

Requesting Authorization for a Service Provider

Step
1

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*.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. Below the navigation bar, there is a 'Home' breadcrumb and a user profile section for 'Andrew Anders' with a 'My Profile' link and a 'View' link for 'My Appointments'. The main content area is divided into two sections: 'My Active Documents' and 'Appointments' List'. The 'My Active Documents' section contains a table with columns for 'Case', 'Defendant', and 'Type'. The 'Appointments' List section contains a table with columns for 'Appointments' and 'Defendant'. The second row in the 'Appointments' List section is highlighted with a red border, indicating the selected case.

Case	Defendant	Type
1:14-CR-08805-AA- Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: 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:
Case: 1:14-CR-08806-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

You will be taken to the Appointment Info page.

Step
2

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

Home Operations Reports Links Help login

Appointment

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

[View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
CJA-20 Appointment of and Authority to Pay	Create

Appointment Info

1. CIR./DIST/DIV.CODE 0101	2. PERSONALITY Jebediah
3. MAG. DKT/DEF NUMBER	4. DISTRICT 1:14-CV
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT TYPE Felony of alleged
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PEN	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	
14. LAW FIRM NAME AND MAILING ADDRESS	

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.

<p>Create New Authorization Use this button to create a new authorization.</p>
<p>Request Additional Funds Use this button to select an approved authorization that you would like to request additional funds for.</p>

Step 4

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.

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$ Deactivated

Basis of Estimate

Description

Service Type *

Notes

Step 5

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.

Basic Info | **Documents** | Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

Description	Delete	View
Ingrid Intern Resume	Delete	View
Funding Authorization	Delete	View
Ingrid Intern W-9	Delete	View

Step
6

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

Figure 1: Authorization Request Confirmation Tab


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:



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**.