

Requesting Authorization for a Service Provider

Step
1

Click the Case Number hyperlink in the Appointment List on your Home page.

Figure 1: Attorney Home Page

The screenshot shows the Attorney Home Page interface. At the top, there is a navigation bar with links for Home, Operations, Reports, CMCF, Links, Help, and Logout. Below this, a welcome message for Andrew Anders is displayed, along with links for My Profile, My Appointments, and Search Existing Appointments. The main content area is divided into sections: My Active Documents, Appointments List, and a section for My Active Documents. The Appointments List section contains a table with columns for Case, Defendant, and Type. The case '14-CR-0880-40' is highlighted with a red box. The details for this case are shown below the table, including the defendant's name (Thomas Watson), representation type (Criminal Case), order type (Appointing Counsel), and order date (03/03/14).

You will be taken to the Appointment Info page.

Step
2

Click the AUTH Create link of the left-hand menu.

Figure 2: The Appointment Info screen

The screenshot shows the Appointment Info screen. The left-hand menu is visible, containing links for Appointment, View Representation, Create New Voucher, AUTH, AUTH-24, CJA 20, CJA-21, and CJA 20. The 'AUTH Create' link is highlighted with a red box. The main content area displays the Appointment Info for the case '14-CR-0880-40'. It includes a summary of the appointment, a list of vouchers related to the appointment, and a list of vouchers on file. The 'AUTH Create' link is highlighted with a red box.

Step
3**Fill in the information requested for the Authorization.**

Fill in the Estimated Amount, the Basis of Estimate, a Description, and select the Service Type from the drop-down list.

Figure 3: Authorization Basic Info

The screenshot shows a web form titled "Authorization Basic Info". It contains the following fields and controls:

- Order Date: Text input field
- Nunc Pro Tunc Date: Text input field
- Repayment: Check box
- Estimated Amount: Text input field with a dollar sign and an asterisk
- Authorized Amount: Text input field with a dollar sign
- Basis of Estimate: Text input field
- Description: Text area with up and down arrow controls
- Service Type: Dropdown menu with an asterisk
- Requested Provider: Text input field

At the bottom of the form are several buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

Notes:

- You may attach multiple supporting documents in the Document 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

The screenshot shows the "Authorization Request Confirmation Tab" with the following elements:

- A table with four columns: "Signature of Presiding Judge", "Date Signed", "Judge Code", and "Approved Amount". There are two rows for this table.
- A text area labeled "Public/Attorney Notes" with a red warning message above it: "Attention: The notes you enter will be available to the next approval level."
- A checkbox labeled "I swear and affirm the truth or correctness of the above statements".
- A "Date:" label next to a date input field.
- A "Submit" button with a green arrow icon.

Notes:

- You may add notes to your submission on the Submit tab. Check the "I swear..." check box (the date will automatically update to the current date) and click Submit.