# Requesting Authorization for a Service Provider



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

<u>Home</u>	Operations	Reports	Links	Help	Sign out
> <u>Home</u>					
🗄 My Activ	e Documents				
E Appoint	ments' List			_	
Арроі	itments	_			Defendant
Case T	L:14-CR-08805-AA lant #. 1 itle: USA v. Branson ey: 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:
Defend Case T	I:14-CR-08806-AA lant #: 1 itle: USA v. Watson ey: Andrew Anders				Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14



In the Appointment section, click the AUTH Create link.



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Next, click Create New Authorization.

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### **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.



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.

Order Date	
Nunc Pro Tunc Date	
Repayment	
Estimated Amount	\$*
Authorized Amount	\$
Basis of Estimate	
Description	^
Description	~
Service Type	*
<b>Requested Provider</b>	

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



# eVoucher 6.4 Service

## Service Provider Authorizations



## STEP 4

#### Click Submit.

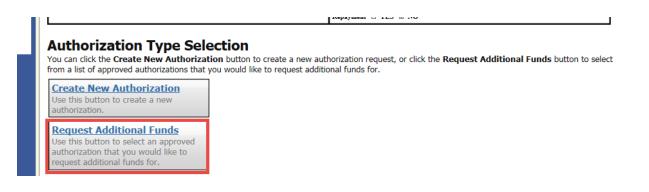
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount	
Aublic/Attorney	ttention: The notes you	enter will be available to the n	ext approval level.	
			~	
I swear and affirm the	truth or correctness	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**.









STEP 2

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

		w Authorization	tion button to create a new authorization request, would like to request additional funds for.	or click the <b>Request Additi</b>	onal Funds button to select
	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 reque		
			ID Number: 186 Order Date: 03/03/2014	Service Type: Interprete Estimated Amount: \$5,0	
			Authorized Amount: \$100.00 Grand Total Amount: \$0.00	Notes:	
			existing Authorization		
	Order Date		<u></u>		
	Nunc Pro Tunc Date				
	Repayment				
	Estimated Amount	\$	*		
_					
	CTED 2				

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.

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