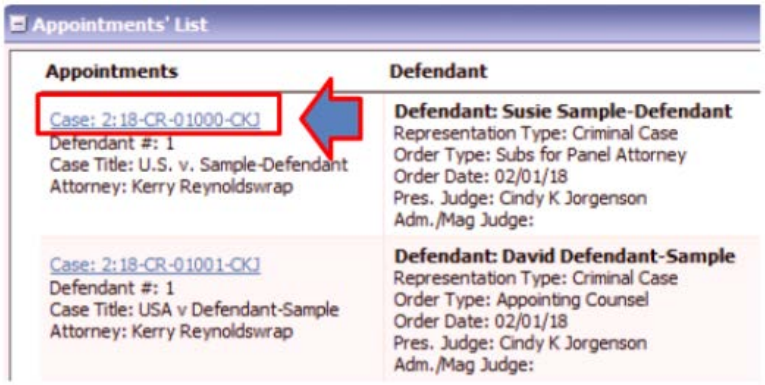
Creating a New Authorization (AUTH) for Expert Services

When you are initially requesting investigative/expert/other services, a new AUTH request should be made in eVoucher (without filing a Motion and Order in CM/ECF). If you obtained an order prior to 2/1/2020 you will also use this event for your order submission.

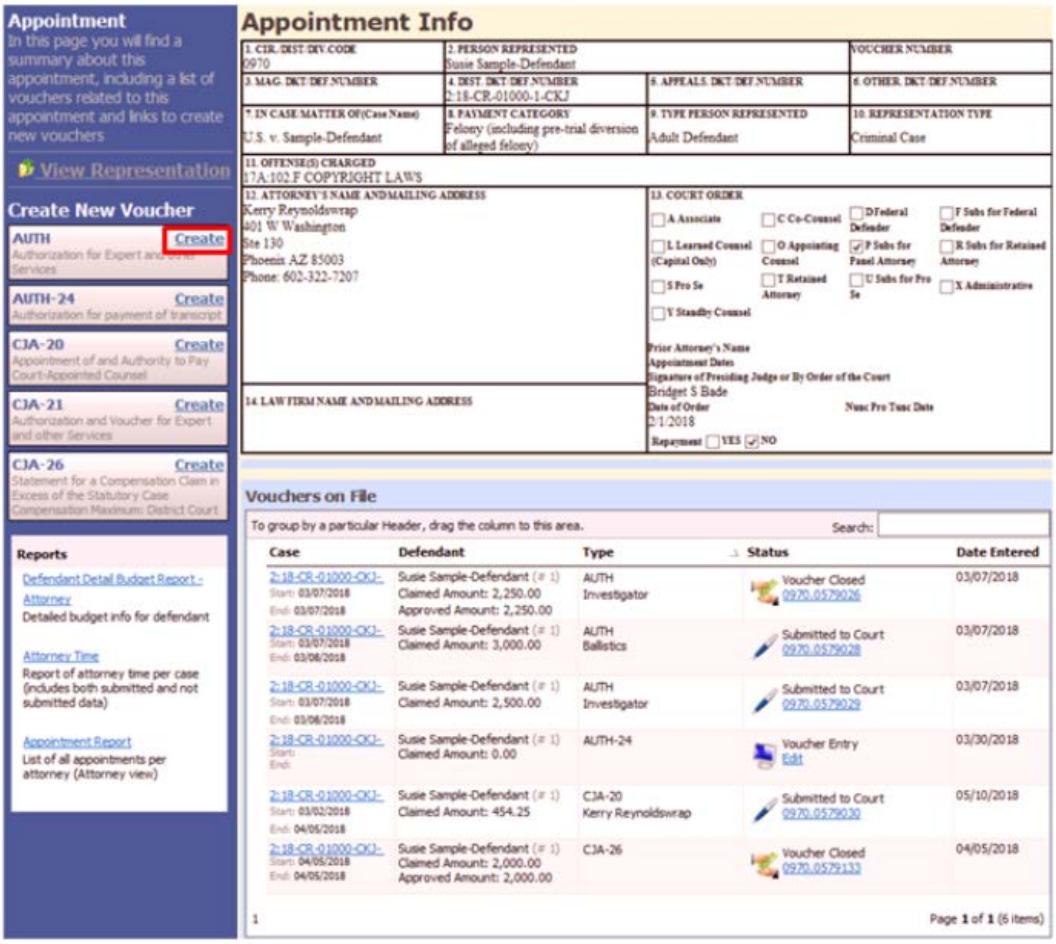
Step 1

Locate the **Appointments** section under the **Appointments' List** on your home page. Click the case number hyperlink to open the **Appointments** page.



