

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). The main content area includes a welcome message for Andrew Anders, a 'My Active Documents' section, and an 'Appointments List' section. The 'Appointments List' section contains a table with columns for Case, Defendant, and Type. The first row is highlighted with a red box, showing Case: 114-CR-0886-08, Defendant: USA v. Watson, and Attorney: Andrew Anders.

Case	Defendant	Type
114-CR-0886-08 Start: 03/02/14 End: 04/02/2014	Jebediah Branson (1 of 1) Claimed Amount: 0.00	CJA-20 Andrew Anders

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

The screenshot shows the Appointment Info screen. The left panel contains a list of appointment types with 'Create' links. The 'AUTH Create' link is highlighted with a red box. The right panel displays the appointment details, including case information, defendant information, and attorney information.

Appointment	Create
AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcripts	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-22 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum:	Create

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

The screenshot shows a form with the following fields and controls:

- Order Date: Text input field
- Nunc Pro Tunc Date: Text input field
- Repayment:
- Estimated Amount: \$ [Text input] *
- Authorized Amount: \$ [Text input]
- Basis of Estimate: Text input field
- Description: Text area with up/down arrows
- Service Type: Dropdown menu *
- Requested Provider: Text input field
- Navigation buttons: << 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

The screenshot shows the confirmation tab with the following elements:

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: [Text area with up/down arrows]

I swear and affirm the truth or correctness of the above statements

Date: [Text input]

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**.