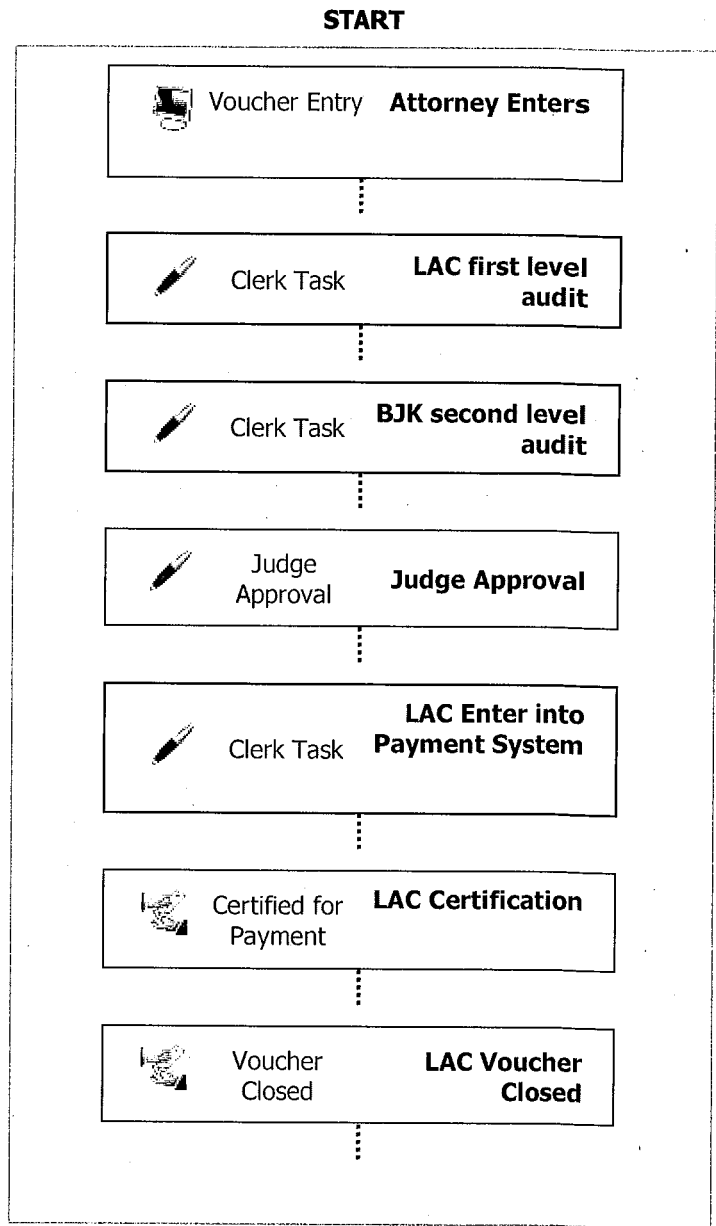
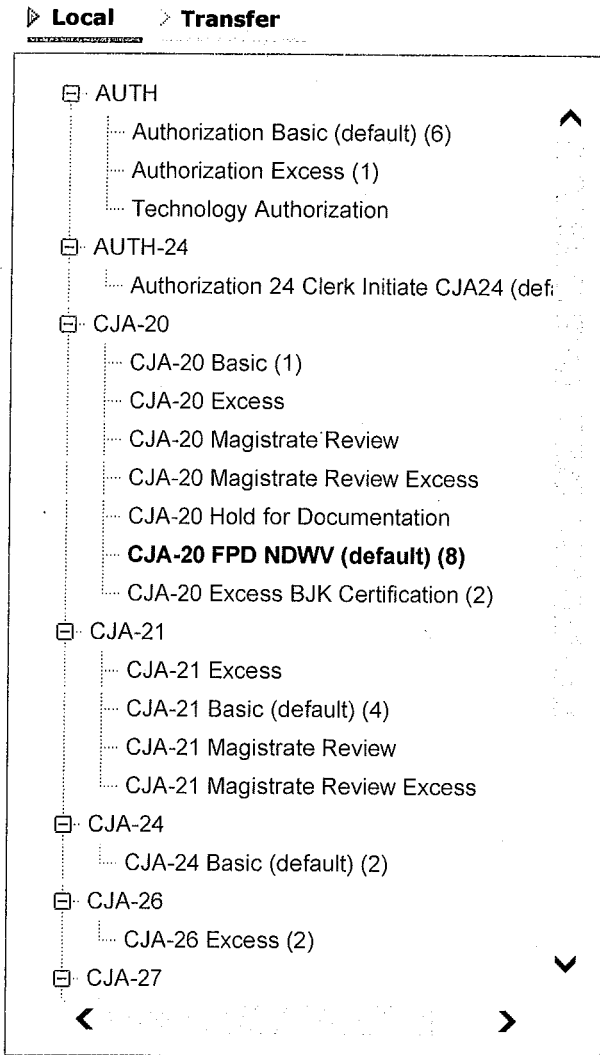


