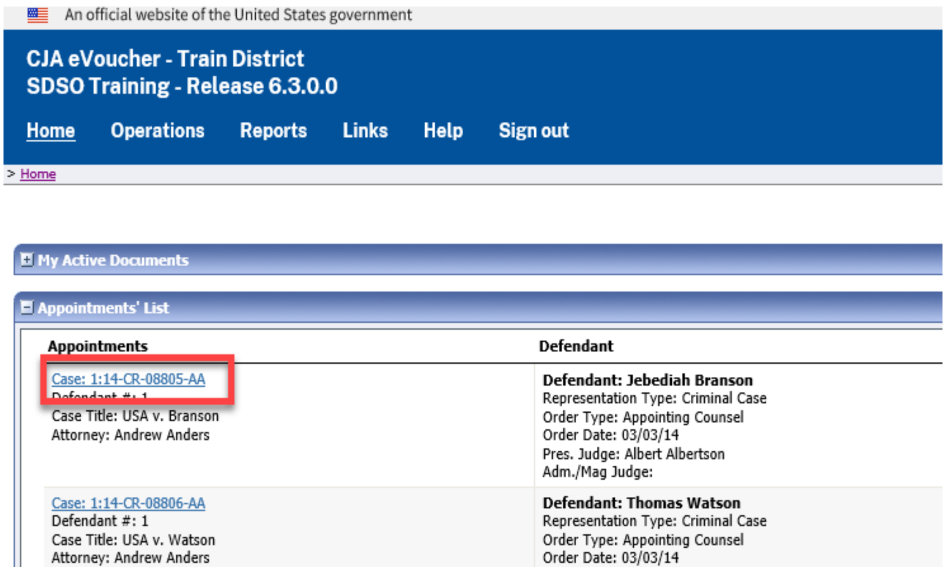
Requesting Authorization for a Service Provider

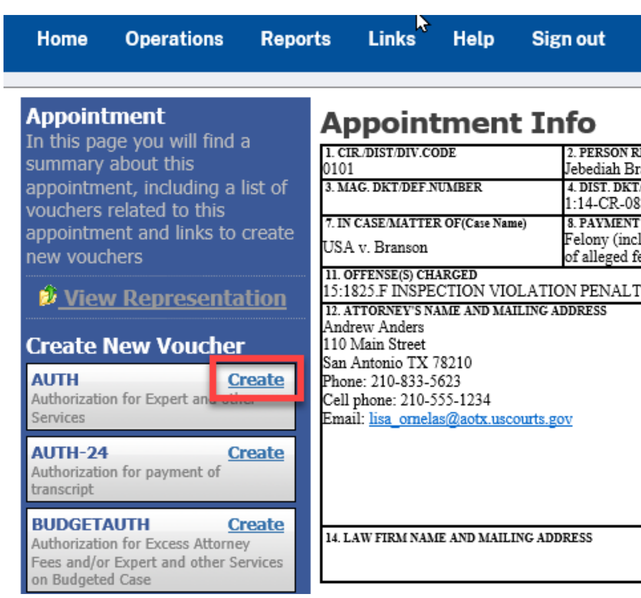
STEP 1

Note: Funds must be **pre**approved! In the Appointments' List section of your Home page, click the case number link.