Step 2

From the **Appointment Info** page, click **Create** next to AUTH.



The authorization opens to the **Basic Info** tab.

Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step 3

Next, click **Create New Authorization**.

Basic Info

Basic Info

1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
0970	Mickey Mouse		
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
	2:17-CR-01000-1-FJM		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
US v. Mickey Mouse	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case

11. OFFENSE(S) CHARGED
10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS

12. ATTORNEY'S NAME AND MAILING ADDRESS
Kerry Reynoldswrap - Bar Number: 42474
401 W Washington
Phoenix AZ 85003
Phone: 602-322-7150

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender
☐ L Learned Counsel (Capital Only) ☑ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative
☐ Y Standby Counsel

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Bridget S Bade
Date of Order
1/1/2017
Nunc Pro Tunc Date
Repayment ☐ YES ☑ NO

14. LAW FIRM NAME AND MAILING ADDRESS

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.

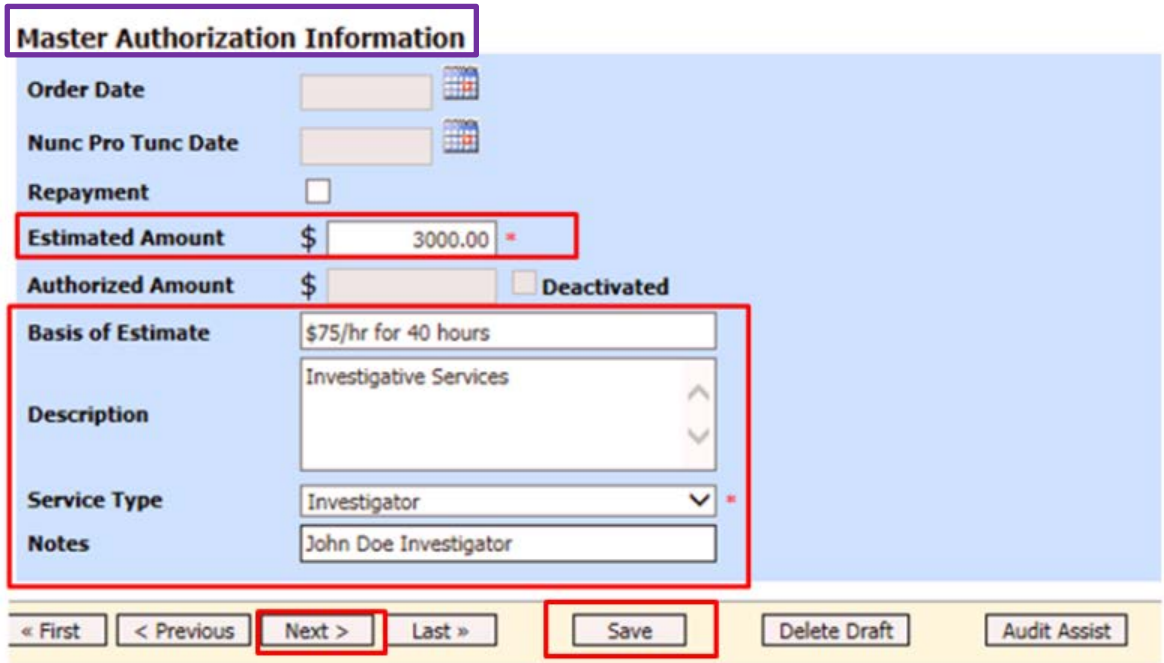
« First | < Previous | Next > | Last » | Delete Draft | Audit Assist

Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step 4

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount** - amount requested or, if order previously obtained, total authorized in order
- **Basis of Estimate -** list rate and number of hours requested
- **Description** - include description of service to be provided
- **Service Type** - select type from drop-down list
- **Notes** - include provider name or company name* (this will make selection from list easier for future tasks)



Note:

An initial AUTH is considered a "Master Authorization" (see above in **purple box**).