\* Workflow Steps in Red are mandatory and cannot be removed or rearranged.

**Workflow List**

**Workflow Template**



**INITIALS THAT APPLY TO THESE WORK FLOWS:**  
**LAC: LISA COLEMAN, CJA PANEL ADMIN.**  
**BJK: BRIAN KORNBRAH, FED. PUB. DEF.**  
**KC: KIM CRISWELL, CLERK'S OFFICE**  
**LA: LYNN ADAMS, CLERK'S OFFICE**

**WORK FLOW FOR A  
 CJA 20 VOUCHER BELOW THE  
 STATUTORY MAXIMUM**

WORKFLOW LIST

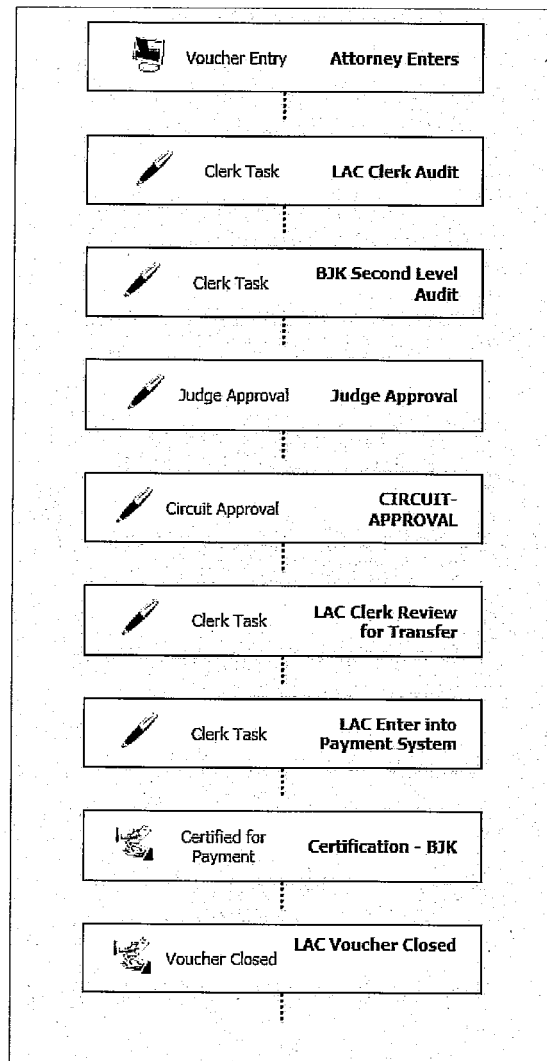
WORKFLOW TEMPLATE

ACTIONS

Local Transfer

- [-] AUTH
  - Authorization Basic (default) (1)
  - Authorization Excess
  - Technology Authorization
- [-] AUTH-24
  - Authorization 24 Clerk Initiate CJA24 (defi
  - Authorization 24 Atty Initiate CJA24
- [-] CJA-20
  - CJA-20 Basic
  - CJA-20 Excess
  - CJA-20 Magistrate Review
  - CJA-20 Magistrate Review Excess
  - CJA-20 Training
  - CJA-20 Hold for Documentation
  - CJA-20 Excess BJK Certification**
  - CJA-20 FPD NDWV (default) (47)
- [-] CJA-21
  - CJA-21 Excess
  - CJA-21 Basic (default)
  - CJA-21 Magistrate Review
  - CJA-21 Magistrate Review Excess
  - CJA-21 Training
- [-] CJA-24
  - CJA-24 Basic (default)

START



FINISH

**Add or Edit Workflow**

Select this option to ADD or EDIT a workflow using this template for the selected Document Type.

