

Requesting Authorization for a Service Provider

Step
1

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

Figure 1: Attorney Home Page

The screenshot shows the Attorney Home Page with a navigation bar (Home, Operations, Reports, Links, Help, logout) and a welcome message for Andrew Anders. Below the navigation is a section for 'My Active Documents' and a table for 'Appointments' List. The 'Appointments' List table has two columns: 'Appointments' and 'Defendant'. The first row is highlighted with a red box. The data in the table is as follows:

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:

Step
2

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

Figure 2: Appointment Info Screen

The screenshot shows the Appointment Info screen. On the left, there is a sidebar with an 'Appointment' summary and a list of voucher types. The 'AUTH' voucher type is highlighted with a red box. On the right, there is a table with appointment details.

Appointment Summary:
 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.

Voucher List:

- AUTH** [Create](#)
Authorization for Expert and other Services
- AUTH-24** [Create](#)
Authorization for payment of transcript
- CJA-20** [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel
- CJA-21** [Create](#)
Authorization and Voucher for Expert and other Services

Appointment Info Table:

1. CIR./DIST/ DIV. CODE 0101	2. PER S Jebedi
3. MAG. DKT/DEF NUMBER	4. DIST 1:14-C
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAY Felony of alleg
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

Fill in the information requested for the authorization.

Enter information in the **Estimated Amount**, **Basis of Estimate**, and **Description** fields. Then, from the **Service Type** drop-down menu, select the applicable service type.

Figure 3: Authorization Basic Info

Notes:

- You may attach multiple supporting documents in the **Documents** tab. You can include a description for each document as you load it.

Step
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Click **Submit**.

Figure 4: 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:

Submit

Notes:

- You may add notes to your submission on the **Confirmation** tab. Select the "I swear..." check box (the date automatically updates to the current date) and click **Submit**.