

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.

Step 2

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

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 0270.0579026	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 0270.0579028	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 0270.0579029	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 0270.0579030	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 0270.0579133	04/05/2018

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.

« First < Previous Next > Last » Delete Draft Audit Assist

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 attached at the end of this document and also located on the court's website: <http://www.azd.uscourts.gov/sites/default/files/cja/AZD%20AUTH%20Form.docx>

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 to its right, and a 'Description' text input field below it. To the right of the 'Description' field is an 'Upload' button. A red arrow points down to the 'Documents' tab. Red boxes highlight the 'Browse...' button, the 'Description' field, and the 'Upload' button.

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

The screenshot shows the 'Supporting Documents' section after the upload. The 'File Upload' section is still visible. Below it, the 'Description' section now contains two entries, each with a 'Delete' and 'View' link. A red box highlights this 'Description' section. At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. Red boxes highlight the 'Next >' and 'Save' buttons.

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

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.

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
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.

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 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) (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"/>	

<< First
< Previous
Next >
Last >>
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 attached at the end of this document and also located on the court’s website:

<http://www.azd.uscourts.gov/sites/default/files/cja/AZD%20AUTH%20Form.docx>

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.

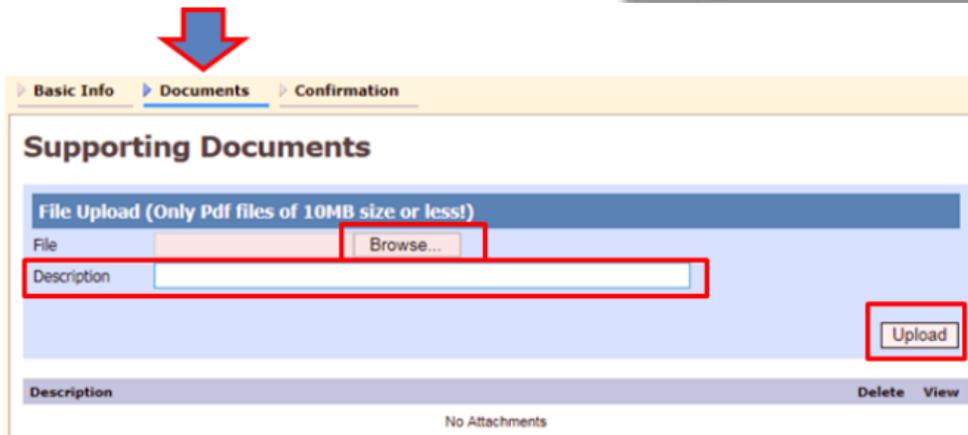
Step 10

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)

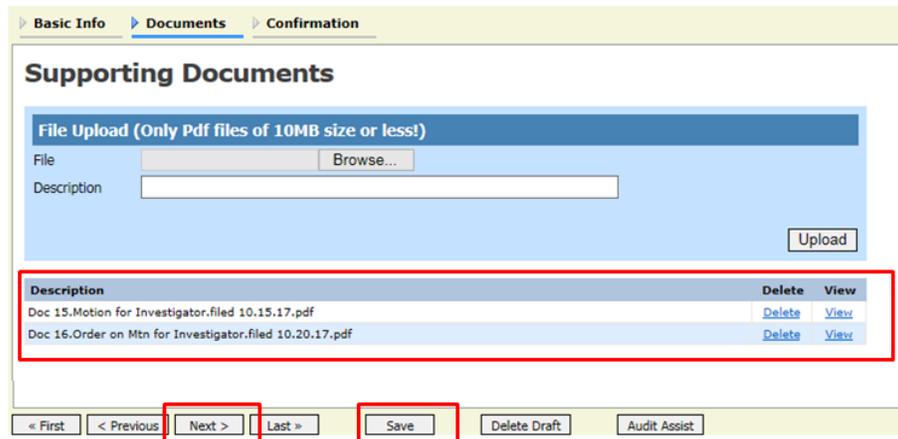
Note:
 All documents must be submitted in PDF format, and must be 10 MB or less, per file.

