

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). A welcome message for Andrew Anders is displayed, along with links for My Profile, My Appointments, and Search Existing Appointments. Below this is a 'My Active Documents' section with a table:

Case	Defendant	Type
1:14-CR-08905-AA Start: 03/03/2014 End: 04/02/2014	Jebedah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders

Below the table is an 'Appointments List' section with a table:

Appointments	Defendant
Case: 1:14-CR-08905-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebedah 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-08906-08 Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08909-AA Defendant #: 1 Case Title: USA v. Howell Attorney: Andrew Anders	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

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
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-20 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum	Create

Appointment Info

1. CIR. DIST. DIST. CODE 0101	2. PERSON REG Thomas Wate
3. MAG. DIST. DIST. NUMBER	4. DIST. DIST. DIST. NUMBER 114-CP-0000
5. IN CASE MATTER OF(Case Name) USA v. Watson	6. PAYMENT C Felony (include alleged fee)
7. OFFENSE CHARGED 42.2131 F. ATOMIC ENERGY LICENSE REQUIR	
8. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number 110 Main Street Law Office TX 78210 Phone: 210-433-5623	
9. LAW FIRM NAME AND MAILING ADDRESS	

Vouchers on File

To group by a particular Header, drag the column

Case	Defendant

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

Submit your Authorization Request.

Figure 4: 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**.