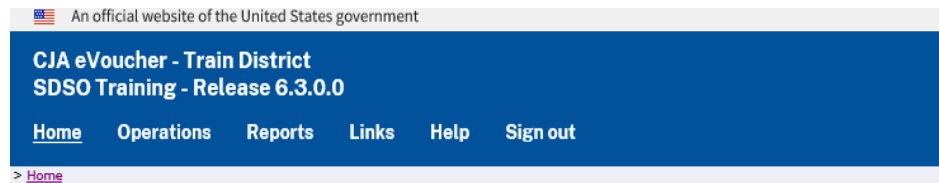## Requesting Authorization for a Service Provider
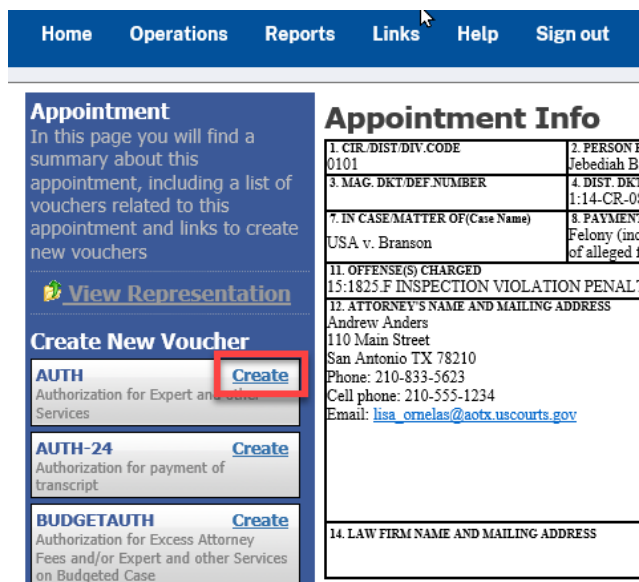
STEP 1

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.

Administrative Office
of the United States Courts

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.

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: 932
Order Date: 12/15/2021
Authorized Amount: $750.00
Grand Total Amount: $1,100.00

Service Type: Psychologist
Estimated Amount: $750.00
Notes:

Request for Additional Funds on existing Authorization

Order Date	
Nunc Pro Tunc Date	
Repayment	☐
Current Total Authorized	$ 1100.00
Estimated Additional Amount	$ ____ *
Authorized Additional Amount	$ ____ ☐ Deactivated
Basis of Estimate	____

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.

Request for Additional Funds on existing Authorization 932

Order Date	
Nunc Pro Tunc Date	
Repayment	☐
Current Total Authorized	$ 1,100.00
Estimated Additional Amount	$ 750.00 *
Authorized Additional Amount	$ ____ ☐ Deactivated

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.