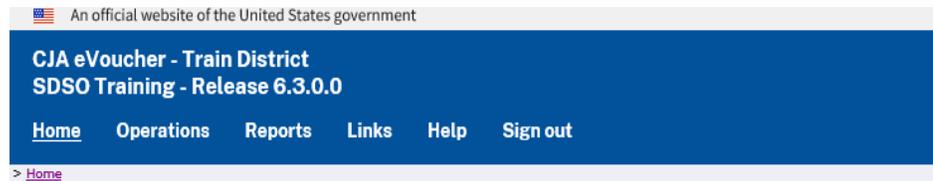


## Requesting Authorization for a Service Provider

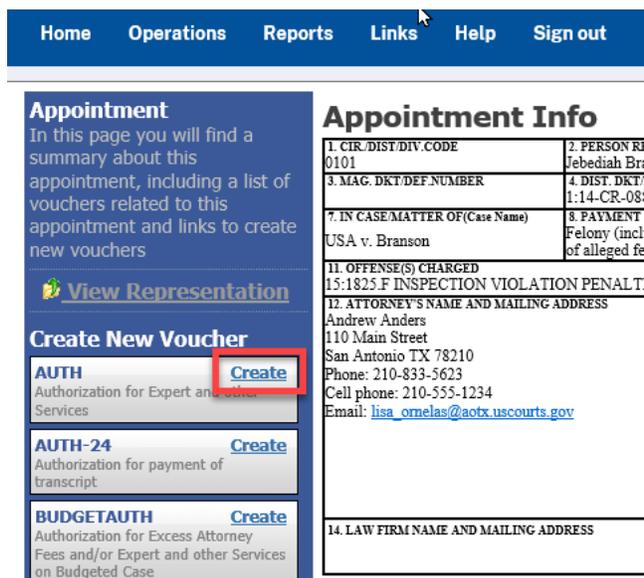
### STEP 1

**Note:** Funds must be **preapproved!** 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.

**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.

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.

The screenshot shows a web form for creating an authorization. It includes the following fields and controls:

- Order Date:** A date input field.
- Nunc Pro Tunc Date:** A date input field.
- Repayment:** A checkbox.
- Estimated Amount:** A text input field with a dollar sign and a red asterisk.
- Authorized Amount:** A text input field with a dollar sign.
- Basis of Estimate:** A text input field.
- Description:** A large text area with up and down arrow icons on the right side.
- Service Type:** A dropdown menu with a downward arrow and a red asterisk.
- Requested Provider:** A text input field.

At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », Save, and Delete Draft.

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**.

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**

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**.

**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 appears for this representation and appointment. 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.

<p><b>Create New Authorization</b> Use this button to create a new authorization.</p> <p><b>Request Additional Funds</b> Use this button to select an approved authorization that you would like to request additional funds for.</p>	<p><b>Please Select the Authorization to request additional funds for:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> <b>ID Number: 186</b>                      Order Date: 03/03/2014                      Authorized Amount: \$100.00                      Grand Total Amount: \$0.00                 </td> <td style="padding: 2px;">                     Service Type: Interpreter/Translator                      Estimated Amount: \$5,000,000.00                      Notes:                 </td> </tr> </table>	<b>ID Number: 186</b> 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:
<b>ID Number: 186</b> 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	<input type="text"/>		
Nunc Pro Tunc Date	<input type="text"/>		
Repayment	<input type="checkbox"/>		
Estimated Amount	\$ <input type="text" value=""/>	*	

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.

<b>Request for Additional Funds on existing Authorization</b>			<b>186</b>
Order Date	<input type="text"/>		
Nunc Pro Tunc Date	<input type="text"/>		
Repayment	<input type="checkbox"/>		
Estimated Amount	\$ <input type="text" value="500.00"/>	*	

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.