*If you will be using more than one person (i.e. several different interpreters), do NOT list a name in the Notes section.

Step 5

Click **Save.**

Step 6

Click the **Documents** tab or click **Next**, located on the progress bar.

Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step 7

On the Documents tab, you will add your court order if you previously obtained one. If this is a new request without a previous order, fill out the document entitled Service Provider Funding Request attached at the end of this document and located on the court's website.

This is also where you add any other relevant documents (i.e., CV/Resume/Investigator's License). To add an attachment, click **Browse** to select your PDF file.

Step 8

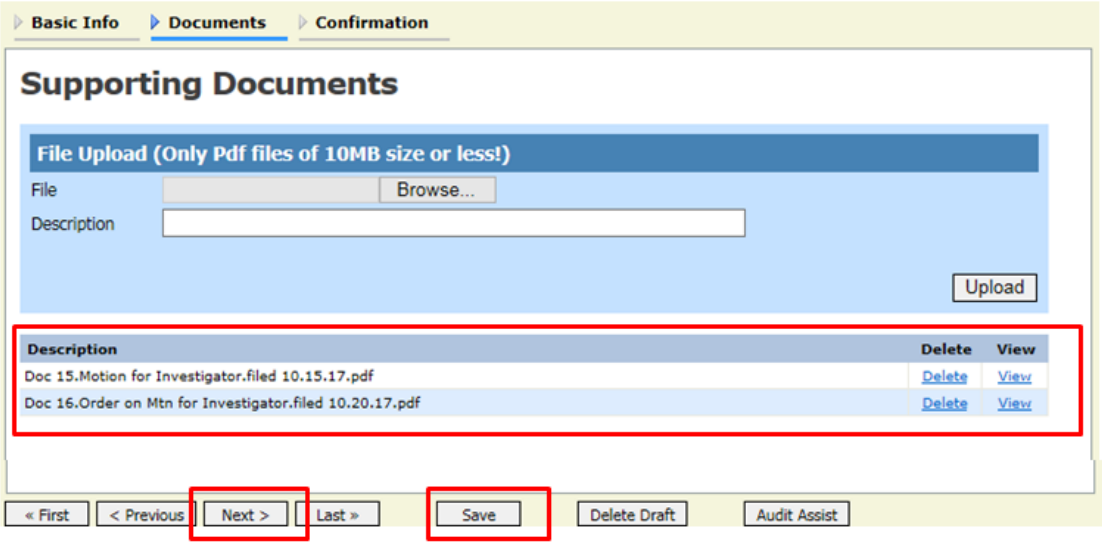
In the **Description** field, add a meaningful description of the attachments (i.e., Funding Request Form 1.14.20; Expert CV; Investigator license).

Step 9

Click **Upload**.

Note:
All documents must be submitted in PDF format, and must be 10 MB or less, per file.

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.



Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step 10

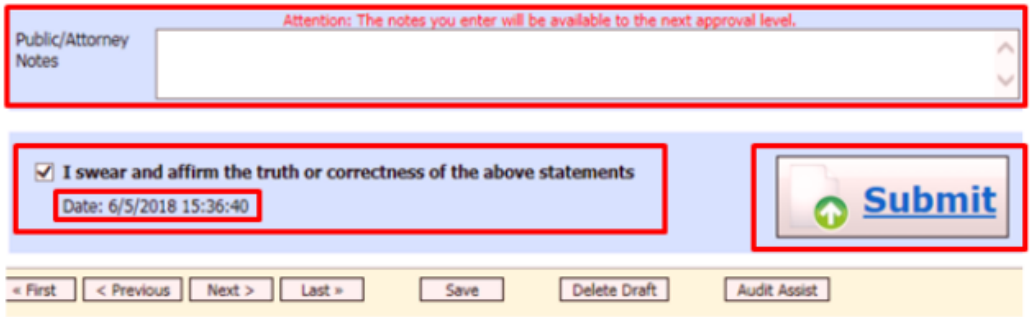
Click **Save**.

Step 11

Click the **Confirmation** tab or click **Next.** The **Confirmation** tab will open. Review the information on the **Confirmation** tab for accuracy. Add attorney notes, if any.

