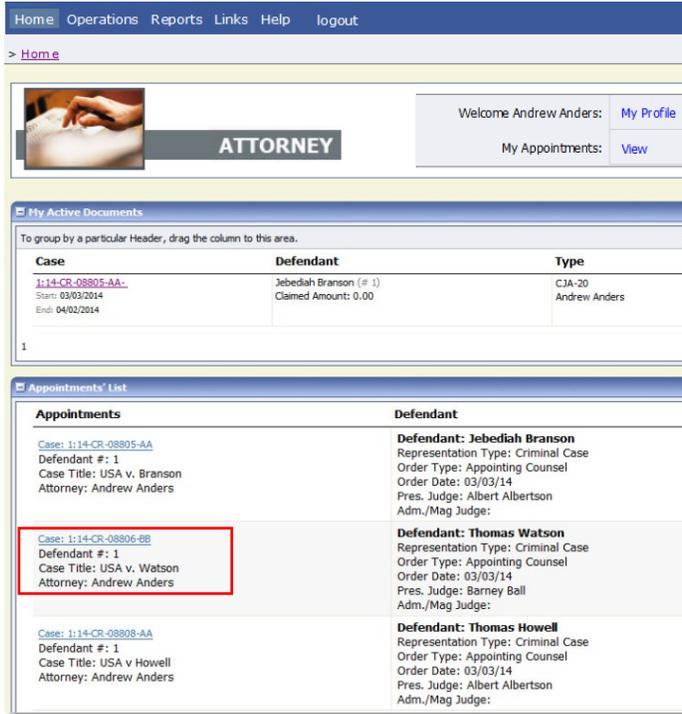


Requesting Authorization for a Service Provider

Step 1

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

Figure 1: Attorney Home Page



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**. Choose this option if this is the first request for a particular service provider type (e.g, paralegal services).

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.

Fill in the information requested for the authorization.

Enter information in the **Estimated Amount**, **Basis of Estimate**, and **Description** fields (the description field is mandatory in the COA). 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 upload it.

Step 4

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 and affirm..." check box (the date automatically updates to the current date) and click **Submit**.

Requesting Additional Funds

Step 5

You can increase the amount approved on an existing authorization. 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.

This option should be used if you have an AUTH that has been approved for a *particular service TYPE* (not an individual service provider). For example, if you have an existing AUTH for a paralegal and need to request additional funds (whether for the same paralegal, a different one, or more than one paralegal), you would choose the Request Additional Funds option.



Step 2

A list of all closed authorizations appears for this representation and appointment. Select the authorization that needs to be increased. If there is more than one AUTH for that particular service provider, choose the one with the greatest ID number.

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: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$0.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

Request for Additional Funds on existing Authorization

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Step

Then create the authorization as described in the above directions.

You may 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.

Request for Additional Funds on existing Authorization [186](#)

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Enter only the amount of ADDITIONAL funds you are requesting.

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.