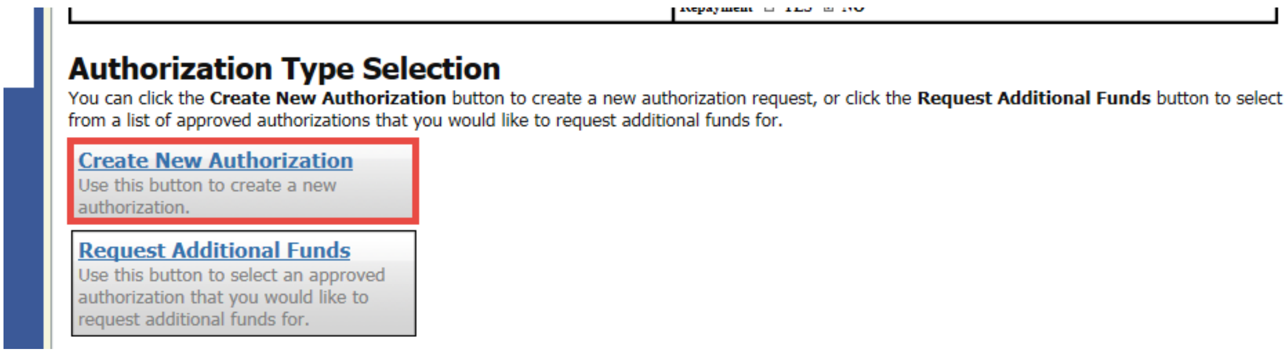
STEP 2

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



STEP 3

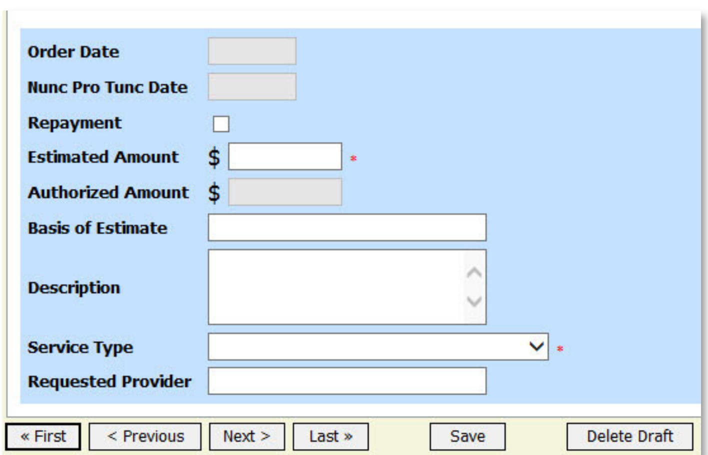
Next, click **Create New Authorization**. **To add funds to an existing authorization for a specific service/expert type, scroll to page 3.**



Enter the information requested for the authorization.

Estimated Amount: Requested amount
Basis of Estimate: Hourly rate
Description: Brief description. Details to be provided in supporting document.

Then, click the Service Type drop-down arrow and select the applicable service type.

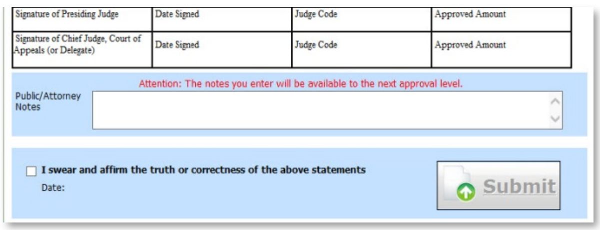


STEP 4

To attach your ex parte request for service provider funds, click on the **Documents** tab. You can include a description for each document as you load it.

STEP 5

Click **Submit**.

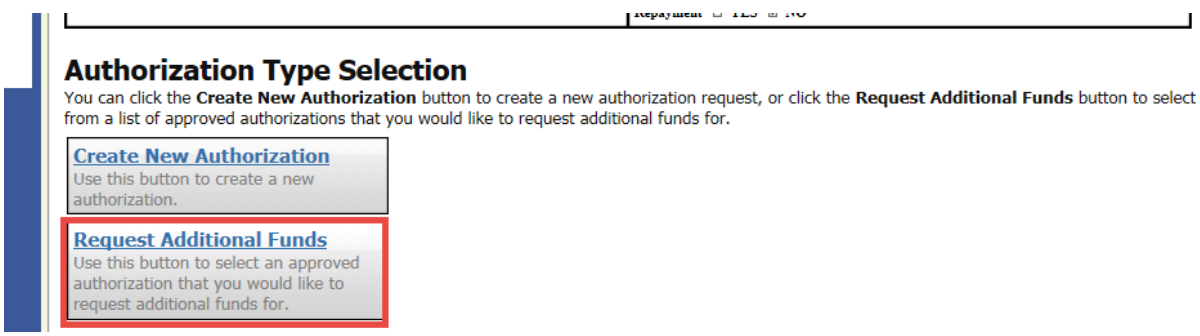


NOTE: You may add notes to your submission on the **Confirmation** tab. Select the **I swear and affirm…** check box. The date automatically updates to the current date. Then click **Submit.** Wait for the "Success" message confirming submission of the request.