**Delete Workflow**

Select this option to DELETE a workflow. This action cannot be undone!

**WORK FLOW FOR A CJA 20 VOUCHER ABOVE THE STATUTORY MAXIMUM REQUIRING FOURTH CIRCUIT APPROVAL**

\* Workflow Steps in Red are mandatory and cannot be removed or rearranged.

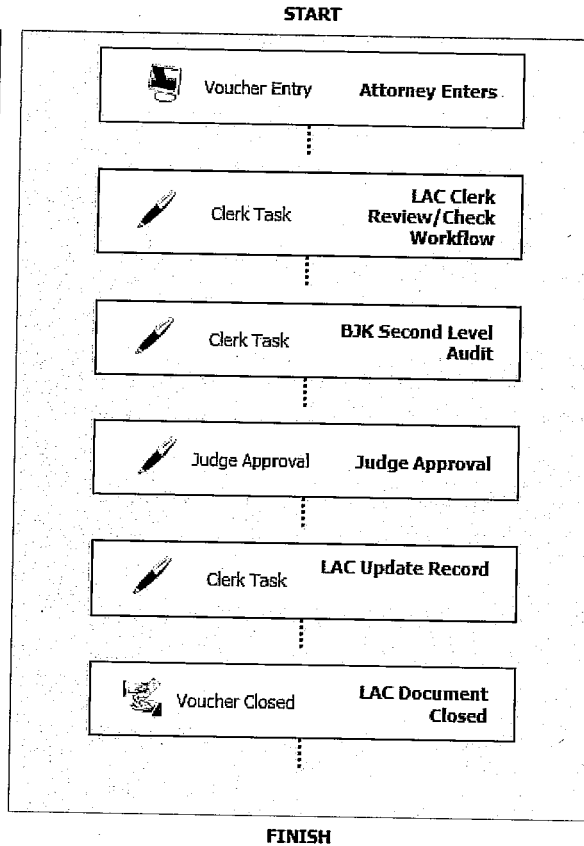
Workflow List

Workflow Template

Actions

Local Transfer

- [-] AUTH
  - [-] Authorization Excess
  - [-] Technology Authorization
  - [-] Authorization Basic (default)
- [-] AUTH-24
  - [-] Authorization 24 Clerk Initiate CJA24 (defi
  - [-] Authorization 24 Atty Initiate CJA24
- [-] CJA-20
  - [-] CJA-20 Basic
  - [-] CJA-20 Excess
  - [-] CJA-20 Magistrate Review
  - [-] CJA-20 Magistrate Review Excess
  - [-] CJA-20 Training
  - [-] CJA-20 Hold for Documentation
  - [-] CJA-20 Excess BJK Certification
  - [-] CJA-20 FPD NDWV (default) (56)
- [-] CJA-21
  - [-] CJA-21 Excess
  - [-] CJA-21 Basic (default)
  - [-] CJA-21 Magistrate Review
  - [-] CJA-21 Magistrate Review Excess
  - [-] CJA-21 Training
- [-] CJA-24
  - [-] CJA-24 Basic (default)



**Add or Edit Workflow**  
Select this option to ADD or EDIT a workflow using this template for the selected Document Type.

**Delete Workflow**  
Select this option to DELETE a workflow. This action cannot be undone!

# AUTHORIZATION FOR CJA 21 VOUCHER REQUIRING ONLY DISTRICT COURT APPROVAL

\* Workflow Steps in Red are mandatory and cannot be removed or rearranged.

