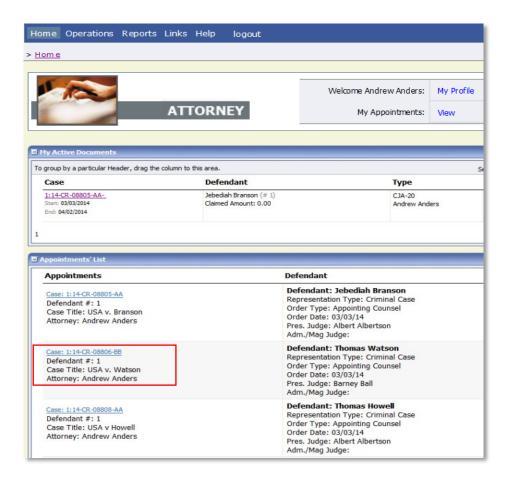
Requesting Authorization for a Service Provider



Counsel is to work with the Larry Dash, Circuit Budgeting Attorney, to get budgets approved. Once the CJA-26 has been processed, counsel will now be responsible for submitting an Auth in eVoucher for each service provider approved in the budget.

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



You will be taken to the Appointment Info page.



Step

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



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.

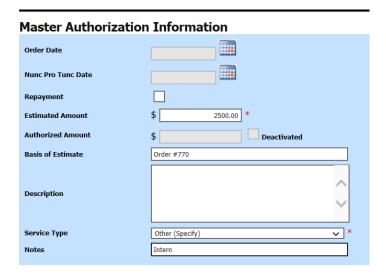
Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.





Fill in the information requested for the authorization.

From the approved budget, enter the amount approved for the service provider in the **Estimated Amount**, then click the **Service Type** drop-down arrow and select the applicable service type. For Intern, select 'Other (Specify)', then specify 'Intern' in the Notes. Leave notes blank for specified Service Types.





Attach all necessary supporting documents on the Documents tab.

For each Service Provider, minimally required documents include (1) a copy of the approved funding authorization, (2) a signed W-9 (available for download from the IRS webpage), and (3) a CV that includes service provider name, company/billing name (if applicable), billing address, phone and email.







After verifying all the necessary attachments have been uploaded, Click Submit.

Figure 1: Authorization Request Confirmation Tab



Notes:

 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) and click Submit.

