NOTE: With the exception of capital habeas cases, all requests for authorization of funds for investigative, expert, or other services must first be submitted via eVoucher, and not by intially filing a motion in CM/ECF. The AUTH must include a completed EDNC Ex Parte Request for Services Form attached to the Documents tab. If the AUTH is denied or approved for an amount less than requested by the attorney, the attorney must then file a Motion to Reconsider in CM/ECF using the Ex Parte Motion for Investigative, Expert, or Other Services event to preserve the issue in the record.

In habeas cases challenging the death penalty, the attorney should first file a motion for authorization of funds in CM/ECF. See 18 U.S.C. § 3599(f). If the motion is granted, the attorney should attached the order granting the motion to the AUTH in the Documents tab in eVoucher.

Requesting an Authorization for a Service Provider

Step 1

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



Step 2

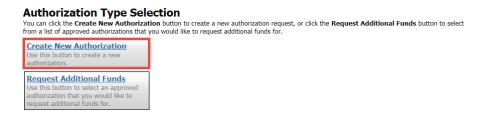
In the Appointment section, click the AUTH Create link





Step 3

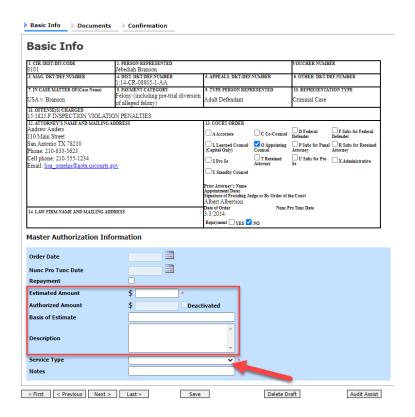
Click the Create New Authorization link.



Step 4

On the Basic Info page, enter the information requested for the authorization.

In the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, enter the appropriate information; the **Authorized Amount** field is not editable. Then click the **Service Type** dropdown arrow and select the applicable service type.

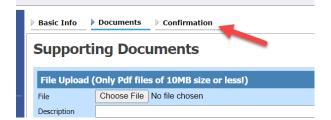


Note: To attach multiple supporting documents, click the **Documents** tab. You MUST attach the EDNC Ex Parte Request for Services Form in the Documents tab. You may attach additional supporting documents, if necessary. Include a description for each document as you load it.



Step 5

Click the **Confirmation** tab. Add any notes to your submission, select the **I swear and affirm**... check box, and then click **Submit**. Upon submission, the authorization date automatically updates to the current date.





Requesting Additional Funds

Step 1

If additional new amounts are requested, you can request to increase the amount approved on an existing authorization. Complete the first two steps as if you were creating a new authorization—but this time, click the **Request Additional Funds** link.

Authorization Type Selection

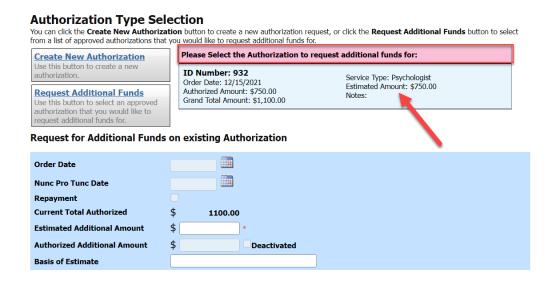
You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.





Step 2

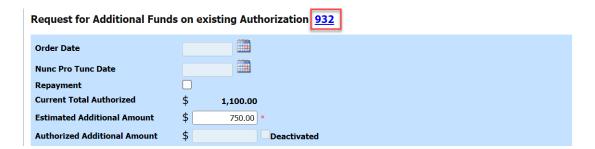
A list of all closed authorizations appears for this representation and appointment. Select the authorization you want to increase.



Step 3

Then, create the authorization requesting an increase, as described in steps 1–5.

Click the existing authorization link 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.



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.