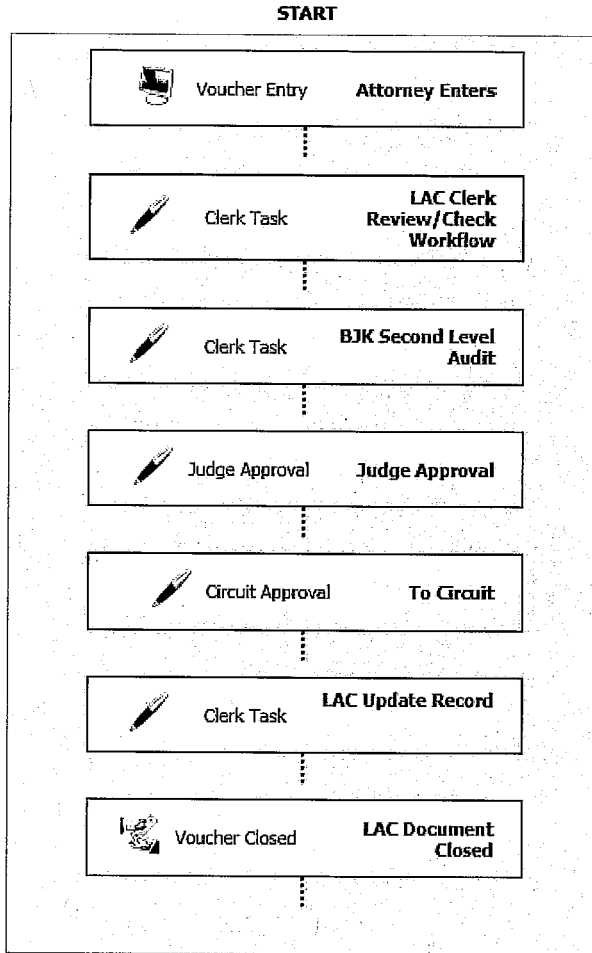
**Workflow List**

**Workflow Template**

**Actions**

▶ Local ▶ Transfer

- [-] AUTH
  - [-] **Authorization Excess**
  - [-] Technology Authorization
  - [-] Authorization Basic (default)
- [-] AUTH-24
  - [-] Authorization 24 Clerk Initiate CJA24 (defi
  - [-] Authorization 24 Atty Initiate CJA24
- [-] CJA-20
  - [-] CJA-20 Basic
  - [-] CJA-20 Excess
  - [-] CJA-20 Magistrate Review
  - [-] CJA-20 Magistrate Review Excess
  - [-] CJA-20 Training
  - [-] CJA-20 Hold for Documentation
  - [-] CJA-20 Excess BJK Certification
  - [-] CJA-20 FPD NDWV (default) (56)
- [-] CJA-21
  - [-] CJA-21 Excess
  - [-] CJA-21 Basic (default)
  - [-] CJA-21 Magistrate Review
  - [-] CJA-21 Magistrate Review Excess
  - [-] CJA-21 Training
- [-] CJA-24
  - [-] CJA-24 Basic (default)



**Add or Edit Workflow**  
 Select this option to ADD or EDIT a workflow using this template for the selected Document Type.

