

Requesting Authorization for a Service Provider

Step
1

In the **Appointments** section of your **Home** page, click the case number hyperlink

Figure 1: Attorney Home Page

The screenshot shows the Attorney Home Page with a navigation menu at the top (Home, Operations, Reports, CMECF, Links, Help, Logout). Below the navigation is a welcome message for Andrew Anders and links for My Profile, My Appointments, and Search Existing Appointments. The main content area is divided into sections: My Active Documents, Appointments List, and Appointments. The Appointments List section contains three entries, with the second entry, Case: 1:14-CR-08806-88, highlighted by a red box. This entry details the defendant as Thomas Watson and provides appointment information.

Case	Defendant	Type
1:14-CR-08805-AA Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders
1:14-CR-08806-88	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:	
1:14-CR-08808-AA	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:	

You will be taken to the **Appointment Info** page.

Step
2

On the **Appointment Info** screen, click the **AUTH Create** link on the left panel.

Figure 2: The Appointment Info screen

The screenshot shows the Appointment Info screen. On the left side, there is a vertical panel with several links: View Representation, Create New Voucher, AUTH Create, AUTH-74 Create, CJA-20 Create, and CJA-21 Create. The AUTH Create link is highlighted with a red box. The main content area displays appointment details in a table format, including case information, defendant name, and appointment type.

Case	Defendant
1:14-CR-08806-88	Thomas Watson

Step
3**Fill in the information requested for the Authorization.**

Enter information in the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, then from the **Service Type** drop-down menu, select the applicable service type.

Figure 3: Authorization Basic Info

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

< First < Previous Next > Last >> Save Delete Draft

Notes:

- You may attach multiple supporting documents in the **Documents** tab. You will be able to include a description for each document as you load it.

Step
4**Attach Supporting Memorandum Justifying Services Other Than Counsel**

Use the form found in Links menu: AUTH Supporting Memorandum

Figure 4: Documents Tab

Basic Info **Documents** Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Mark as Private

Upload

Priv.	Description	Delete	View	Visibility
	Supporting Memorandum	Delete	View	Make Private

Step
5

Submit your Authorization Request.

Figure 5: 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: _____



Notes:

- You may add notes to your submission on the **Submit** tab. Select the "I swear..." check box (the date will automatically update to the current date) and click **Submit**.