


## Correcting or Deleting Returned Vouchers

- **CJA 20/30s**


- When a CJA20 or 30 is returned to counsel for corrections, the voucher is listed on counsel's home page in ***Voucher Entry*** status. Any returned voucher is highlighted gold. Information regarding the necessary corrections appear in the Public/Attorney Notes section on the Confirmation page. The attorney can make the necessary corrections and re-submit the voucher.

4:15-AP-04236-- Start: 07/07/2016 End: 07/07/2016	John Doe (# 1) Claimed Amount: 5,805.00	CJA-20 Test Attorney	 <b>Voucher Entry</b> <a href="#">04AC.0000176</a>
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Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes:

I swear and affirm the truth or correctness of the above statements  
Date: 9/14/2015 9:50:58



- After submitting the corrected voucher, it returns to ***Submitted to Attorney*** status and is no longer gold. **It must be re-approved by counsel to be submitted to the court.**

4:15-AP-00002-- Start: 07/24/2015 End: 07/27/2015	Elmer Fudd (# 1) Claimed Amount: 533.75	CJA-31 Printing Company 19 - Paralegal Services	 Submitted to Attorney <a href="#">04AC.0000152</a> FINAL PAYMENT
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- **CJA 21/31s**

- If the court returns a service provider voucher to counsel, counsel will receive email notification and the voucher will appear in the ***My Documents*** section of the home page, highlighted gold:

4:15-AP-04236-- Start: 07/25/2015 End: 07/27/2015	John Doe (# 1) Claimed Amount: 533.75	CJA-21 Printing Company 19 - Paralegal Services	 Submitted to Attorney <a href="#">04AC.0000151</a> FINAL PAYMENT
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- Counsel must “reject” the voucher back to the ***Voucher Entry*** step before changes can be made.

1. Select the voucher from the ***My Documents*** section.
2. Select **Confirmation**.
3. Check the certification box.
4. Select **Reject**.

I certify that I have reviewed the above information  
Date: 9/11/2015 16:18:14






- Once the voucher is in *Voucher Entry* status, the attorney or expert (whoever completed the voucher initially) can make the necessary corrections and re-submit the voucher.

4:15-AP-04236-- Start: 07/25/2015 End: 07/27/2015	John Doe (# 1) Claimed Amount: 533.75	CJA-21 Printing Company 19 - Paralegal Services	Voucher Entry 04AC.0000151 FINAL PAYMENT
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I swear and affirm the truth or correctness of the above statements  
Date: 9/14/2015 9:50:58



- After submitting the corrected voucher, it returns to *Submitted to Attorney* status and is no longer gold. **It must be re-approved by counsel to be submitted to the court.**

4:15-AP-00002-- Start: 07/24/2015 End: 07/27/2015	Elmer Fudd (# 1) Claimed Amount: 533.75	CJA-31 Printing Company 19 - Paralegal Services	Submitted to Attorney 04AC.0000152 FINAL PAYMENT
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• **Deleting Vouchers**

- If you wish to delete a voucher, reject the voucher back to the *Voucher Entry* status. Once the voucher is in *Voucher Entry* status, the attorney or expert (whoever completed the voucher initially) must open the voucher and select **Delete Draft** at the bottom of the screen. If Delete Draft is not available, the voucher is not in the *Voucher Entry* status.

**Payment Info**

Preferred Payee: John Doe

**John Doe**  
Billing Code: 04AC-000028  
1100 East Main Street  
Richmond, VA  
23219 - US  
Phone: 804-916-2708  
Fax:

« First < Previous Next > Last » Save **Delete Draft**