

Submitting an Authorization Request for Expert Services

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

In the Appointments' List section, open the appointment record.

Appointments' List

Search:

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH.

AUTH

Authorization for Expert and other Services

Create

Step 3

Click **Create New Authorization**.

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

The Basic Info page appears. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

- **Estimated Amount** field
- **Basis of Estimate** field
- **Service Type** drop-down list
- **Notes** field

Click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	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 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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 »

Step 5

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

Basic Info

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\Browse...

Description

Document

Upload

Description	Delete	View
Document	Delete	View

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

Note: All documents must be submitted in PDF format and must be 10 MB or less.

Step 6

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Documents		Confirmation	
Confirmation			
1. CASE NUMBER 2024-001234	2. PERSON REPRESENTED Jonathan Doe	3. OTHER NUMBER N/A	4. DATE 2024-10-27
5. NAME J. Doe	6. ID 1234-56789-1011	7. APPELLATE Not Applicable	8. OTHER N/A
9. CASE MATTER U.S. vs. [Redacted]	10. PATIENT CATEGORY Primary (includes pre-trial diversion of adult felonies)	11. TYPE PERSON REPRESENTED Adult Defendant	12. OFFENSE/VIOLATION TYPE Criminal Case
13. APPROVAL/NOTIFICATION I, the undersigned, hereby certify that the services requested are necessary for adequate representation. I hereby request: ☐ Information to obtain the service Enhanced Compensatory. ☐ Approval of services already obtained to be paid by the United States from the Attorney Fee/Program Appropriation.			
14. SIGNATURE OF Attorney Jonathan Doe 101 Main Street Dallas, Texas TX 75201 Phone: 214-555-1234 Cell phone: 214-555-1234 Email: jon.doe@lawfirm.com			
15. DESCRIPTION AND JUSTIFICATION FOR THE SERVICE (flow instructions)			
16. COURT ORDER Plaintiff alleges that the person represented herein is unable to pay the court's satisfaction, the defendants requested a fee. I, a hereby certify:	17. TYPE OF SERVICE PROVIDED ☐ 16 Interpreter ☐ 16 Interpreter Translator ☐ 16 Psychologist ☐ 16 Psychiatric ☐ 16 Psychiatry ☐ 16 Prevention Examiner ☐ 16 Preprocessor Analyst ☐ 16 Accountant ☐ 16 CACR (Warden/Trans, etc.) ☐ 16 Criminal Technology ☐ 16 Indefinite ☐ 16 US Prisoner Treatment Services ☐ 16 Psychologist/Mental Examiner		
18. SIGNATURE OF Plaintiff/ Judge or By Order of the Court John A. Roberts Pres. of Court (Signature) > YES or NO	☐ 18 Other Medical ☐ 17 State Video Analysis ☐ 17 State Video Review ☐ 18 Computer (Electronics/Software/Systems) ☐ 17 Paralegal Services ☐ 18 Legal Assistant/Assistant ☐ 21 Jury Consultant ☐ 22 Mitigation Specialist ☐ 23 Deposition Services ☐ 24 Other (Specify) ☐ 24 Other (Specify) ☐ 26 Computer Support Services ☐ 26 Computer Program/Expert		
NOTES			
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
Public/Attorney Notes			
Attention: The notes you enter will be available to the court approval level.			
☐ I swear and affirm the truth or correctness of the above statements			
Date:			
 Submit			

Step 7

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

