

Creating a New Authorization (AUTH) for Expert Services

When you are initially requesting investigative/expert/other services for a service provider, 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 7/23/18, 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.

Appointments' List

Appointments	Defendant
Case: 2:18-CR-01000-CKJ Defendant #: 1 Case Title: U.S. v. Sample-Defendant Attorney: Kerry Reynoldsrap	Defendant: Susie Sample-Defendant Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 02/01/18 Pres. Judge: Cindy K Jorgenson Adm./Mag Judge:
Case: 2:18-CR-01001-CKJ Defendant #: 1 Case Title: USA v Defendant-Sample Attorney: Kerry Reynoldsrap	Defendant: David Defendant-Sample Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 02/01/18 Pres. Judge: Cindy K Jorgenson Adm./Mag Judge:

Step 2

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

Appointment Info

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0970	Susie Sample-Defendant		
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
	2:18-CR-01000-1-CKJ		
7. IN CASE MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
U.S. v. Sample-Defendant	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED	12. ATTORNEY'S NAME AND MAILING ADDRESS		
17A:102.F COPYRIGHT LAWS	Kerry Reynoldsrap 401 W Washington Ste 130 Phoenix AZ 85003 Phone: 602-322-7207		
13. COURT ORDER		14. LAW FIRM NAME AND MAILING ADDRESS	
<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input checked="" type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Steadily Counsel		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Budget 5 Bids Date of Order: 2/1/2018 Next Pro Test Date: Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Create New Voucher

- AUTH** Authorization for Expert and other Services **Create**
- AUTH-24** Authorization for payment of transcript **Create**
- CJA-20** Appointment of and Authority to Pay Court-Appointed Counsel **Create**
- CJA-21** Authorization and Voucher for Expert and other Services **Create**
- CJA-26** Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court **Create**

Vouchers on File

Case	Defendant	Type	Status	Date Entered
2:18-CR-01000-CKJ Start: 03/07/2018 End: 03/07/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,250.00 Approved Amount: 2,250.00	AUTH Investigator	Voucher Closed 0970.0579026	03/07/2018
2:18-CR-01000-CKJ Start: 03/07/2018 End: 03/08/2018	Susie Sample-Defendant (# 1) Claimed Amount: 3,000.00	AUTH Ballistics	Submitted to Court 0970.0579028	03/07/2018
2:18-CR-01000-CKJ Start: 03/07/2018 End: 03/08/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,500.00	AUTH Investigator	Submitted to Court 0970.0579029	03/07/2018
2:18-CR-01000-CKJ Start: 03/07/2018 End:	Susie Sample-Defendant (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	03/30/2018
2:18-CR-01000-CKJ Start: 03/02/2018 End: 04/05/2018	Susie Sample-Defendant (# 1) Claimed Amount: 454.25	CJA-20 Kerry Reynoldsrap	Submitted to Court 0970.0579030	05/10/2018
2:18-CR-01000-CKJ Start: 04/05/2018 End: 04/05/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	CJA-26	Voucher Closed 0970.0579133	04/05/2018

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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

1. CIR. DIST. DIV. CODE 0970	2. PERSON REPRESENTED Mickey Mouse		VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 2:17-CR-01000-1-FJM	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) US v. Mickey Mouse	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 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 <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> 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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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.


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)

Master Authorization Information

Order Date 

Nunc Pro Tunc Date 

Repayment

Estimated Amount \$ *

Authorized Amount \$ Deactivated

Basis of Estimate

Description

Service Type *

Notes

« First < Previous **Next >** Last »

Note:

An initial AUTH is considered a “Master Authorization” (see above in purple).

*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 [AUTH-AZD Supplemental Information in Support of Request to Enlist Service Provider](#) 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 8

In the **Description** field, add a meaningful description of the attachments. (i.e. Doc 15.Motion for Investigator.filed 10.15.17; Doc 16.Order on Mtn for Investigator.filed 10.20.17; AUTH AZD.Investigator.dated 7.15.18; CV for Investigator; Investigator DPS Photo ID)

Step 9

Click **Upload**.

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

The screenshot shows the 'Supporting Documents' section of a web form. At the top, there are tabs for 'Basic Info', 'Documents', and 'Confirmation'. Below the tabs is a header 'Supporting Documents'. Underneath is a blue box titled 'File Upload (Only Pdf files of 10MB size or less!)'. Inside this box, there is a 'File' input field with a 'Browse...' button next to it, and a 'Description' text input field below it. To the right of the 'Description' field is an 'Upload' button. Below the 'File Upload' box is a table with a header row containing 'Description', 'Delete', and 'View'. The table body currently shows 'No Attachments'.

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

This screenshot shows the same 'Supporting Documents' form after two documents have been uploaded. The 'File Upload' section is now empty. The table below it is populated with two entries:

Description	Delete	View
Doc 15.Motion for Investigator.filed 10.15.17.pdf	Delete	View
Doc 16.Order on Mtn for Investigator.filed 10.20.17.pdf	Delete	View

At the bottom of the form, there are several buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Next >' and 'Save' buttons are highlighted with red boxes.

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.

The screenshot shows a web form with a red border. At the top, a red box contains the text: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". Underneath the text area is a checkbox with the text "I swear and affirm the truth or correctness of the above statements". To the right of the checkbox is a date stamp: "Date: 6/5/2018 15:36:40". To the right of the date stamp is a "Submit" button with a green arrow icon. At the bottom of the form, there are navigation buttons: "< First", "< Previous", "Next >", "Last >>", "Save", "Delete Draft", and "Audit Assist".