**Delete Workflow**  
 Select this option to DELETE a workflow. This action cannot be undone!

# AUTHORIZATION FOR CJA 21 VOUCHER REQUIRING BOTH DISTRICT/CIRCUIT APPROVAL

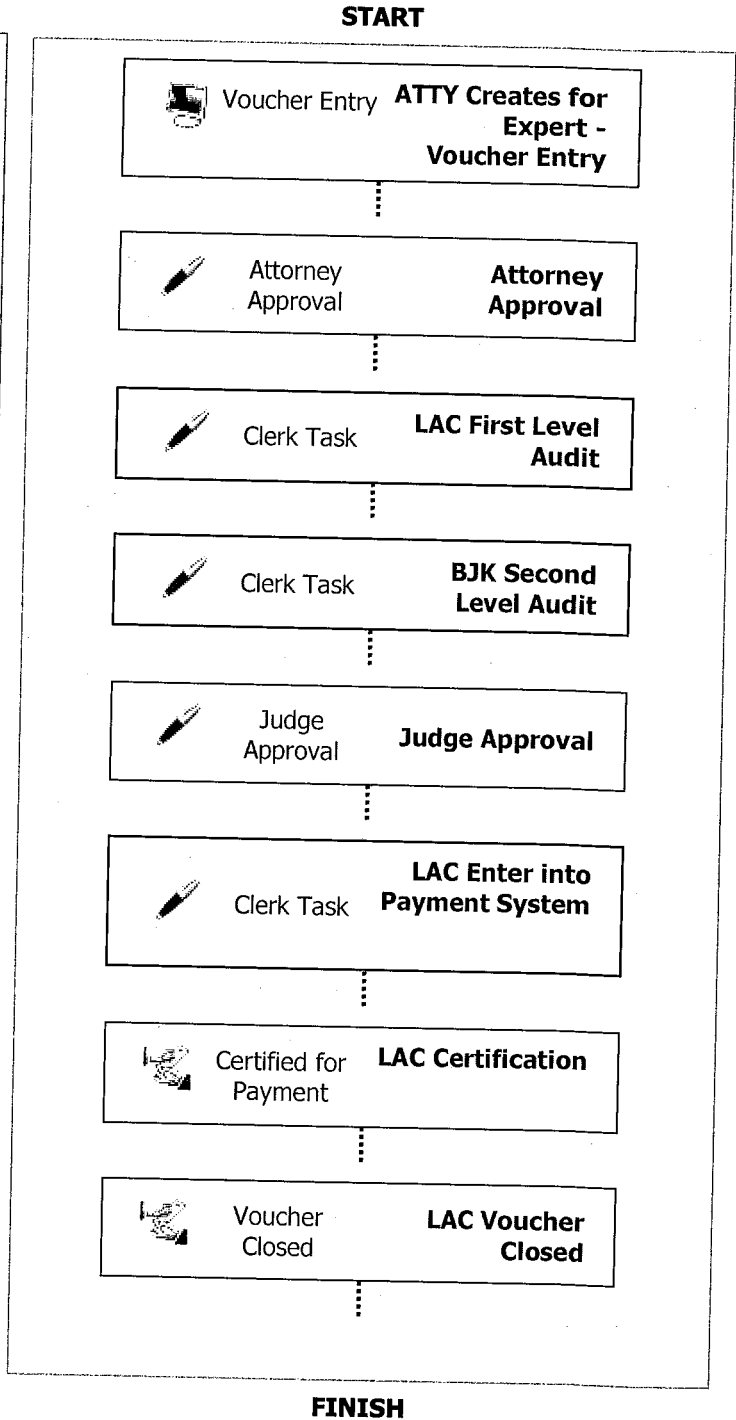
\* Workflow Steps in Red are mandatory and cannot be removed or rearranged.

**Workflow List**

**Workflow Template**

▶ **Local** > **Transfer**

- [-] AUTH
  - Authorization Basic (default) (6)
  - Authorization Excess (1)
  - Technology Authorization
- [-] AUTH-24
  - Authorization 24 Clerk Initiate CJA24 (defi
- [-] CJA-20
  - CJA-20 Basic (1)
  - CJA-20 Magistrate Review
  - CJA-20 Magistrate Review Excess
  - CJA-20 Hold for Documentation
  - CJA-20 FPD NDWV (default) (8)
  - CJA-20 Excess BJK Certification (2)
- [-] CJA-21
  - CJA-21 Excess
  - CJA-21 Basic (default) (4)**
  - CJA-21 Magistrate Review
  - CJA-21 Magistrate Review Excess
- [-] CJA-24
  - CJA-24 Basic (default) (2)
- [-] CJA-26
  - CJA-26 Excess (2)
- [-] CJA-27
  - CJA-27 Basic (default)



