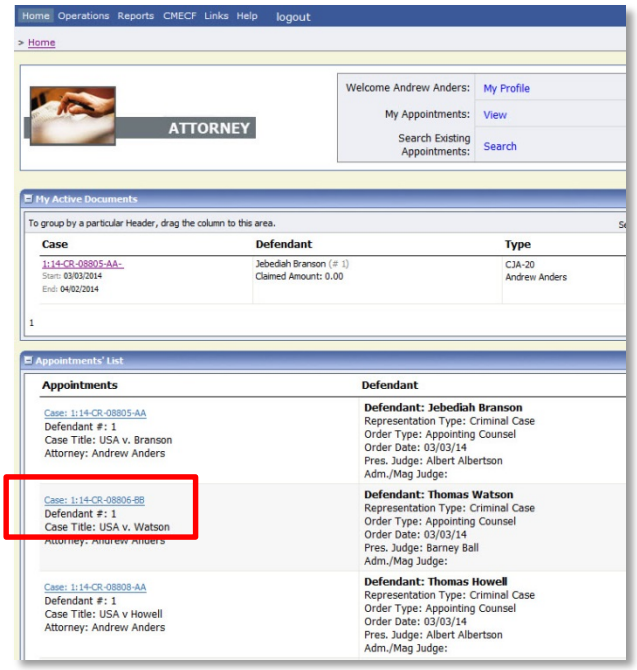
Requesting Authorization for a Service Provider

Step 1

In the **Appointments** section of your **Home** page**,** click the case number hyperlink

Figure 1: Attorney Home Page

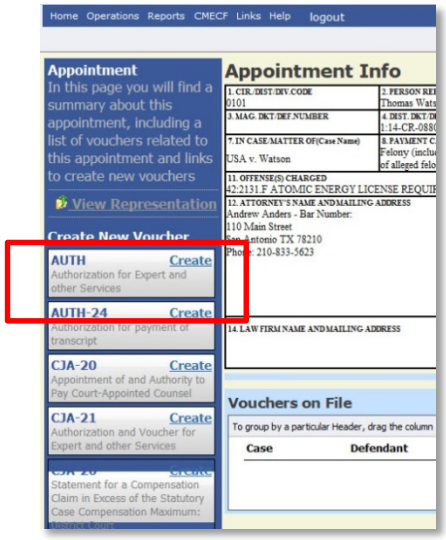


You will be taken to the **Appointment Info** page.

Step 2

On the **Appointment Info** screen**,** click the **AUTH Create** link on the left panel.

Figure 2: The Appointment Info screen

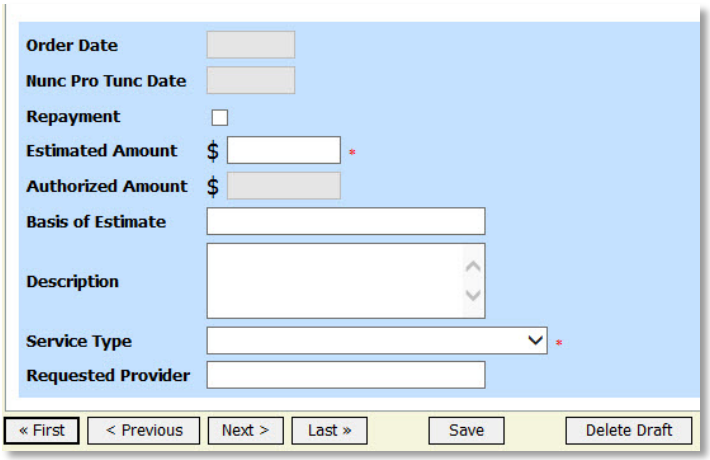


Step 3

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



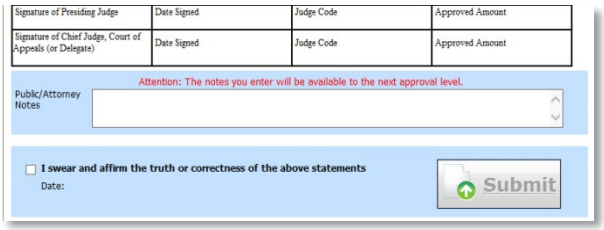
Notes:

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

Step 4

Submit your Authorization Request.

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 **Submit** tab. Select the "I swear..." check box (the date will automatically update to the current date) and click **Submit.**