Requesting Authorization for a Service Provider

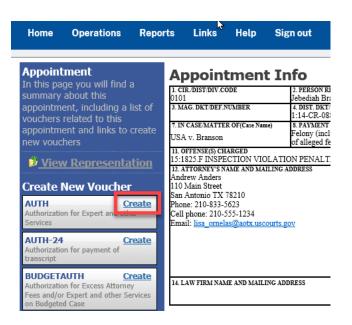
STEP 1

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

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STEP 2

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



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eVoucher 6.3 Service Provider Authorizations

STEP 3

Next, click Create New Authorization.



Enter the information requested for the authorization.

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

Order Date	
Nunc Pro Tunc Date	
Repayment	
Estimated Amount	\$ *
Authorized Amount	\$
Basis of Estimate	
Description	0
Service Type	*

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





STEP 4

Click Submit.

Signature of Presiding Judge Signature of Chief Judge, Court of Appeals (or Delegate)		Date Signed	Judge Code	Approved Amount	
		Date Signed	Judge Code		
Public/Attorney Notes	At	tention: The notes yo	u enter will be available to the n	ext approval level.	
I swear and a Date:	ffirm the	truth or correctness	of the above statements	Submit	

NOTE: 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. Then click **Submit.**

Requesting Authorization for a Service Provider

STEP 1

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

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	ection ion button to create a new authorization request, or click the Request Additional Funds button to select /ou 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 2

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

Authorization Type Selection

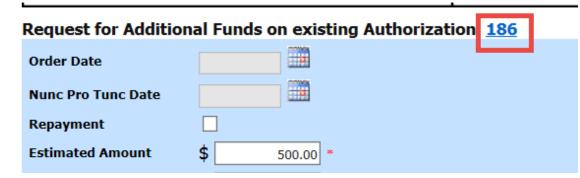
You can click the Create New Authorization button to create a new authorization request, or click the Request Additional Funds button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authori		Please Select the Authorization	on to request additional funds for:
Use this button to create a authorization.	a new	ID Number: 186 Order Date: 03/03/2014	Service Type: Interpreter/Translator
Request Additional Funds Use this button to select an approved		Authorized Amount: \$100.00 Grand Total Amount: \$0.00	Estimated Amount: \$5,000,000.00 Notes:
authorization that you wo request additional funds f			
Request for Addition	onal Funds o	on existing Authorization	
Order Date			
Nunc Pro Tunc Date			
Repayment			
Repayment			

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.



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.

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