Step 12

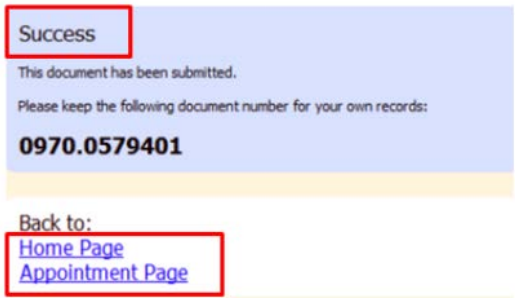
Select the check box to swear and affirm to the accuracy of the authorization. The authorization will automatically be time stamped.



Step 13

Click **Submit** to send to the court. Your individual login and password will serve as your electronic signature.

A confirmation page will appear indicating the previous action was successful and the Authorization Request has been submitted. Click **Appointment Page** if you wish to create an additional document for this appointment. Click **Home Page** to return to the home page.



The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

You will automatically receive an email when the authorization has been approved. You will then be able to create a CJA-21 payment voucher.

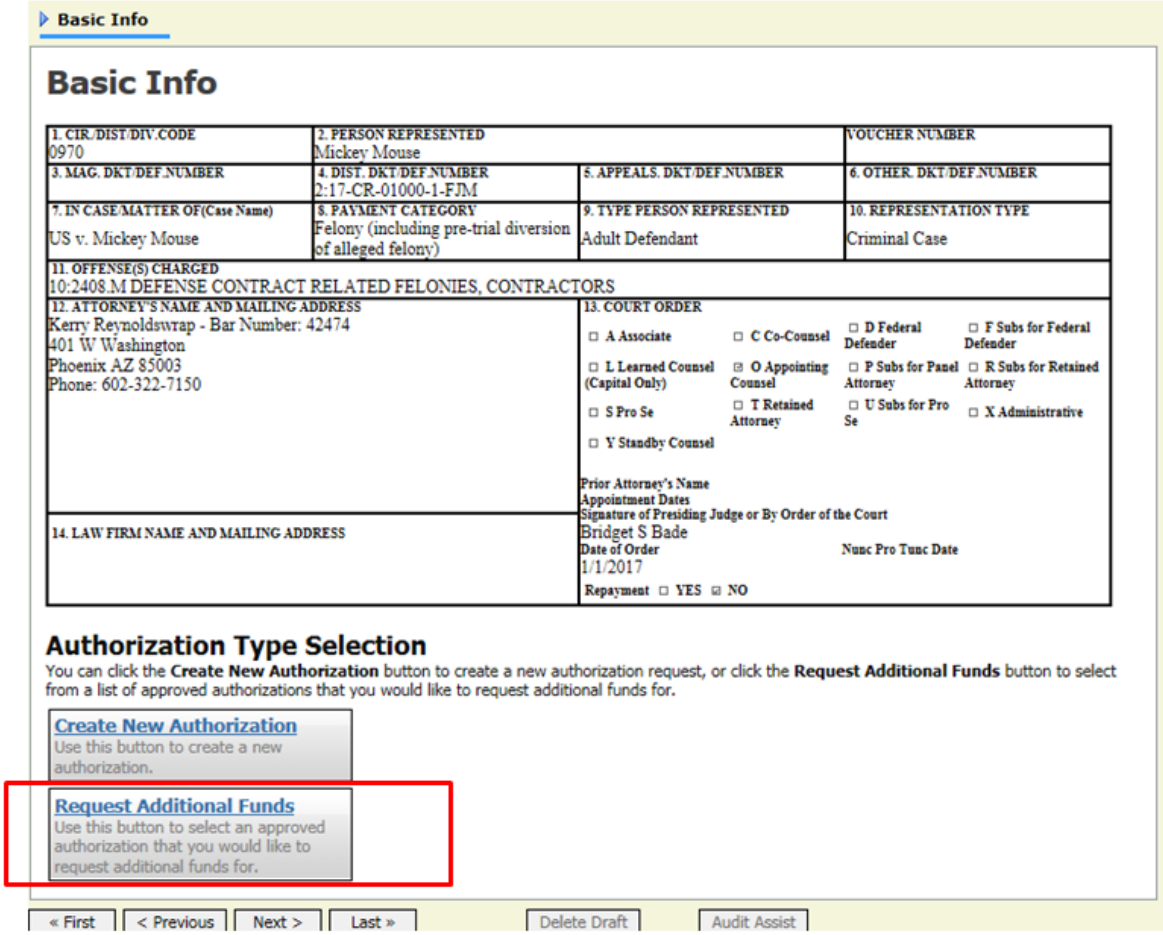
Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds)

A supplemental authorization request should be made in eVoucher when you have a prior AUTH request for funds in eVoucher and you're requesting additional funds for a service provider.

