

## Requesting Authorization for a Service Provider

### STEP 1

In the Appointments' List section of your Home page, click the case number link.

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-AA</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14

### STEP 2

In the Appointment section, click the AUTH **Create** link.

**Appointment**  
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and Other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**BUDGETAUTH** [Create](#)  
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

**Appointment Info**

1. CIR./DIST./DIV. CODE 0101	2. PERSON RI Jebediah Br
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/ 1:14-CR-08
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT Felony (incl of alleged fe
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTY	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ormelas@aotx.uscourts.gov">lisa_ormelas@aotx.uscourts.gov</a>	
14. LAW FIRM NAME AND MAILING ADDRESS	

**STEP 3**

Next, click **Create New Authorization**.

**Authorization Type Selection**

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

**Create New Authorization**  
Use this button to create a new authorization.

**Request Additional Funds**  
Use this button to select an approved authorization that you would like to request additional funds for.

Enter the information requested for the authorization.

In the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, enter the appropriate information. Then, click the **Service Type** drop-down arrow and select the applicable service type.

The screenshot shows a web form for creating an authorization. The fields are as follows:

- Order Date:** Text input field.
- Nunc Pro Tunc Date:** Text input field.
- Repayment:** A checkbox.
- Estimated Amount:** Text input field with a dollar sign and an asterisk.
- Authorized Amount:** Text input field with a dollar sign.
- Basis of Estimate:** Text input field.
- Description:** Text area with up and down arrow controls.
- Service Type:** Drop-down menu with an asterisk.
- Requested Provider:** Text input field.

At the bottom of the form are navigation buttons: « First, < Previous, Next >, Last », Save, and Delete Draft.

NOTE: To attach multiple supporting documents click on the **Documents** tab. You can include a description for each document as you load it.

**STEP 4**

Click **Submit**.


Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount

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: \_\_\_\_\_



NOTE: You may add notes to your submission on the **Confirmation** tab. Select the **I swear and affirm...** check box. The date automatically updates to the current date. Then click **Submit**.

## Requesting Authorization for a Service Provider

**STEP 1**

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click **Request Additional Funds**.

EMPLOYMENT

### Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

**Create New Authorization**

Use this button to create a new authorization.

**Request Additional Funds**

Use this button to select an approved authorization that you would like to request additional funds for.

**STEP 2**

A list of all closed authorizations appears for this representation and appointment. Select the authorization that should be increased.

**Authorization Type Selection**  
 You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

**Create New Authorization**  
Use this button to create a new authorization.

**Request Additional Funds**  
Use this button to select an approved authorization that you would like to request additional funds for.

**Please Select the Authorization to request additional funds for:**

<b>ID Number: 186</b> Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$0.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
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**Request for Additional Funds on existing Authorization**

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$  \*

**STEP 3**

Then create the authorization as described in the above directions.

Click the existing authorization hyperlink to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can lead to unintended results.

**Request for Additional Funds on existing Authorization 186**

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$  \*

NOTE: When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents. The original authorization is the one that holds the approved funds and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.