

Requesting Authorization for a Service Provider

STEP 1

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

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson 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 RE 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: lisa_ormelas@aotx.uscourts.gov	
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:** A date input field.
- Nunc Pro Tunc Date:** A date input field.
- Repayment:** A checkbox.
- Estimated Amount:** A text input field with a dollar sign and an asterisk.
- Authorized Amount:** A text input field with a dollar sign.
- Basis of Estimate:** A text input field.
- Description:** A text area with up and down arrow icons.
- Service Type:** A dropdown menu with an asterisk.
- Requested Provider:** A text input field.

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

ID Number: 186	Service Type: Interpreter/Translator
Order Date: 03/03/2014	Estimated Amount: \$5,000,000.00
Authorized Amount: \$100.00	Notes:
Grand Total Amount: \$0.00	

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.