Step 1 From the **Appointment Info** page, click **Create** next to AUTH.

The authorization opens to the **Basic Info** tab.

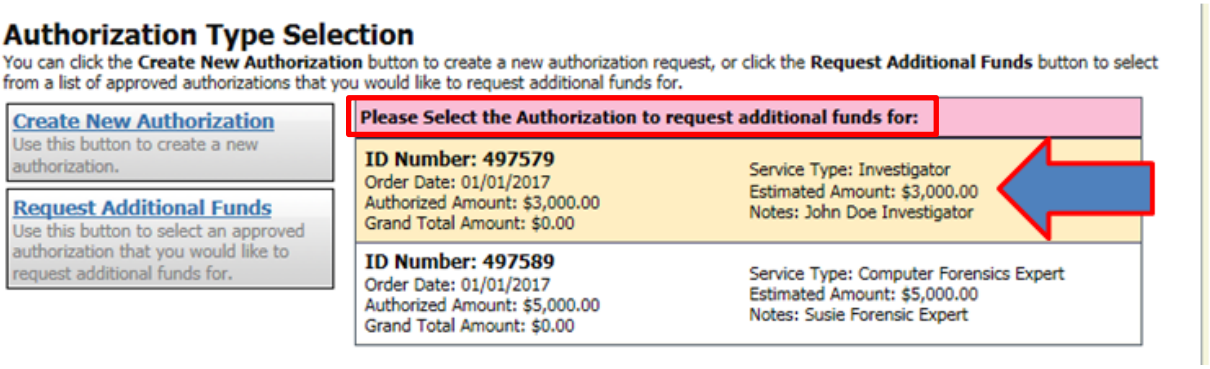
Step 2 Next, click **Request Additional Funds**.



Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step 3

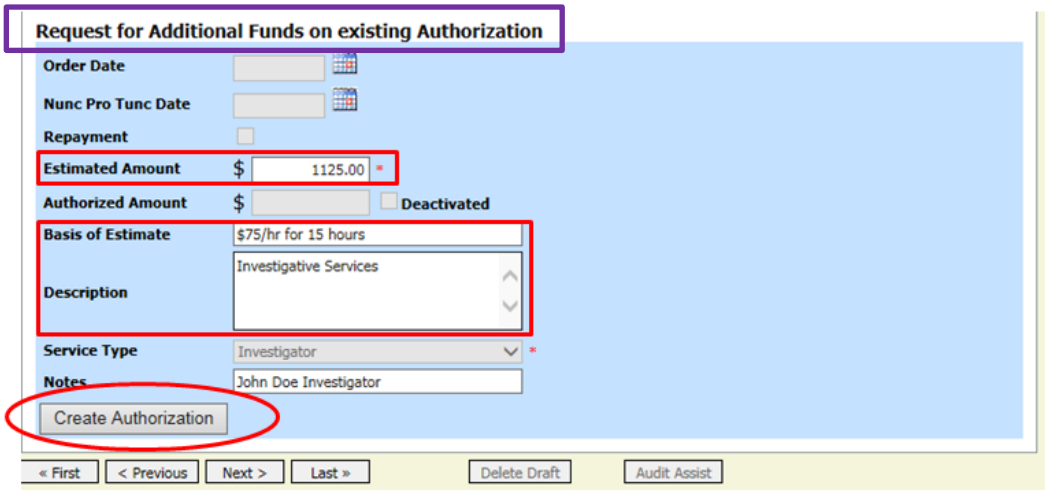
Next, select the original "master" authorization for the service provider that the additional funds are requested for so that it is highlighted. The selected AUTH will turn beige when selected.



Step 4

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount** - additional amount requested or, if order previously obtained, total additional funds authorized in order
- **Basis of Estimate -** list number of additional hours and rate
- **Description** - include description of service to be provided
- **Service Type** - this field is locked since its being attached to the prior AUTH selection
- **Notes -** include provider name or company name* (this will make selection from list easier for future tasks)



Step 5

Click **Create Authorization**.

