

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 Representation ID: 2 Appointment ID: 4	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 Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

In the Appointment section, click the AUTH **Create** link.

Home	Operations	Reports	Links	Help	Sign out																		
<div style="display: flex;"> <div style="flex: 1;"> <h4>Appointment</h4> <p>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</p> <p>View Representation</p> <h4>Create New Voucher</h4> <table border="1"> <tr> <td>AUTH Authorization for Expert and other Services</td> <td>Create</td> </tr> <tr> <td>AUTH-24 Authorization for payment of transcript</td> <td>Create</td> </tr> <tr> <td>BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case</td> <td>Create</td> </tr> </table> </div> <div style="flex: 1;"> <h4>Appointment Info</h4> <table border="1"> <tr> <td>1. CIR. DIST. DIV. CODE 0101</td> <td>2. PERSON RJ Jebediah Br</td> </tr> <tr> <td>3. MAG. DKT/DEF. NUMBER</td> <td>4. DIST. DKT/ 1:14-CR-08-</td> </tr> <tr> <td>7. IN CASE/MATTER OF(Case Name) USA v. Branson</td> <td>8. PAYMENT Felony (incl of alleged fe</td> </tr> <tr> <td colspan="2">11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALT</td> </tr> <tr> <td colspan="2">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_ornelas@aotx.uscourts.gov</td> </tr> <tr> <td colspan="2">14. LAW FIRM NAME AND MAILING ADDRESS</td> </tr> </table> </div> </div>						AUTH Authorization for Expert and other Services	Create	AUTH-24 Authorization for payment of transcript	Create	BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create	1. CIR. DIST. DIV. CODE 0101	2. PERSON RJ 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_ornelas@aotx.uscourts.gov		14. LAW FIRM NAME AND MAILING ADDRESS	
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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.

The screenshot shows a web form for creating an authorization. The form includes the following fields: Order Date, Nunc Pro Tunc Date, Repayment (checkbox), Estimated Amount (text box with a dollar sign and an asterisk), Authorized Amount (text box with a dollar sign), Basis of Estimate (text box), Description (text area), Service Type (dropdown menu with a downward arrow and an asterisk), and Requested Provider (text box). A red rectangular box highlights the Estimated Amount, Authorized Amount, Basis of Estimate, and Description fields. A red arrow points to the Service Type dropdown menu.

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

eVoucher 6.7

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

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 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.

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.

eVoucher 6.7

Service Provider Authorizations

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.

<p>Create New Authorization Use this button to create a new authorization.</p>	<p>Please Select the Authorization to request additional funds for:</p>
<p>Request Additional Funds Use this button to select an approved authorization that you would like to request additional funds for.</p>	<p>ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$0.00</p> <p>Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:</p>

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 \$ *

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.