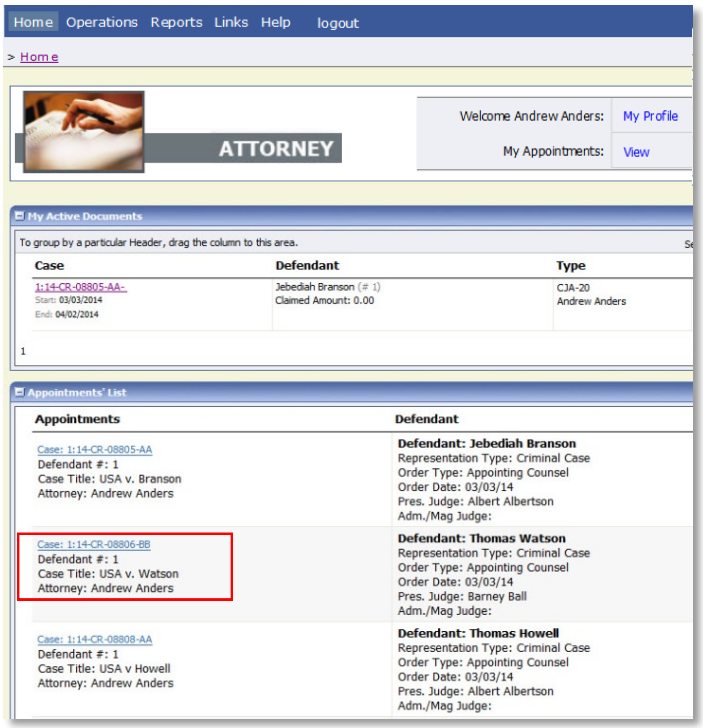
Requesting Authorization for a Service Provider

Step 1

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

Figure 1: Attorney Home Page

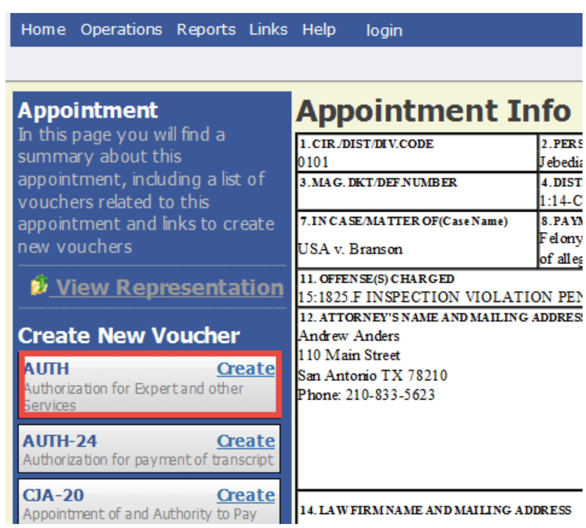


You will be taken to the Appointment Info page.

Step 2

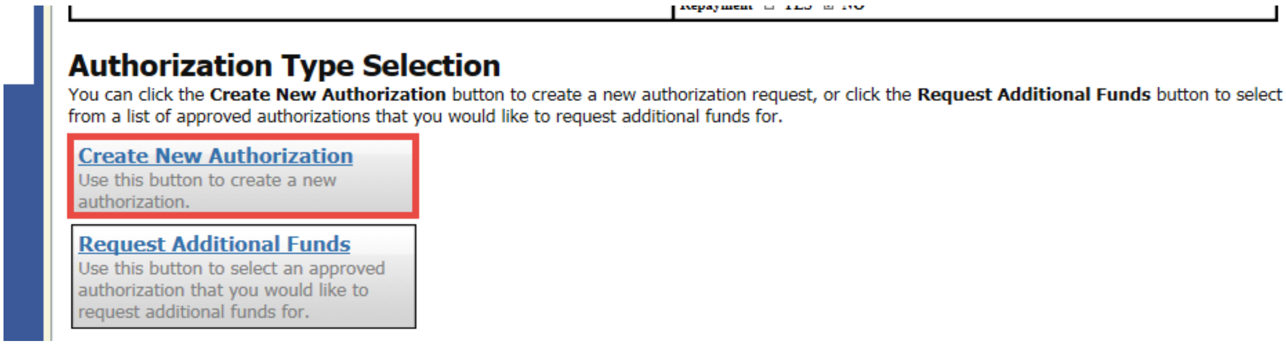
In the blue Appointment section, click the AUTH Create link.

Figure 2: Appointment Info Page



Step 3

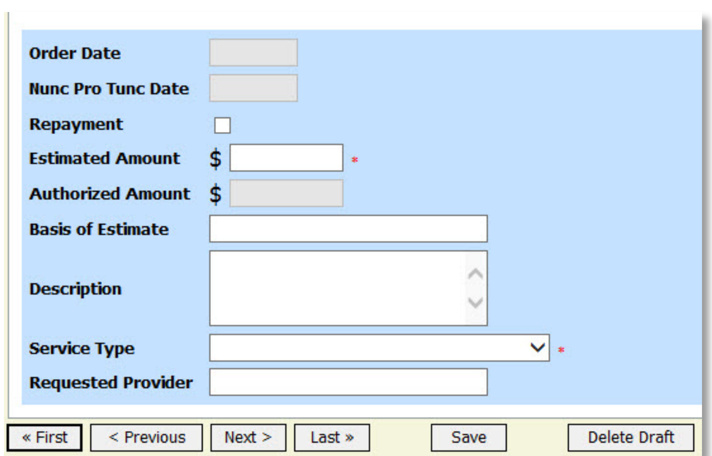
Next, click Create New Authorization. Choose this option if this is the first request for a particular service provider type (e.g, paralegal services).



