

## 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, CMECF, Links, Help, Logout) and a user profile for Andrew Anders. Below the profile is a table of active documents and a list of appointments. The appointment for case 1:14-CR-08805-88 is highlighted with a red box.

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-08805-88</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 the following fields: Order Date (text input), Nunc Pro Tunc Date (text input), Repayment (checkbox), Estimated Amount (\$) (text input with a red asterisk), Authorized Amount (\$) (text input), Basis of Estimate (text input), Description (text area with up/down arrows), Service Type (drop-down menu with a red asterisk), and Requested Provider (text input). At the bottom, there are navigation buttons: « First, < Previous, Next >, Last », and action buttons: 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:

 **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**.