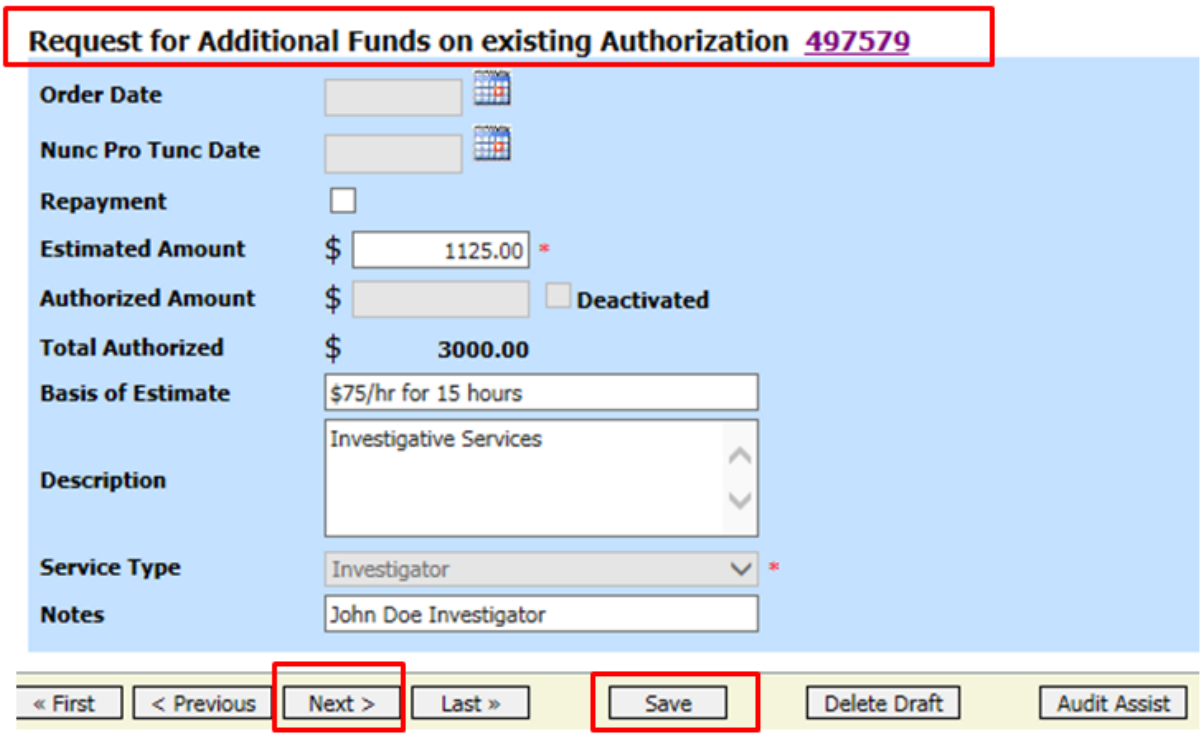
Note:

*If you will be using more than one person (i.e. several different interpreters), do NOT list a name in the Notes section.

Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step 6

When the Basic Info tab opens make sure that the page indicates that it is a "Request for Additional Funds on existing Authorization" with a number. This is the number of the original authorization to which this authorization will be linked. You may click the existing authorization number hyperlink to view the original authorization in a separate tab. You should remember to **close the newly opened tab** after viewing the AUTH, as having multiple tabs open in eVoucher can lead to unintended results.



Step 7

Click **Save.**

Step 8

Click the **Documents** tab or click **Next.**

Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step 9

On the Documents tab, you will add your court order if you previously obtained one. If this is a new supplemental request without a previous order, fill out the document entitled Service Provider Funding Request attached at the end of this document and located on the court's website.

This is also where you add any other relevant documents (i.e., CV/Resume/DPS Investigator ID card). To add an attachment, click **Browse** to select your PDF file.

