

## Requesting Authorization for a Service Provider

### STEP 1

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

The screenshot shows the Home page with a navigation bar (Home, Operations, Reports, Links, Help, Sign out) and a breadcrumb trail (> Home). Below is the 'My Active Documents' section, which includes the 'Appointments' List. This list has two columns: 'Appointments' and 'Defendant'. The first row is highlighted, and the 'Case: 1:14-CR-08805-AA' link in the 'Appointments' column is circled in red. The details for this case are: Defendant #: 1, Case Title: USA v. Branson, Attorney: Andrew Anders. The corresponding defendant information is: Defendant: Jebediah Branson, Representation Type: Criminal Case, Order Type: Appointing Counsel, Order Date: 03/03/14, Pres. Judge: Albert Albertson, Adm./Mag Judge: .

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.

The screenshot shows the Appointment section of the Home page. The navigation bar is the same. Below it, the 'Appointment' section provides a summary and links to 'View Representation' and 'Create New Voucher'. The 'Create New Voucher' section has three options: AUTH, AUTH-24, and BUDGETAUTH, each with a 'Create' link. The 'AUTH Create' link is highlighted with a red box. The 'Appointment Info' section on the right provides detailed information about the appointment, including case details, charges, and attorney information.

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 PENALT	
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_ornelas@aotx.uscourts.gov">lisa_ornelas@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 a new authorization. The form has a light blue header and a white body. The fields are arranged in a two-column layout. The first column contains: Order Date (text box), Nunc Pro Tunc Date (text box), Repayment (checkbox), Estimated Amount (\$) (text box with a red asterisk), Authorized Amount (\$) (text box), Basis of Estimate (text box), Description (text box with up/down arrows), Service Type (drop-down menu with a red asterisk), and Requested Provider (text box). The second column contains: (empty text box), (empty text box), (empty text box), (empty text box), (empty text box), (empty text box), (empty text box), (empty text box), and (empty text box). At the bottom of the form are five 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:

**Submit**

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**.

**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:****ID Number: 186**

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:

**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

 500.00

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.