

**United States District Court
Eastern District of Virginia**



eVoucher CJA 21 Service Provider Information Form

The Eastern District of Virginia requires attorneys to create the CJA-21 voucher on behalf of approved service providers, i.e., Investigators, Interpreter Translators, and other experts.

If the service provider authorization request exceeds \$800, attorneys are required file a motion and proposed order via CM/ECF and an authorization (AUTH) request via eVoucher. A copy of the motion must be included as supporting documentation to the AUTH. Attorneys may employ an **Interpreter** without prior authorization and are not required to file a motion. Attorneys are required to submit an Authorization (AUTH) Request via eVoucher prior to creating the CJA-21 voucher for the **Interpreter**.

Once the motion is granted and/or the AUTH is approved, the attorney will create the CJA-21 voucher and enter services and expenses on behalf of the service provider. The attorney will also include the order and/or AUTH and the service provider’s invoice as supporting documentation.¹

Please Note: The attorney will not be able to create the CJA 21 voucher until the approved service provider is populated in eVoucher. If the service provider’s name does not appear on the **expert** drop-down list, the attorney will complete and email this form to the CJA eVoucher Help Desk where the case is filed. The Clerk’s Office will promptly enter the expert and the attorney will be notified.

cja_norfolk@vaed.uscourts.gov - cja_richmond@vaed.uscourts.gov - cja_alexandria@vaed.uscourts.gov

Please do not attempt to input the service provider for approval in eVoucher or create the CJA-21 voucher until you have been notified by the CJA eVoucher Help Desk that the service provider has been entered.

Service Provider Name: _____
Service Provider Company Name: _____
Tax ID No. or SSN: _____
Billing Address: _____

Phone: _____
Fax: _____
Email: _____
Area of Expertise or Service _____

¹ Remember, the submission of the CJA-21 voucher is a two-step process – the attorney submits the voucher acting as the service provider and as the attorney approving it.

Step One: From the home page, open the appointment via Appointments’ List, click Create CJA-21 voucher, enter services and expenses, include the order and/or AUTH as supporting documentation, and click submit.

Step Two: From the Home page, reopen the voucher (highlighted in yellow) via My Active Documents, click confirmation, and click approve.