

Submitting an Authorization Request for Expert Services

Step
1

Open the Appointment record.

Step
2

Click **Create** from the Authorization template.

Create New Voucher

AUTH

Authorization for Expert and other
Services

Create

The **Basic Info** screen will open.

Basic Info Documents Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ F Subs for Federal Defender ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

« First < Previous Next > Last » Save Delete Draft

Submitting an Authorization Request for Expert Services (cont'd)

Step 3

Complete the information in the blue section at the bottom of the screen. This to include:

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider

Order Date

Munc Pro Tunc Date

Repayment ☐

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type ▼ *

Requested Provider

« First < Previous Next > Last » Save Delete Draft

Step 4

Click **Save**.

Step 5

Click the **Supporting Documents** tab or click the **Next** option located on the Progress bar.

Submitting an Authorization Request for Expert Services (cont'd)

Step
5

Click **Next**.

The Confirmation screen will open.

Step
6

Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

The screenshot shows a web form with a light blue header and a yellow footer. The header contains a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". The main body of the form has a light blue background. On the left, there is a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. Below the checkbox is a timestamp: "Date: 6/16/2014 15:53:48". On the right, there is a "Submit" button with a green arrow icon. The footer contains several navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

Step
7

Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

The screenshot shows a confirmation screen with a light blue header and a yellow footer. The header contains the word "Success" in a red box. Below this, the text reads: "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:". The voucher number "0101.0000152" is displayed in a large, bold, black font. At the bottom, there is a "Back to:" label followed by two links: "Home Page" and "Appointment Page", both in blue text.

Step
8

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Authorization Request will now appear in the "My Submitted Documents" section on the Attorney home page. Once the Authorization Request is approved, an email will automatically be generated by the program notifying you that it has been approved.