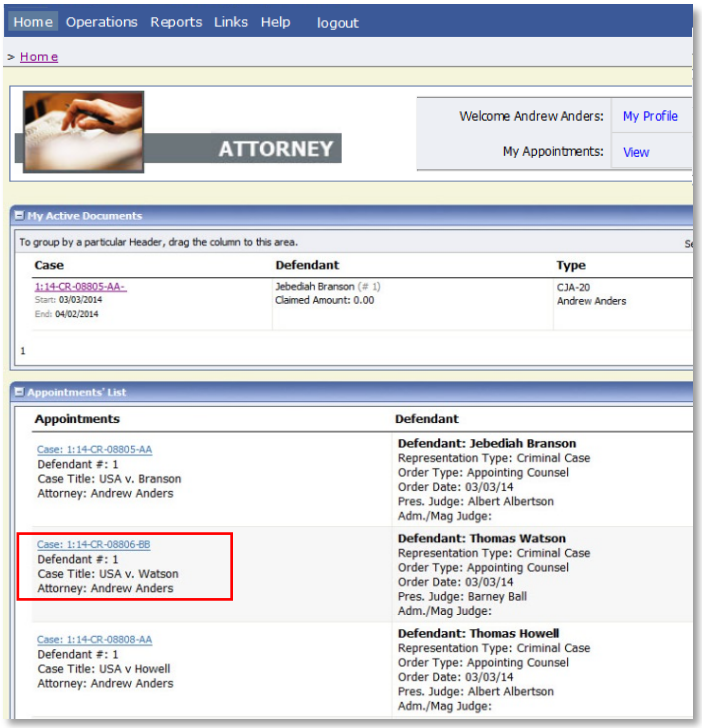
Requesting Authorization for a Service Provider

Step 1

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

Figure 1: Attorney Home Page



You will be taken to the Appointment Info page.

Step 2

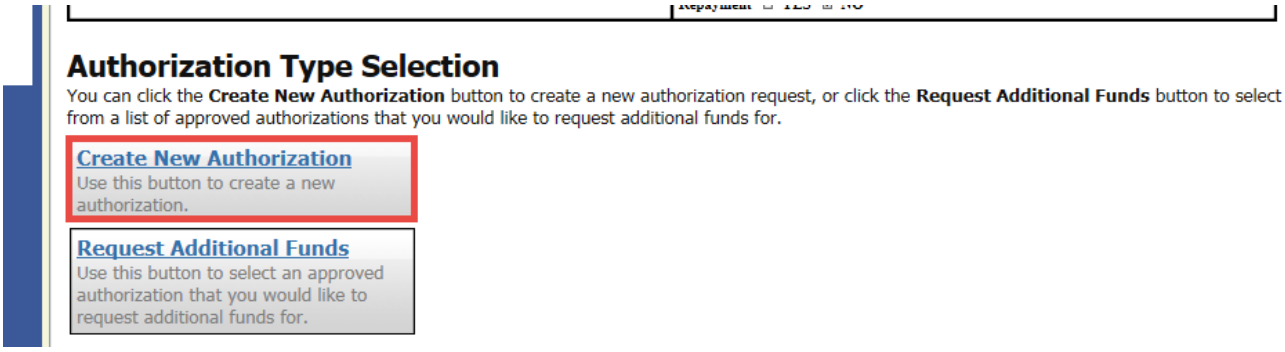
In the blue Appointment section, click the AUTH Create link.

Figure 2: Appointment Info Page

Administrative Office of the United States Courts
Department of Technology Services

Step 3

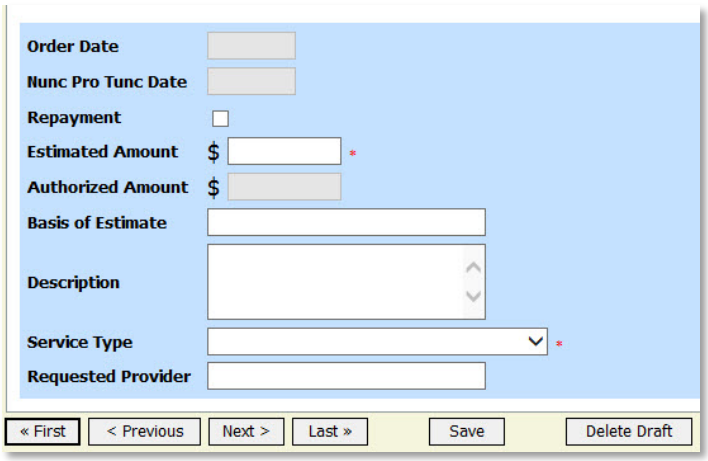
Next, click Create New Authorization.



Fill in the information requested for the authorization.

Enter information in the **Estimated Amount**, **Basis of Estimate**, and **Description** fields. Then, click the **Service Type** drop-down arrow and select the applicable service type.

Figure 3: Authorization Basic Info



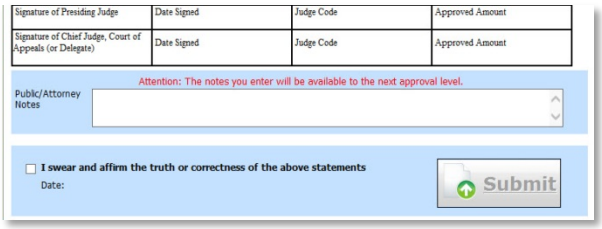
Notes:

- You may attach multiple supporting documents in the **Documents** tab. You can include a description for each document as you load it.

