

## Creating an Authorization for a Service Provider

### Step 1

In the Appointments' List section of your Home page, click the case number link.

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> <a href="#">Appointment ID: 4</a>	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-AA</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders <a href="#">Representation ID: 4</a> <a href="#">Appointment ID: 2</a>	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

### Step 2

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

Home	Operations	Reports	Links	Help	Sign out
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#### Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

#### Create New Voucher

<b>AUTH</b> Authorization for Expert and other Services	<b>Create</b>
<b>AUTH-24</b> Authorization for payment of transcript	<b>Create</b>
<b>BUDGETAUTH</b> Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	<b>Create</b>

#### Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON RJ Jebediah Br
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/ 1:14-CR-08
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT Felony (incl of alleged fe
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTY	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>	
14. LAW FIRM NAME AND MAILING ADDRESS	

# eVoucher 6.9

# Service Provider Authorizations

## Step 3

Click the **Create New Authorization** link.

### 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 4

On the Basic Info page, enter the information requested for the authorization.

In the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, enter the appropriate information; the **Authorized Amount** field is not editable. Then click the **Service Type** drop-down arrow and select the applicable service type.

Basic Info Documents Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Mann Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@astx.uscourts.gov">lisa_ornelas@astx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Out) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date	
14. LAW FIRM NAME AND MAILING ADDRESS			
Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

### Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$

Authorized Amount \$  Deactivated

Basis of Estimate

Description

Service Type

Notes

« First < Previous Next > Last » Save Delete Draft Audit Assist

**Note:** To attach multiple supporting documents, click the **Documents** tab. You can include a description for each document as you load it.

## Step 5

Click the **Confirmation** tab. Add any notes to your submission, select the **I swear and affirm...** check box, and then click **Submit**. Upon submission, the authorization date automatically updates to the current date.

Basic Info Documents Confirmation

### Supporting Documents

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

File Choose File No file chosen

Description

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

## Requesting Additional Funds

## Step 1

If additional new amounts are requested, you can request to increase the amount approved on an existing authorization. Complete the first two steps as if you were creating a new authorization—but this time, click the **Request Additional Funds** link.

**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 you want to increase.

**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:**

<b>ID Number: 932</b>	Service Type: Psychologist
Order Date: 12/15/2021	Estimated Amount: \$750.00
Authorized Amount: \$750.00	Notes:
Grand Total Amount: \$1,100.00	

**Request for Additional Funds on existing Authorization**

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Current Total Authorized	\$	1100.00
Estimated Additional Amount	\$	<input type="text"/> *
Authorized Additional Amount	\$	<input type="text"/> <input type="checkbox"/> Deactivated
Basis of Estimate	<input type="text"/>	

**Step 3**

Then, create the authorization requesting an increase, as described in steps 1–5.

Click the existing authorization link 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	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Current Total Authorized	\$	1,100.00
Estimated Additional Amount	\$	<input type="text" value="750.00"/> *
Authorized Additional Amount	\$	<input type="text"/> <input type="checkbox"/> 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. These authorizations are also used for the various calculations regarding authorization amounts.