

Requesting Authorization for a Service Provider

You must submit a separate AUTH per specialty service type

STEP 1

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

Home Operations Reports Links Help Sign out

> Home

My Active Documents

Appointments' List

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-AA 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

STEP 2

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

Home Operations Reports Links Help Sign out

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 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

Appointment Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON RE 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 PENALTY	
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	

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.

Complete by entering the information requested for the authorization.

Estimated Amount – amount requested or total amount authorized in order

Basis of Estimate – hourly rate and number of hours

Description – include services to be provided

Service Type – select from drop-down arrow (can only create one auth per service type)

Master Authorization Information

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text"/>	*
Authorized Amount	\$ <input type="text"/>	<input type="checkbox"/> Deactivated
Basis of Estimate	<input type="text"/>	
Description	<input type="text"/>	
Service Type	<input type="text"/>	▼ *
Notes	<input type="text"/>	

STEP 4

You may add notes to Public/Attorney Notes on the **Confirmation** tab. 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:



NOTE: In order to process your AUTH, **it is required to attach a memorandum in support, or attach your court order** and any relevant supporting documentation (CV, resume, certification) click on the **Documents** tab. If applicable – provide calculation within your memorandum which may include prior payments to determine grand total of services to date.

Find [prior payments](#) and [currently working on voucher totals](#) under “**My Appointments**” or running the **Defendant Detail Budget Report**.

Home

Operations

Operations > [My Appointments](#)

Reports

[Form AUTH](#)
View PDF version of AUTH

[Defendant Detail Budget Report](#)
Detail budget info for defendant

ADDITIONALLY: Upon review you may be asked for more information. Once the Judge has approved your Auth, a system generated email is sent. Alerting you to now create the CJA 21/31 for the service provider making sure to link this authorization (AUTH). On your **Home** page, your document now moves from “**My Submitted Documents**” to “**Closed Documents**”.

Requesting Additional 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 **Request Additional Funds**.

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.

STEP 2

A list of all closed authorizations for each type of service provider appears. 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.

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.

Please Select the Authorization to request additional funds for:

ID Number: 269014	Service Type: Investigator
Order Date: 05/04/2016	Estimated Amount: \$2,400.00
Authorized Amount: \$2,400.00	Notes: Tony Sanchez, Jr.
Grand Total Amount: \$2,400.00	

Request for Additional Funds on existing Authorization

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$ Deactivated

Basis of Estimate

Description

Service Type *

Notes

« First
< Previous
Next >
Last »

STEP 3

Then create the authorization as described in the above directions.

You may click the existing authorization **hyperlink** to view the original “master” 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 authorized amount is added to the amount of the original “master” authorization** to which it is attached, and a link is established between the two documents. The original “master” 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.

NOTE: In order to process your AUTH, **it is required to attach a memorandum in support**, click on the **Documents** tab. If applicable – provide calculation within your memorandum which may include prior payments to determine grand total of services to date.

Find [prior payments](#) and [currently working on voucher totals](#) under “**My Appointments**” or running the **Defendant Detail Budget Report**.

<p>Home Operations</p> <p>Operations > My Appointments</p>	<p>Reports</p> <p>Form AUTH View PDF version of AUTH</p> <p>Defendant Detail Budget Report Detail budget info for defendant</p>
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