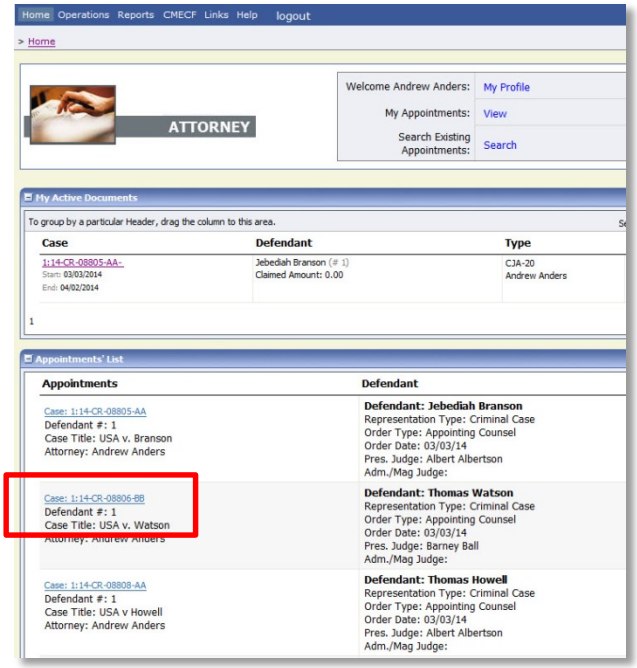
# Requesting Authorization for a Service Provider

Step 1

**Click the Case Number hyperlink in the Appointment List on your Home page.**

Figure 1: Attorney Home Page

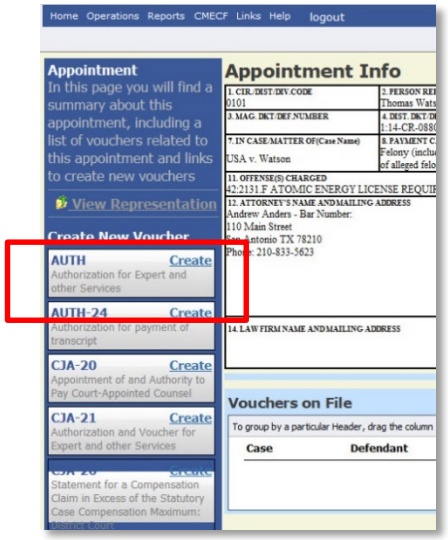



You will be taken to the Appointment Info page.

Step 2

**Click the AUTH Create link of the left-hand menu.**

Figure 2: The Appointment Info screen

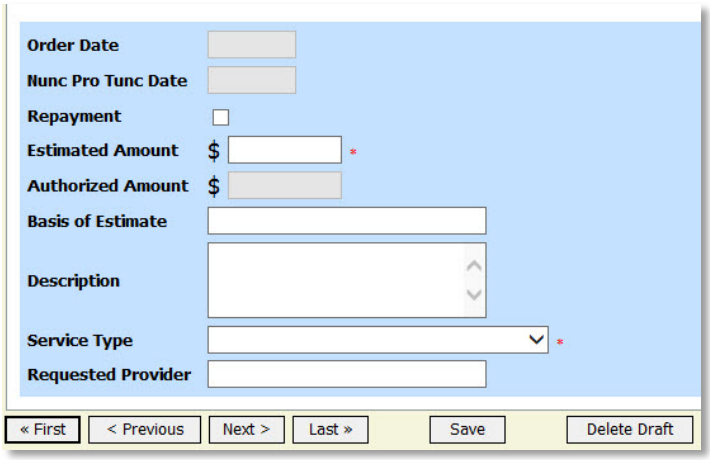


Step 3

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

Fill in the Estimated Amount, the Basis of Estimate, a Description, and select the Service Type from the drop-down list.

Figure 3: Authorization Basic Info




**Notes:**

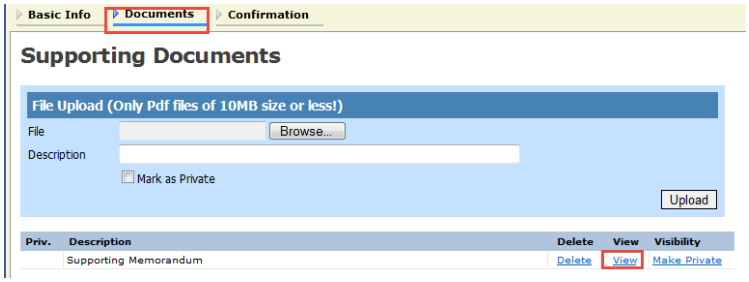
- Basis of Estimate: include number of hours and hourly rate.

Step 4

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

**Use the form found in Links menu: AUTH Supporting Memorandum**

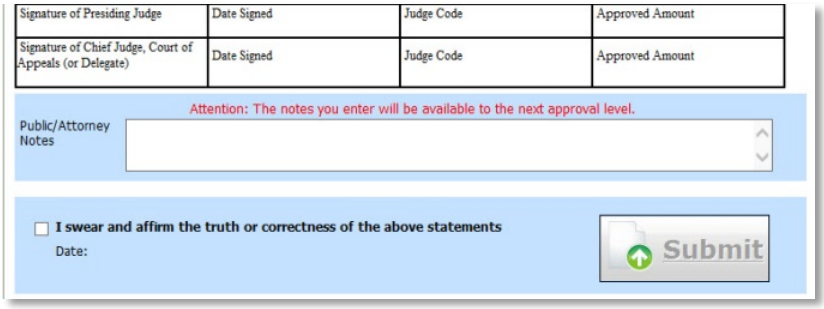
Figure 4: Documents Tab



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:

Submit

**Notes:**

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