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 screenshot shows a success message in a light blue box. The word "Success" is in a red box. Below it, the text reads: "This document has been submitted. Please keep the following document number for your own records: 0970.0579401". At the bottom, there is a "Back to:" section with two links: "Home Page" and "Appointment Page", both in red boxes.

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 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**.

▶ **Basic Info**

Basic Info

1. CIR. DIST. DIV. CODE 0970	2. PERSON REPRESENTED Mickey Mouse	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 2:17-CR-01000-1-FJM	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) US v. Mickey Mouse	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 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 <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> 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 Nunc Pro Tunc Date 1/1/2017 Repayment <input type="checkbox"/> YES <input type="checkbox"/> 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 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.

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.

Please Select the Authorization to request additional funds for:						
ID Number: 497579	Order Date: 01/01/2017	Authorized Amount: \$3,000.00	Grand Total Amount: \$0.00	Service Type: Investigator	Estimated Amount: \$3,000.00	Notes: John Doe Investigator
ID Number: 497589	Order Date: 01/01/2017	Authorized Amount: \$5,000.00	Grand Total Amount: \$0.00	Service Type: Computer Forensics Expert	Estimated Amount: \$5,000.00	Notes: Susie Forensic Expert

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.

Request for Additional Funds on existing Authorization [497579](#)

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text" value="1125.00"/>	*
Authorized Amount	\$ <input type="text"/>	<input type="checkbox"/> Deactivated
Total Authorized	\$ 3000.00	
Basis of Estimate	<input type="text" value="\$75/hr for 15 hours"/>	
Description	<input type="text" value="Investigative Services"/>	
Service Type	<input type="text" value="Investigator"/>	
Notes	<input type="text" value="John Doe Investigator"/>	

Next >
Save
Delete Draft
Audit Assist

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)

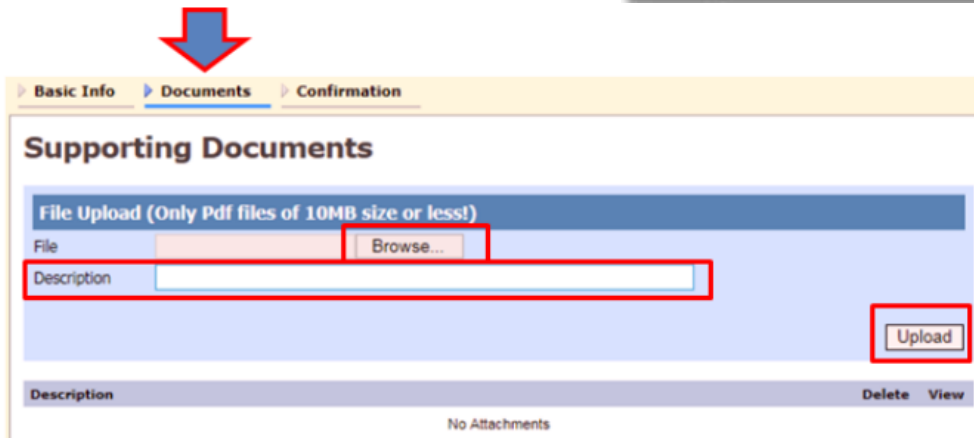
Step 9 On the Documents tab, you will add your court order, if you previously obtained one. If this is a new supplemental request without a previous order, fill out the document entitled [AUTH-AZD Supplemental Information in Support of Request to Enlist Service Provider](#) located on the court's website.

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.

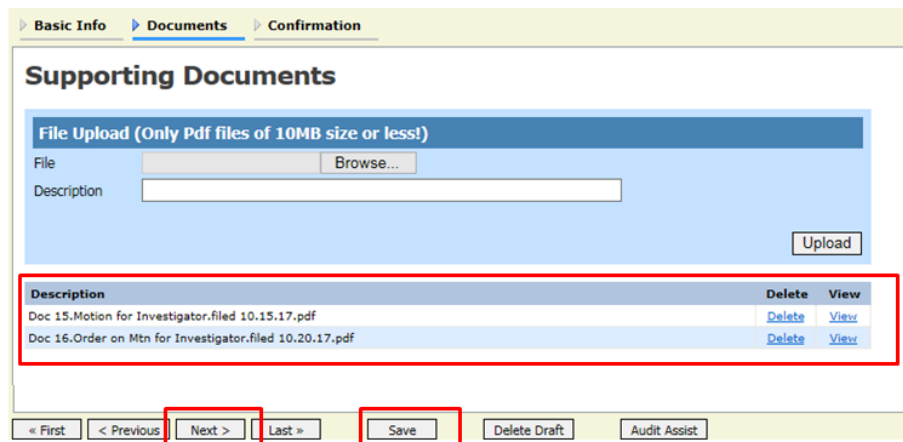
Step 10 In the **Description** field, add a meaningful description of the attachments.
 (i.e. Doc 15.Motion for Investigator.filed 10.15.17; Doc 16.Order on Mtn for Investigator.filed 10.20.17;
 AUTH AZD.Investigator.dated 7.15.18; CV for Investigator; Investigator DPS Photo ID)

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.

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: 6/5/2018 15:36:40

Submit

< First < Previous Next > Last > Save Delete Draft Audit Assist

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.

Success

This document has been submitted.

Please keep the following document number for your own records:

0970.0579401

Back to:

[Home Page](#)

[Appointment 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 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 CJA21/31s are created.
- We recommend saving the AZD AUTH Supplemental Information form per case, so that you have the basic case information filled in and will just need to update any dates in Section II and then proceed with the details per each service provider.