Requesting Authorization for a Service Provider

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

*Figure 1: Attorney Home Page*

You will be taken to the Appointment Info page.

**Step 2**

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

*Figure 2: Appointment Info Page*
Step 3

Next, click Create New Authorization.

Fill in the information requested for the authorization.

Enter information in the Estimated Amount, Basis of Estimate, and Description fields. Then, click the Service Type drop-down arrow and 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.
Click Submit.

![Authorization Request Confirmation Tab](image)

**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**.

**Requesting Additional Funds**

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click **Request Additional Funds**.
A list of all closed authorizations appears for this representation and appointment. Select the authorization that needs to 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.

**Request for Additional Funds on existing Authorization**

Then create the authorization as described in the above directions.

Click the existing authorization hyperlink to view the original 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.

**Notes:**

- When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents.
- The original 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.