**WORKFLOW FOR CJA 21  
VOUCHER REQUIRING ONLY  
DISTRICT COURT APPROVAL**

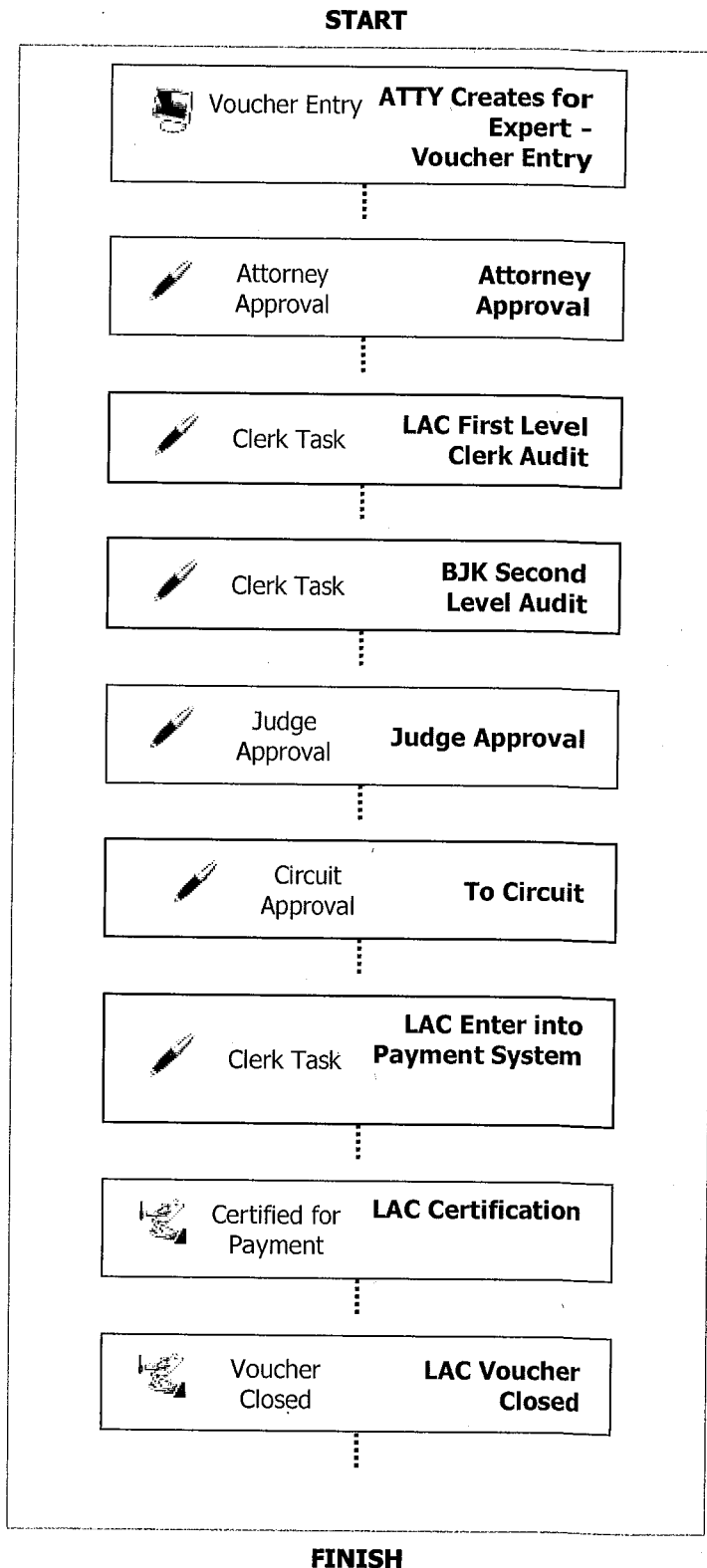
\* Workflow Steps in Red are mandatory and cannot be removed or rearranged.

