

## 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 Case, Defendant, and Type. The first row shows Case: 1:14-CR-08805-AA, Defendant: Jebediah Branson (# 1), and Type: CJA-20. Below this is the Appointments List section, which contains three rows of appointment details. The second row, for Case: 1:14-CR-08806-88, is highlighted with a red box. The details for this case include Defendant: Thomas Watson, Representation Type: Criminal Case, Order Type: Appointing Counsel, Order Date: 03/03/14, Pres. Judge: Barney Ball, and Adm./Mag Judge: [blank].

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: <a href="#">1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: <a href="#">1:14-CR-08806-88</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: <a href="#">1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	<b>Defendant: Thomas Howell</b> 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



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

The screenshot shows a form titled 'Authorization Basic Info' with a light blue background. The form contains the following fields: 'Order Date' (text input), 'Nunc Pro Tunc Date' (text input), 'Repayment' (checkbox), 'Estimated Amount' (text input with a dollar sign and an asterisk), 'Authorized Amount' (text input with a dollar sign), 'Basis of Estimate' (text input), 'Description' (text area with up/down arrows), 'Service Type' (drop-down menu with an asterisk), and 'Requested Provider' (text input). At the bottom of the form are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and '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:

 **Submit**

**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**.