Step 10

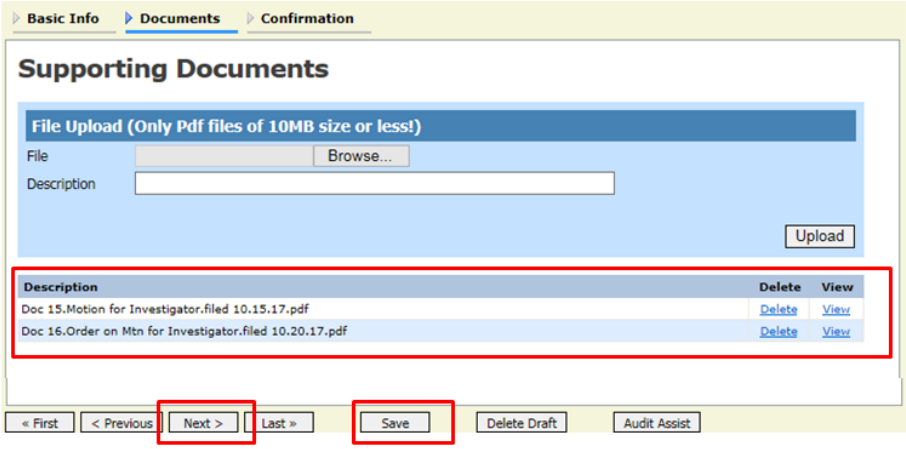
In the **Description** field, add a meaningful description of the attachments (i.e., Funding Request Form 1.14.20; Expert CV; Investigator license).

Note:
All documents must be submitted in PDF format, and must be 10 MB or less, per file.

Step 11

Click **Upload**.

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.



Step 12

Click **Save**.

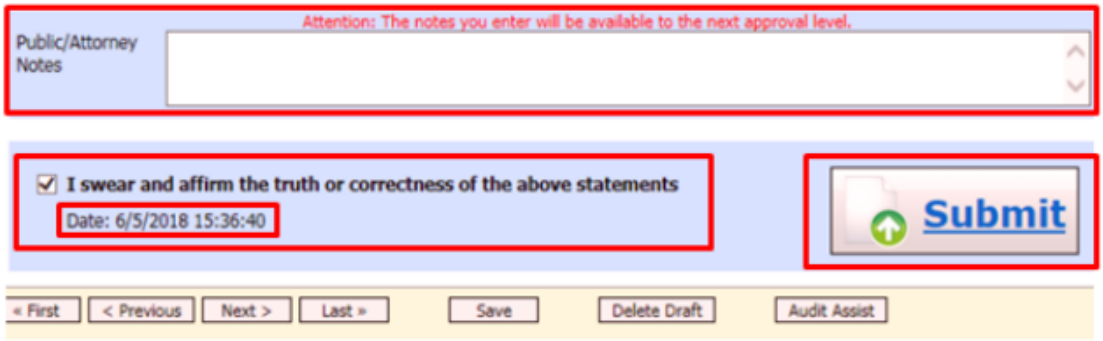
Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step 13

Click the **Confirmation** tab or click **Next.** The **Confirmation** tab will open. Review the information on the **Confirmation** tab for accuracy.

Step 14

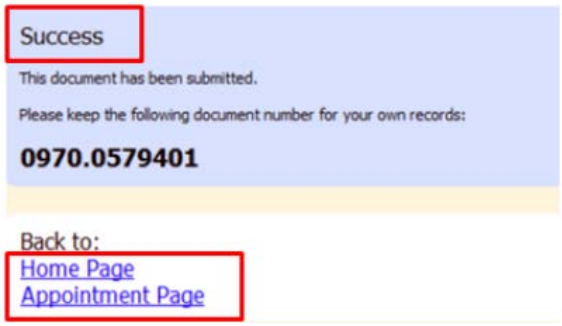
Select the check box to swear and affirm to the accuracy of the authorization. The authorization will automatically be time stamped.



Step 15

Click **Submit** to send to the court. Your individual login and password will serve as your electronic signature.

A confirmation page will appear indicating the previous action was successful and the Authorization Request has been submitted. Click **Appointment Page** if you wish to create an additional document for this appointment. Click **Home Page** to return to the home page.



The Supplemental Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

You will automatically receive an email when the AUTH has been approved. You will then be able to create a CJA-21 payment voucher.

Note:

- When increasing funds on an existing AUTH, the approved amount is added to the original "master" authorization to which it is linked, and a link is established between the documents.
- The "master" authorization is the one that holds the approved funds and is the only authorization that will display for selection when CJA-21/31s are created.
- We recommend saving the Service Provider Funding Request form per case, so that you have the basic case information filled in and will just need to update any dates and then proceed with the details for each service provider.