

## Creating & Submitting a CJA21/31 for an Interpreter or Translator

(Counsel)

CJA21/31s for interpreters and translators are created, entered, submitted and approved by counsel. Interpreters and translators do not have access to CJA eVoucher to complete their own line items for a voucher.

1. Select the case link from the *Appointments List* on your *Home* screen.
2. The *Appointment Info* page opens. Select **CJA 21/CJA 31 Create**.
3. The *Basic Info* page opens.
4. Select the appropriate option under *Authorization Selection*.
  - a. Select **No Authorization Required** for vouchers under the \$1000 per service type cap **or** if services in excess of \$1000 were approved by the court outside of eVoucher.
  - b. Select **Use Previous Authorization** to select an AUTH that has been previously approved by the court through eVoucher.

|   |                                       |                                     |
|---|---------------------------------------|-------------------------------------|
| 11. OFFENSE(S) CHARGED  |                                       |                                     |
| EXCESS FEE LIMIT<br>\$7,100.00  | PRESIDING JUDGE<br>William B. Traxler | MAGISTRATE JUDGE<br>CJA Budgeting A |
| <b>Authorization Selection</b>  |                                       |                                     |
| You can select a <b>Previous Authorization Request</b> , request a <b>New Authorization</b> or click statutory limit.                   |                                       |                                     |
| <b>No Authorization Required</b><br>If your voucher compensation is under the statutory limit and does not require prior authorization. |                                       |                                     |
| <b>Use Previous Authorization</b><br>Select this option to display a list of previous authorizations and requests in this appointment.  |                                       |                                     |

5. If you are using a previous authorization, select the appropriate *Existing Request for Authorization*.

|  |   |
|--|---|
| <b>Existing Requests for Authorization</b> |   |
| <b>ID Number: 112</b>                      | Service Type: Interpreter Translator          |
| Order Date: 01/01/2014                     | Estimated Amount: \$1,000.00                  |
| Authorized Amount: \$1,000.00              | Requested Provider: Translator Name           |
| <b>New Voucher Information</b>             |   |
| Service Type                               | Interpreter Translator * <input type="text"/> |

6. Select the expert from the drop-down list OR complete the expert's information if the expert is not listed in the drop-down list.

**Note:** If the Expert is not listed in the drop down, you will not be able to submit the voucher until the court has added the expert to the system. You will see the message to the below after creating the voucher:

|   |
|---|
| <b>Payment Info</b>                       |
| <b>This is a Pending Service Provider</b> |
| Current Information on File:              |
| Smith Printing Company TIN: ###-##-####   |
| 1100 East Main Street                     |
| Richmond VA 23219 US                      |
| Phone: 804-916-2703                       |

Once the expert has been added to the system, you can proceed with step 7.

7. Select **Create Voucher**.

**Existing Requests for Authorization**

|  |   |
|--|---|
| <b>ID Number:</b> 112<br>Order Date: 01/01/2014<br>Authorized Amount: \$1,000.00 | Service Type: Interpreter Translator<br>Estimated Amount: \$1,000.00<br>Requested Provider: Translator Name |
|--|---|

**New Voucher Information**

**Service Type** Interpreter Translator \*

**Description** Conference with client and translation of brief and opinion

**Voucher Assignment**  Attorney  Expert  
This indicates who will be responsible for filling 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** ▼

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| First Name *         | Middle Name          | Last Name *          |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Email *              |                      |                      |
| <input type="text"/> |                      |                      |
| Phone *              | Fax                  |                      |
| <input type="text"/> | <input type="text"/> |                      |
| Address 1 *          | City *               |                      |
| <input type="text"/> | <input type="text"/> |                      |
| Address 2            | State (U.S. Only*)   | Zip                  |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address 3            | Country*             |                      |
| <input type="text"/> | UNITED STATES        | <input type="text"/> |

Create Voucher

8. The **Basic Info** page opens.
9. Select **Next** at the bottom of the screen or **Services** at the top of the screen and enter the required information.
10. **Date**: Enter the date the service was performed.
11. **Units**: If the services were billed at an hourly rate, enter the time in hours and tenths of hours. If the services were billed on some other basis, enter 1.0.
12. **Rate**: If the services were billed at an hourly rate, enter the rate (not to exceed court-approved rates). If the services were billed on some other basis, enter total to be paid.  
 See Figure A below for an example of entry for interpreter services and Figure B for an example of entry for translator services.
13. **Description**: Enter a complete **Description**.
14. Select **Add**.