**Workflow List**

**Workflow Template**

Local > Transfer

- [-] AUTH
  - Authorization Basic (default) (6)
  - Authorization Excess (1)
  - Technology Authorization
- [-] AUTH-24
  - Authorization 24 Clerk Initiate CJA24 (def:)
- [-] CJA-20
  - CJA-20 Basic (1)
  - CJA-20 Magistrate Review
  - CJA-20 Magistrate Review Excess
  - CJA-20 Hold for Documentation
  - CJA-20 FPD NDWW (default) (8)
  - CJA-20 Excess BJK Certification (2)
- [-] CJA-21
  - CJA-21 Excess**
  - CJA-21 Basic (default) (4)
  - CJA-21 Magistrate Review
  - CJA-21 Magistrate Review Excess
- [-] CJA-24
  - CJA-24 Basic (default) (2)
- [-] CJA-26
  - CJA-26 Excess (2)
- [-] CJA-27
  - CJA-27 Basic (default)



**WORKFLOW FOR CJA 21  
VOUCHER REQUIRING BOTH  
DISTRICT AND CIRCUIT COURT  
APPROVAL**

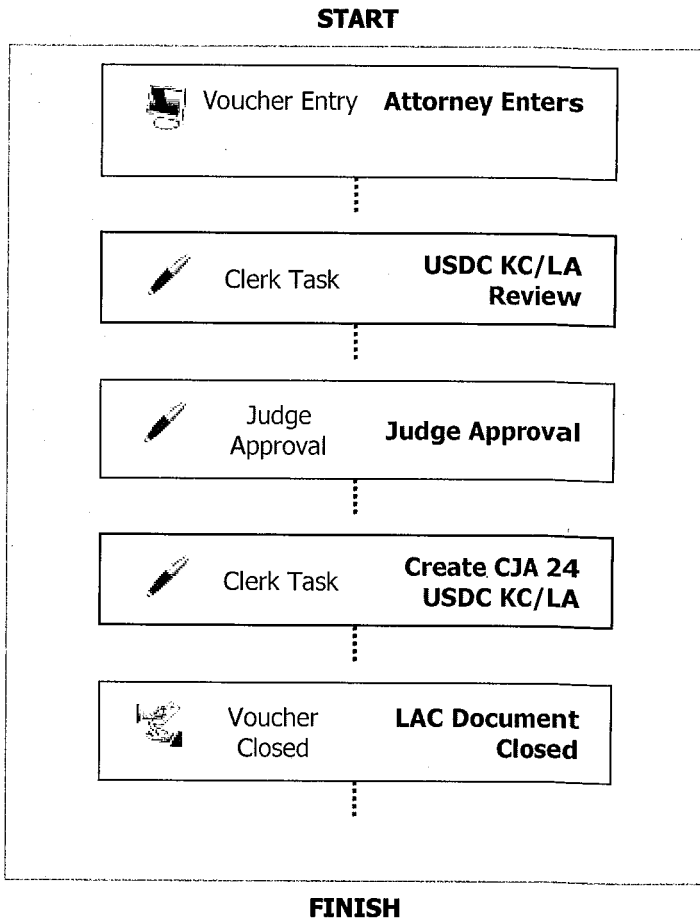
\* Workflow Steps in Red are mandatory and cannot be removed or rearranged.

**Workflow List**

**Workflow Template**

▶ **Local** > **Transfer**

- [-] AUTH
  - Authorization Basic (default) (6)
  - Authorization Excess (1)
  - Technology Authorization
- [-] AUTH-24
  - Authorization 24 Clerk Initiate CJA24 (c**
- [-] CJA-20
  - CJA-20 Basic (1)
  - CJA-20 Excess
  - CJA-20 Magistrate Review
  - CJA-20 Magistrate Review Excess
  - CJA-20 Hold for Documentation
  - CJA-20 FPD NDWV (default) (8)
  - CJA-20 Excess BJK Certification (2)
- [-] CJA-21
  - CJA-21 Excess
  - CJA-21 Basic (default) (4)
  - CJA-21 Magistrate Review
  - CJA-21 Magistrate Review Excess
- [-] CJA-24
  - CJA-24 Basic (default) (2)
- [-] CJA-26
  - CJA-26 Excess (2)
- [-] CJA-27



