTH-24 and note that after judge approval, the next step includes a clerk step to create a CJA-24. You can modify the Attorney role to allow the attorney to create the CJA-24. The AUTH-24 workflow is shown below for reference.

Step 1

Attorney Entry: The attorney creates the AUTH-24 and submits it to the court. Here is the path to the Attorney job aid found on the Training CJA eVoucher home page:

Training CJA eVoucher homepage > Materials for Attorney Training > Creating a CJA-24 Authorization

Step 2

Clerk Review: Locate the AUTH-24 and click the link.

Step 3

In the **Order Date** field, enter the order date. You must go back and change it to the correct date after judge approval.

Note: The clerk is required to enter the order date before the judge signs it. The clerk should recheck the date after judge approval to ensure accuracy.

Step 4

Click the **Special Authorizations** tab, and review any documents or special authorizations. For the specific transcripts to display in the approved AUTH-24, both court staff and the approving judge must select the **Initial Here** check box to initial the AUTH-24.

Step 5

Review the information on the Confirmation page. Select the certification check box and click **Approve**. The voucher is then sent to the judge for approval.

Step 6

The judge reviews the AUTH-24 and approves or rejects the authorization.

Step 7

To approve the AUTH-24, locate the AUTH-24 and click the link. Review the information, update the order date, and then click **Approve**.


Once you have approved the AUTH-24, you are ready to create the CJA-24. In the **Private/Court Notes** field, it is helpful to add a private note stating who is creating the CJA-24.

Note the AUTH-24 document number that appears on the Success page, as this is helpful if there are other authorizations for that appointment. Click the **Appointment Page** link to go to the appointment, which is the easiest way to create the CJA-24. If you go back to your home page, you must search for the appointment.
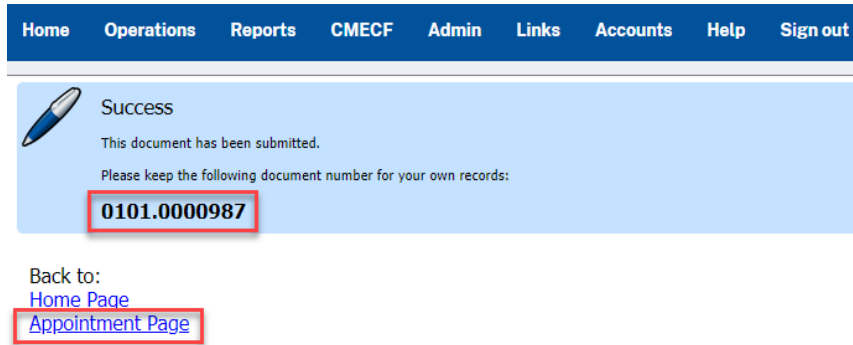
Voucher Closed: The AUTH-24 is now closed and the process of creating the CJA-24 begins.

Creation of CJA-24

The CJA-24 workflow is shown below for reference.

Administrative Office
of the United States Courts
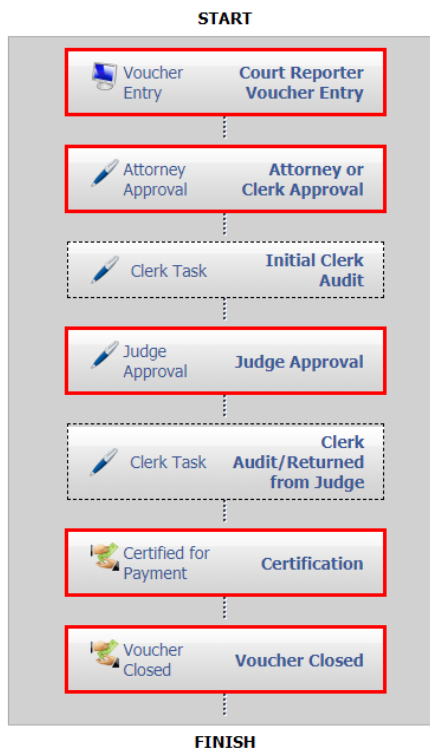
Step 1

Voucher Entry: The CJA-24 is ready to be created. On the Appointment Info page, in the Create New Voucher section, click the **Create** link for the CJA-24.

Step 2

On the Basic Info page, in the Authorization Selection section, click the correct authorization.

Step 3

From the **Expert** drop-down list, select the appropriate expert, and then click **Create Voucher**. If an expert is not in that list, their information should be added in the Service Provider section. Enter the correct service provider information and click **Create Voucher**. This sends the expert information to the Pending Users folder for approval. The clerk's task is done, and the attorney or expert now enters the services and expenses.

Note: If the expert is not already in eVoucher and their information is added in the Service Provider section, an error message appears if you click **Create Voucher**, stating "You cannot submit a voucher for an expert that has not been approved by the court." However, the information is sent to the court as a pending user.

Once the court creates the user, the warning disappears. If the expert has Expert Enter privileges, in the **Voucher Assignment** group, you can click the **Expert** radio button and allow the expert to enter their own expenses. You can only click the radio button after you have selected the expert from the drop-down list. If the expert does not have Expert Enter privileges, the voucher assignment defaults to **Attorney**.

Step 4

The expert now enters the required information for the services or expenses, uploads any documents if needed, and clicks **Add**.

Administrative Office
of the United States Courts

Step 5

Select the certification check box and click **Submit**.

Attorney Approval: Once the CJA-24 is submitted, depending on who was selected in the workflow, the CJA-24 is returned to the attorney for approval or to the clerk for approval.

Step 6

Clerk Task: When the attorney approves the voucher, it is returned to the court staff. Or, if the court staff approves the voucher, it then moves to the clerk task step on the workflow. Follow the same directions as above: Locate the CJA-24 and click the link for that voucher. Review the information and adjust the Services, Expenses, and Documents pages as needed.

You can also click the **Summary** tab to adjust information on the Summary page.

Go to the Confirmation page, where the attorney's digital signature now appears. Select the certification check box, and then click **Approve**.

Step 7

Judge Approval: The voucher is sent for judge approval.

Step 8

Clerk Task: Once the judge approves the voucher, it is returned to the court staff, who enters it into the payment system. This step is optional, and the voucher may be deleted or kept as an added review. Follow the same directions as above: Locate the CJA-24 and click the link for that voucher.

Review the information. Go to the Confirmation page, where the judge's digital signature now appears. Select the certification check box and click **Approve**.

eVoucher 6.9 | AUTH-24s and CJA-24s

Step 9

Certified for Payment: The voucher goes to the certifier for your court. If you are the certifier, follow the same directions as above: Locate the CJA-24 and click the link for the voucher.

Step 10

Review the information on the Basic Info page.

Administrative Office
of the United States Courts

Step 11

Go to the Confirmation page, where the payee's name and address should be correct. Select the approve/disapprove check box, and then click **Approve**.

Step 12

Voucher Closed: The voucher is now closed.

Assigning Rights

Default attorney rights delivered with eVoucher do not give the attorney the Create Voucher CJA-24 right. Instead, the CJA Administrator role has these rights. The rights below allow the attorney to create the AUTH-24, but not the CJA-24.

If you wish to have attorneys create the CJA-24, you must add the Create Voucher CJA-24 right to the Attorney role.

eVoucher 6.9 | AUTH-24s and CJA-24s

To limit certain court staff, such as a court reporter, to see only the AUTH-24 and CJA-24s, you can filter the document types available to them in the Court Staff Assignments section of the Users Manager.