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



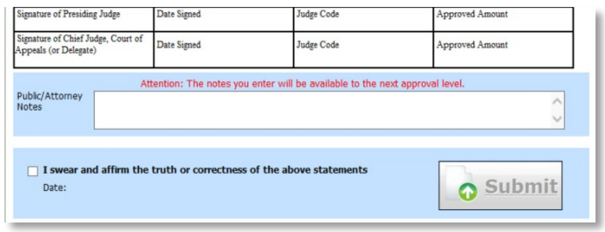
Notes:

- 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



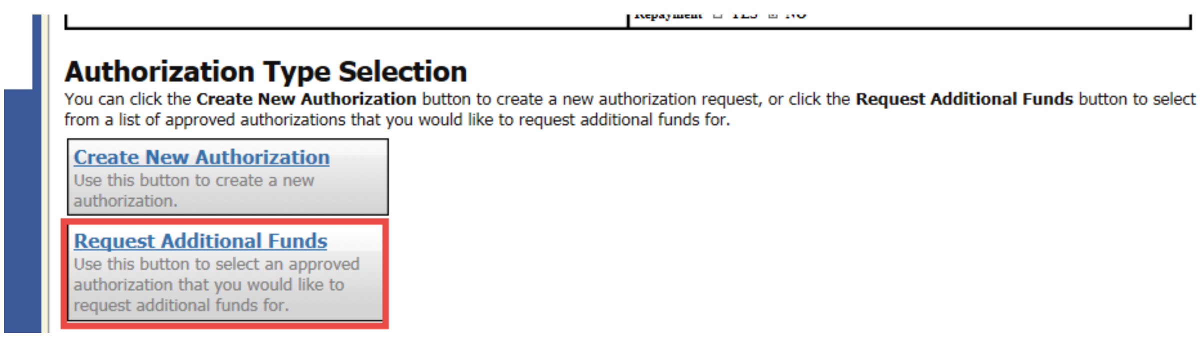
Notes:

- 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

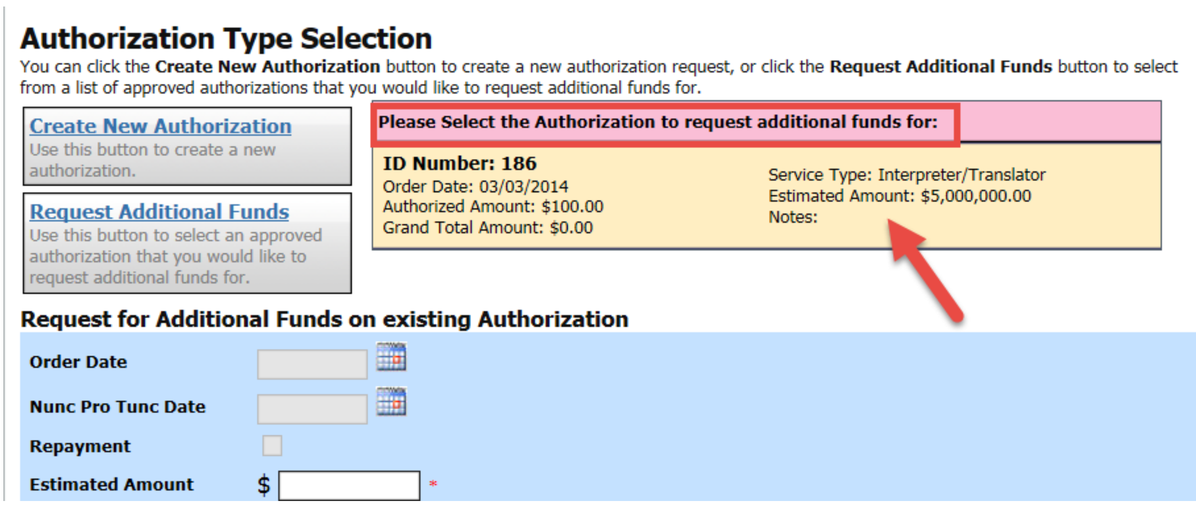
You can increase the amount approved on an existing authorization. When generating an authorization, click **Request Additional Funds**.



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

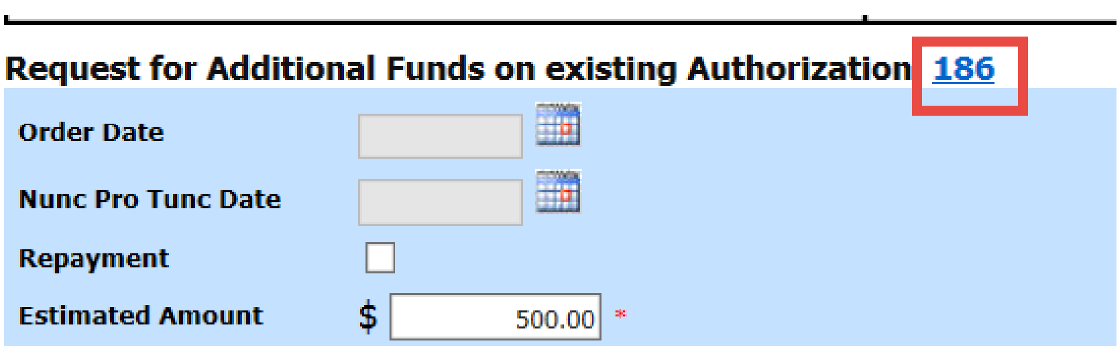
A list of all closed authorizations appears for this representation and appointment. Select the authorization that needs to be increased. If there is more than one AUTH for that particular service provider, choose the one with the greatest ID number.



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.



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.