**AUTHORIZATION FROM ATTORNEY  
REQUESTING TRANSCRIPTS VIA  
CJA 24 VOUCHER**

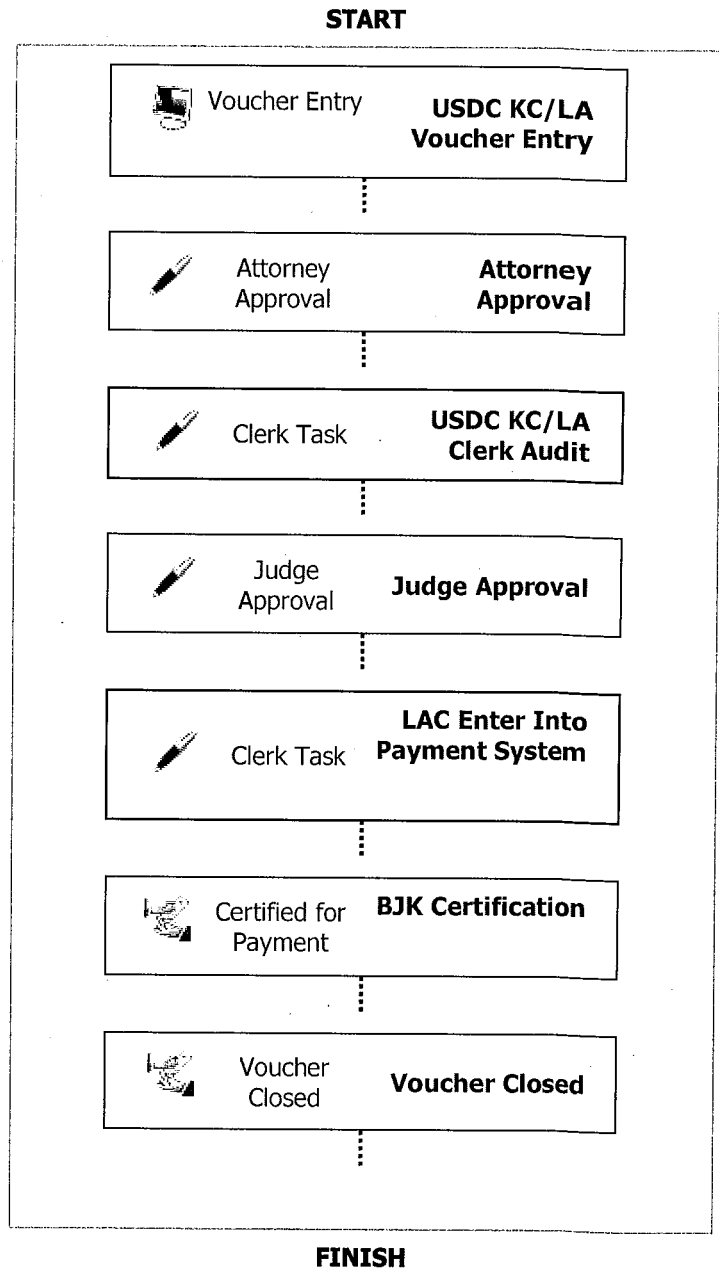
\* Workflow Steps in Red are mandatory and cannot be removed or rearranged.

**Workflow List**

**Workflow Template**

▶ **Local** > **Transfer**

- [-] AUTH
  - Authorization Basic (default) (6)
  - Authorization Excess (1)
  - Technology Authorization
- [-] AUTH-24
  - Authorization 24 Clerk Initiate CJA24 (defi
- [-] CJA-20
  - CJA-20 Basic (1)
  - CJA-20 Magistrate Review
  - CJA-20 Magistrate Review Excess
  - CJA-20 Hold for Documentation
  - CJA-20 FPD NDWV (default) (8)
  - CJA-20 Excess BJK Certification (2)
- [-] CJA-21
  - CJA-21 Excess
  - CJA-21 Basic (default) (4)
  - CJA-21 Magistrate Review
  - CJA-21 Magistrate Review Excess
- [-] CJA-24
  - CJA-24 Basic (default) (2)**
- [-] CJA-26
  - CJA-26 Excess (2)
- [-] CJA-27
  - CJA-27 Basic (default)



**WORK FLOW FOR  
CJA 24 VOUCHER CREATED BY  
CLERK'S OFFICE FOR  
TRANSCRIPTS**