

Submitting an Authorization Request for Expert Services

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

In the Appointments List section, open the appointment record.

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:

Step 2

On the Appointment page, in the Create New Voucher section, click the **Create** link next to **AUTH**.

AUTH Authorization for Expert and other Services	<input type="button" value="Create"/>
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Step 3

Click **Create New Authorization**.

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 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 4

The Basic Info page will appear. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

Field	Description
Estimate Amount	Amount you are requesting for your expert (Current limit is \$2700 - see Addendum C for current CJA Rates/Limits). If you are seeking additional funds, please enter the additional amount requested, not the total amount.
Basis of Estimate	Estimated number of hours and hourly rate (Spanish interpreters have set half-day and full-day rates).
Description of Services	Provide brief description of case, need for expert, and duties expert will perform. Include estimated number of hours and hourly rate. Note: if your description is lengthy, please attach note or memorandum with your description of services. If you are requesting funds that exceed the current statutory limit, a memorandum is required to be attached. (Form Memorandum attached as Addendum D)
Service Type	Drop-down list of expert types
Notes	Name of Expert

Click **Save**.

Basic Info | Documents | Confirmation

Basic Info

1. CASE NUMBER 1101	7. FUNDING REFERENCE Subsidiary Branch	8. EFFECTIVE DATE NUMBER 1-14-04/01-1-04	9. VOUCHER NUMBER
2. CASE REFERENCE 11-14-04/01-1-04	3. FUNDING REFERENCE 1-14-04/01-1-04	4. FUNDING REFERENCE Adult Defendant	5. OTHER REFERENCE
6. CASE MATTER OF (or Name) S.A. V. Brown	10. PAYMENT TYPE Private (including pro rata division of alleged felony)	11. FUNDING REFERENCE Adult Defendant	12. REPRESENTATION TYPE Criminal Case
13. OFFENSE NUMBER 13.1571 F. INSPECTION VIOLATION FORMAL THES			
14. OFFENSE NUMBER AND VIOLATION NUMBER Address: Address 110 Main Street San Antonio, TX 78210 Phone: 210-433-3821 Cell phone: 210-553-1234 Email: jay_smith@state.kentucky.gov		15. COURT CODE <input type="checkbox"/> A. Assault <input type="checkbox"/> C. Co-Created <input type="checkbox"/> D. Federal <input type="checkbox"/> F. State or Federal <input type="checkbox"/> E. Criminal <input type="checkbox"/> G. Appellate <input type="checkbox"/> H. State or Federal <input type="checkbox"/> I. State or Federal <input type="checkbox"/> J. Pre-trial <input type="checkbox"/> K. Bartered <input type="checkbox"/> L. State or Pre <input type="checkbox"/> M. Administrative <input type="checkbox"/> N. State or Criminal Prior Attorney's Firm Agreement Date: _____ Signature of Training Judge or By Order of the Court: _____ Albert A. Bartlett Date of Order: _____ 3-3-2014 Request: <input type="checkbox"/> XXX or PD	
16. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date: _____

Run Pro Tunc Date: _____

Repayment:

Estimated Amount: \$ 0000.00

Authorized Amount: \$ _____

Basis of Estimate: 100 hours at \$30/hour

Description: _____

Service Type: Investigator

Requested Provider: John Doe

< First < Previous Next > Last > Save Delete Draft

Step 5

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description is added to the voucher and appears at the bottom of the Description column.

Basic Info Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File: C:\Users\JalmeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

« First < Previous Next > Last » Save Delete Draft Audit Assist

Note: All documents must be submitted in PDF format and must be under 10MB.

Step 6

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.

Confirmation				
FILE NUMBER CODE 001	PERSON REPRESENTED Cecilia Blazquez	NUMBER		
FILE NUMBER	FILE NUMBER	APPELLATE NUMBER	OTHER FILE NUMBER	
US CASE NUMBER (Case Name) USA v. Blazquez	FILE NUMBER 1:07-cr-00011-ACH	FILE NUMBER	FILE NUMBER	FILE NUMBER
FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER	FILE NUMBER
II. TYPE OF VIOLATION				
II. TYPE OF VIOLATION PENALTY				
<p>I hereby affirm to the person represented above. I hereby affirm that the service requested was necessary for the above representation. I hereby request authorization to obtain the service. Estimated Cost: \$1,000.00.</p> <p>If approval of service already obtained to be paid for by the United States from the Defendant Service Approaches:</p> <p>Department of Justice Attorney General 1125 Main Street State Avenue TX 78210 Phone: 210 433-3871 Fax: 210 433-3274 Email: USA_VA@USDOJ.GOV</p>				
III. COURT CODES		IV. TYPE OF SERVICE REQUESTED		
<p>Payment required of the person represented herein established by the court's order. All information requested is true & correct.</p> <p>Signature of Plaintiff Judge: [] Clerk of the Court Name: [] Address: [] Phone: []</p>		<p>1) 10 - Other 2) 11 - Other 3) 12 - Other 4) 13 - Other 5) 14 - Other 6) 15 - Other 7) 16 - Other 8) 17 - Other 9) 18 - Other 10) 19 - Other 11) 20 - Other 12) 21 - Other 13) 22 - Other 14) 23 - Other 15) 24 - Other 16) 25 - Other 17) 26 - Other 18) 27 - Other 19) 28 - Other 20) 29 - Other 21) 30 - Other 22) 31 - Other 23) 32 - Other 24) 33 - Other 25) 34 - Other 26) 35 - Other 27) 36 - Other 28) 37 - Other 29) 38 - Other 30) 39 - Other 31) 40 - Other 32) 41 - Other 33) 42 - Other 34) 43 - Other 35) 44 - Other 36) 45 - Other 37) 46 - Other 38) 47 - Other 39) 48 - Other 40) 49 - Other 41) 50 - Other 42) 51 - Other 43) 52 - Other 44) 53 - Other 45) 54 - Other 46) 55 - Other 47) 56 - Other 48) 57 - Other 49) 58 - Other 50) 59 - Other 51) 60 - Other 52) 61 - Other 53) 62 - Other 54) 63 - Other 55) 64 - Other 56) 65 - Other 57) 66 - Other 58) 67 - Other 59) 68 - Other 60) 69 - Other 61) 70 - Other 62) 71 - Other 63) 72 - Other 64) 73 - Other 65) 74 - Other 66) 75 - Other 67) 76 - Other 68) 77 - Other 69) 78 - Other 70) 79 - Other 71) 80 - Other 72) 81 - Other 73) 82 - Other 74) 83 - Other 75) 84 - Other 76) 85 - Other 77) 86 - Other 78) 87 - Other 79) 88 - Other 80) 89 - Other 81) 90 - Other 82) 91 - Other 83) 92 - Other 84) 93 - Other 85) 94 - Other 86) 95 - Other 87) 96 - Other 88) 97 - Other 89) 98 - Other 90) 99 - Other 91) 100 - Other</p>		
NOTES				
Signature of Plaintiff Judge	Date Signed	Judge Code	Approval Amount	Total Approved Amount
Signature of Clerk/Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approval Amount	Total Approved Amount
<p>Attention: The notes you enter will be available to the next approval level.</p> <p>Public/Attorney Notes</p>				
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements.				
<input type="button" value="Submit"/>				
<input type="button" value="Finish"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Apply Approval"/>				

Step 7

A "success" screen will appear indicating the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000152
Back to:
Home Page
Appointment Page