

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, CHECK, Links, Help, Logout) and a user welcome message for Andrew Anders. Below the welcome message is a table with columns for Case, Defendant, and Type. The Appointments section is expanded, showing a list of appointments. The second appointment is highlighted with a red box, showing the case number 1:14-CR-08806-88, Defendant # 1, Case Title USA v. Watson, and Attorney Andrew Anders.

| Case | Defendant | Type |
|---|--|-------------------------|
| 1:14-CR-08805-AA- Start: 03/03/2014 End: 04/02/2014 | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-20 Andrew Anders |

| Appointments | Defendant |
|---|--|
| Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders | 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-08806-88 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-08808-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

Home Operations Reports CMECF Links Help Logout

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 [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

Appointment Info

| | |
|---|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REQ Thomas Watson |
| 3. MAG. DKT. DEF. NUMBER | 4. DIST. DKT. DEF. NUMBER 114-CP-0080 |
| 7. IN CASE MATTER OF(Case Name) USA v. Watson | 8. PAYMENT C Felony (including alleged felon) |
| 11. OFFENSE(S) CHARGED 42-2131 F. ATOMIC ENERGY LICENSE REQUIRE | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 110 Mann Street Newport News TX 78210 Phone: 210-433-5623 | |
| 14. 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**.