Requesting Authorization for Additional Funds for a Previously Approved Service Provider

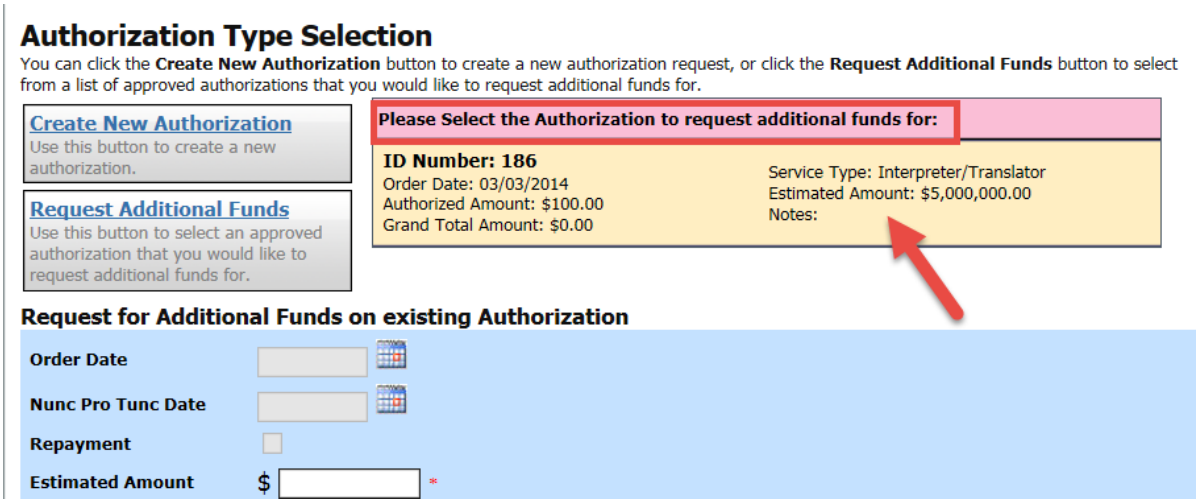
STEP 1

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click **Request Additional Funds**.



STEP 2

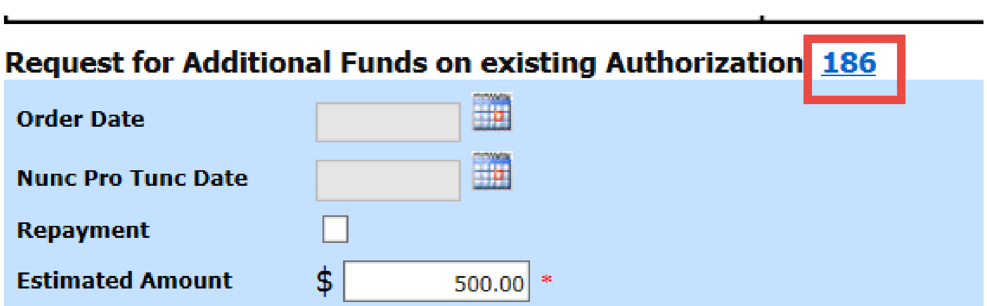
A list of all closed authorizations appears for this representation and appointment. Select the authorization that should be increased.



The service type automatically populates. The estimated amount refers to the **additional** amount requested. **Proceed to create the authorization as described in the above directions.**

STEP 3

If desired, 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.



NOTE: 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.