**Services**

|       |   |  |             |   |
|-------|---|--|-------------|---|
| Date  | <span style="border: 1px solid gray; padding: 2px;">05/01/2015</span> * |  | Description | <span style="border: 1px solid gray; padding: 2px;">Interpreter for Client Meeting</span> * |
| Hours | <span style="border: 1px solid gray; padding: 2px;">2.0</span> *        |  |             |   |
| Rate  | <span style="border: 1px solid gray; padding: 2px;">34</span> *         |  |             |   |

Add Remove

\* Required Fields

To group by a particular Header, drag the column to this area.

| Date        | Description                    | Hrs | Rate    | Amt   |
|-------------|--------------------------------|-----|---------|-------|
| 05/01/20... | Interpreter for Client Meeting | 2.0 | 34.0000 | 68.00 |

A. Example of interpreter claim for hours of service.

**Services**

Date: 10/1/2018  
 Units: 1.0  
 Rate: 744.48  
 Description: 4512 words at \$165 per 1000 words

\* Required Fields

Add Remove

B. Example of translator claim based on number of words translated.

15. **IMPORTANT!** There is no auto save feature in CJA eVoucher. Select the **Save** button at the bottom of the screen often to save your data. If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select **Stay on this Page**.
16. Repeat steps 10 through 14 for each additional date that services were billed.
17. Select **Next** at the bottom of the screen or **Expenses** at the top of the screen.
18. Enter any expenses.
19. Select **Next** at the bottom of the screen or **Claim Status** at the top of the screen.
20. Change the **Start Date** to the earliest date of claimed services or expenses.
21. Change the **End Date** to the last date of claimed services or expenses.
22. Select the radio button for **Final Payment**.

**Claim Status**

Start Date: 05/01/2015  
 End Date: 05/01/2015

**Payment Claims**

Final Payment  
 Interim Payment (payment #)  
 Supplemental Payment

\*\* Reminder: Please select the appropriate claim status.

23. Select **Next** at the bottom of the screen or **Documents** at the top of the screen.
24. Upload the expert's invoice by selecting **Browse** and locating the PDF file of the invoice.
25. Enter a **Description** of the uploaded document.
26. Select **Upload**.

**Supporting Documents**

File Upload (Only Pdf files of 10MB size or less!)

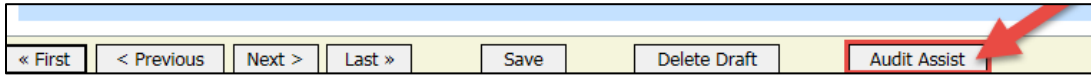
File: C:\Users\QuellaJ\Desktop Browse...  
 Description: Receipt for Translator Services

Upload

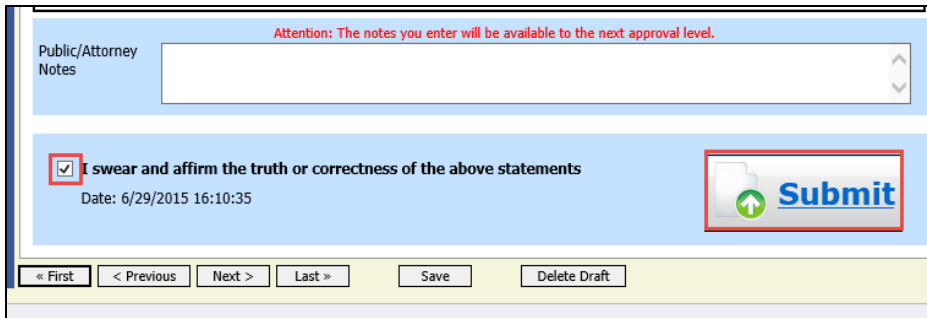
| Description    | Delete | View |
|----------------|--------|------|
| No Attachments |        |      |

27. Select **Next** at the bottom of the screen or **Confirmation** at the top of the screen.
28. Review the face of the voucher.

29. Select **Audit Assist** at the bottom of the screen. The system will run court-set conditional checks against your voucher. If any of the check criteria are not met, you will be presented with an Error/Warning box describing the potential issue. Review and correct all error/warnings before proceeding.



30. When you are ready to submit the voucher, check the affirmation box and select **Submit**.



31. Return to your **Home** screen. The voucher will appear under *My Active Documents* in the *Submitted to Attorney* status. Select the voucher by selecting the case number or document number links. Counsel will receive an email indicating that the voucher is ready for their approval.

| Case  | Defendant                                | Type   | Status   |
|---|--|--|--|
| 4:15-AP-04236--<br>Start: 01/01/1901<br>End: 01/01/1901 | John Doe (# 1)<br>Claimed Amount: 0.00   | CJA-20                                       | Voucher Entry<br><a href="#">Edit</a>                  |
| 4:15-AP-04236--<br>Start: 05/01/2015<br>End: 06/30/2015 | John Doe (# 1)<br>Claimed Amount: 412.00 | CJA-21<br>John Doe<br>Interpreter Translator | Submitted to Attorney<br>04AC.0000113<br>FINAL PAYMENT |

32. Select **Documents** at the top of the screen.  
33. Select **View** to ensure that the proper invoice is attached.

| Description         | Delete                 | View                 |
|---------------------|------------------------|----------------------|
| Interpreter Invoice | <a href="#">Delete</a> | <a href="#">View</a> |

34. Select **Confirmation** at the top of the screen.  
35. Review the face of the voucher.  
36. If you are ready to submit the voucher to the court, check the affirmation box and select **Approve**. If any changes need to be made to the face of the voucher, you will have to select **Reject**. A “rejected” voucher will appear on your home screen, highlighted in gold. Select the highlighted voucher and make any necessary changes and re-submit.

