

Creating an Authorization for a Service Provider

Step 1

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

Home Operations Reports Links Help Sign out	
Home	
My Active Documents	
Appointments' List	
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:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson 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	
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	
AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create

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 PENALT	
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	
14. LAW FIRM NAME AND MAILING ADDRESS	

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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	5. APPEALS DKT. DEF. NUMBER	VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-06805-1-AA	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@aox.uscourts.gov		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Off) ☒ 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 3/3/2014 Nunc Pro Tunc Date	
14. LAW FIRM NAME AND MAILING ADDRESS		Repayment ☐ YES ☒ 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

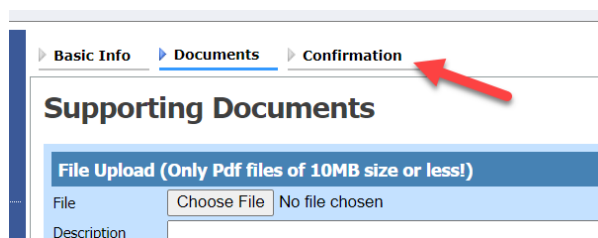
Note: To attach multiple supporting documents, click the **Documents** tab. You can include a description for each document as you load it.

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Service Provider Authorizations

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

Public/Attorney Notes

Attention: The notes you enter will be available to the next approval level.

☐ 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.

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Service Provider Authorizations

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:**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

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



Nunc Pro Tunc Date



Repayment

☐

Current Total Authorized

\$ 1,100.00

Estimated Additional Amount

\$

*

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. These authorizations are also used for the various calculations regarding authorization amounts.