Step 4

Click Submit.

Figure 4: Authorization Request Confirmation Tab



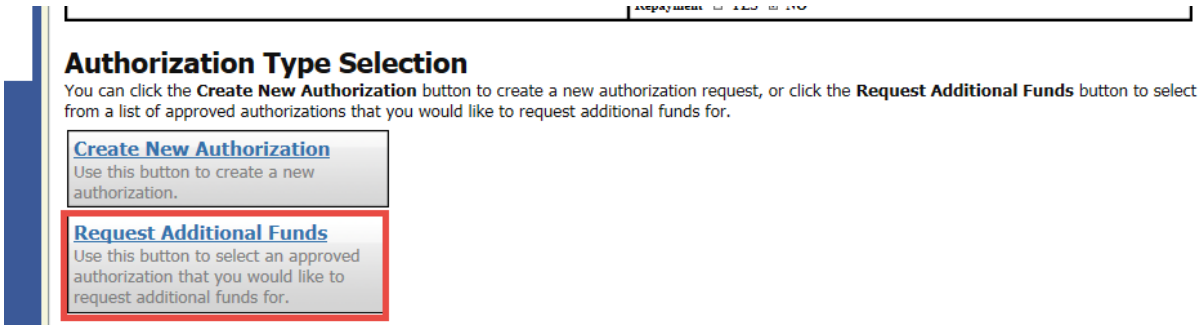
Notes:

- You may add notes to your submission on the **Confirmation** tab. Select the "I swear and affirm..." check box (the date automatically updates to the current date) and click **Submit.**

Requesting Additional Funds

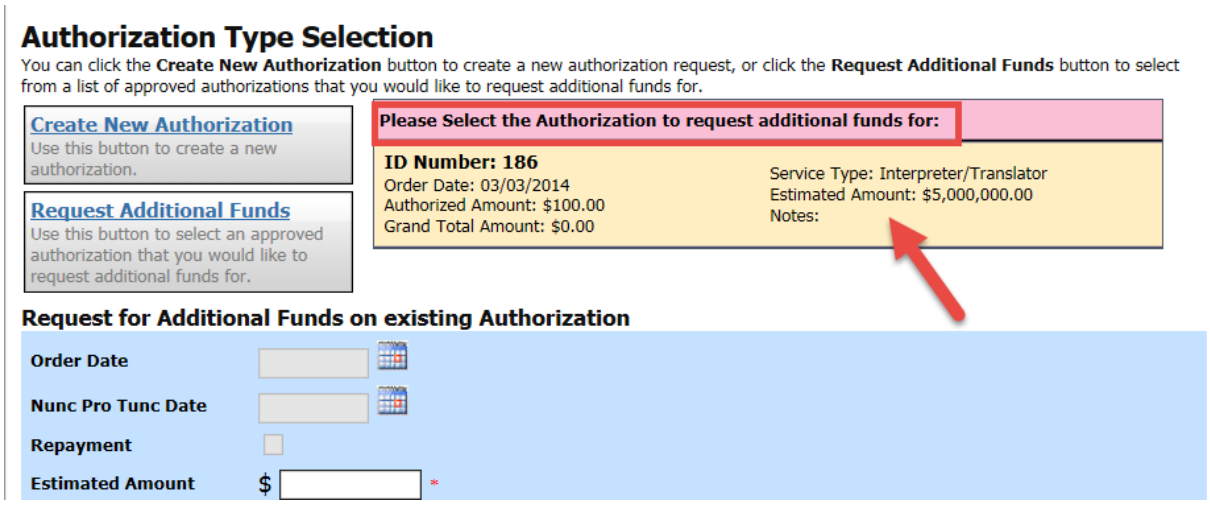
Step 5

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click **Request Additional Funds**.



Step 2

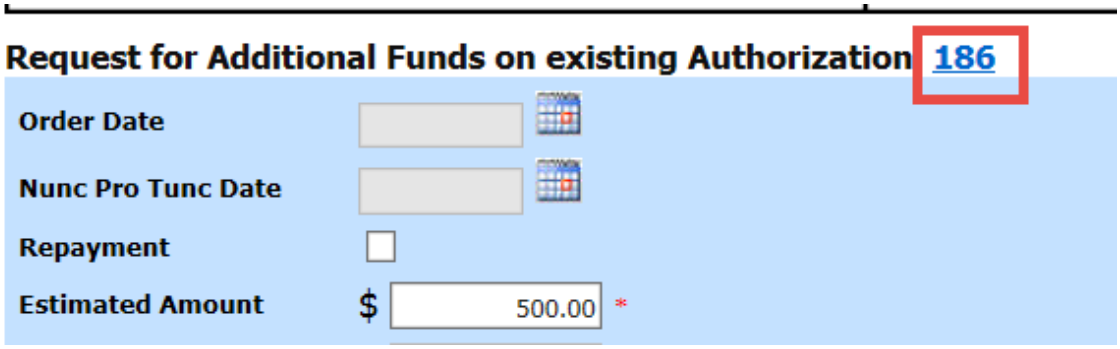
A list of all closed authorizations appears for this representation and appointment. Select the authorization that needs to be increased.



Then create the authorization as described in the above directions.

Step 3

Click the existing authorization hyperlink 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.



Notes:

- 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.