Requesting 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

Next, click the **Create New Authorization** 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.

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; the **Authorized Amount** field is not editable. 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	_____
Service Type	▼ *
Requested Provider	_____

« First   < Previous   Next >   Last »   Save   Delete Draft

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

Step 4

Click **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 the **Request Additional Funds** link.

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 steps 1-4.

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.