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.

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.

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.

**UNITED STATES DISTRICT COURT
DISTRICT OF ARIZONA**

AUTH AZD

*SUPPLEMENTAL INFORMATION IN SUPPORT OF REQUEST
FOR AUTHORIZATION TO ENLIST SERVICE PROVIDER*

(For service provider fees to be compensated under the Criminal Justice Act, counsel must complete and submit this form BEFORE provider work exceeding a combined \$800 is performed.)

I. BASIC INFORMATION ABOUT REPRESENTATION

Attorney name:	
Defendant name:	
Case title:	
Case number:	
Defendant number:	
Number of co-defendants:	
Has case been designated as complex? (Provide the docket number)	
Other pending cases of defendant during representation? (Provide case numbers)	

II. BRIEF SUMMARY OF CASE TO DATE

If applicable, provide the current trial date:		If applicable, provide the current sentencing date:	
Has a guilty plea been entered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date plea was entered:	
Has there been a trial?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many trial days?	
What was the result? (check all that apply)	<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> Mistrial	Date:	

III. SERVICE PROVIDER INFORMATION

Name: <i>(You must also include the provider's name in the "Notes" field on the eVoucher AUTH "Basic Info" tab.)</i>	
Phone number:	
Email address:	
Billing address:	
Type of service provider:	
Relevant experience or specialized knowledge: <i>(also attach CV/resume and/or any relevant license to documents tab):</i>	

IV. TYPE AND AMOUNT OF REQUEST (*select one*)

Which option applies to this request:	<input type="checkbox"/> Initial Authorization to Obtain Services Under 18 U.S.C. §3006A or §3599(f)
	<input type="checkbox"/> Supplemental Authorization for Additional Funds
If supplemental, amount previously approved to date:	
Amount currently requested:	

V. PROPOSED SERVICES* (*Estimate the number of hours requested, the proposed hourly rate, and the total funds requested. Include a description of what services will be provided and, if in excess of statutory maximum, why the requested services are “necessary to provide fair compensation for services of an unusual character or duration.” 18 U.S.C § 3006A(e)(3); 18 U.S.C. § 3599(g)(2); Guide to Judiciary Policy, Vol. 7, §§ 310.20.20 & 660.20.20). For supplemental requests, describe what was accomplished with the prior authorization and what services will be provided with the additional funds.*)

Hours Requested	Hourly Rate	Total Requested	Justification/Explanation

*Note: Motions for Mental Competency Evaluation pursuant to 18 U.S.C. §§4241-4246 are paid by the Department of Justice (See Guide to Judiciary Policy, Vol.7 §320.20.60) and should be made via motion on CM/ECF. Any motions for transportation of defendant for an evaluation (including those requested pursuant to §3006A), should be made via motion on CM/ECF.

VI. NUNC PRO TUNC AUTHORIZATION

<i>Counsel is responsible for the oversight of expert services and funding status. Nunc pro tunc requests, whether for ancillary services exceeding \$800 (in the aggregate) without prior authorization OR exceeding an existing funding authorization, may be denied absent extraordinary circumstances. Justification provided must be sufficiently persuasive and detailed to overcome the failure to obtain timely authorization.</i>	
Requested Nunc Pro Tunc Date:	
Justification for Nunc Pro Tunc Request:	

ATTORNEY DECLARATION

I hereby declare under penalty of perjury that the information provided in this document is accurate and truthful, and that I am a licensed attorney authorized to practice law in the District Court, District of Arizona.

Date:		Signature: (insert name)	/s/
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INSTRUCTIONS:

1. Save completed form in Word. Then create a PDF version of the form.
2. Upload the PDF version of this request form to the “Documents” tab of an AUTH in eVoucher, also attach any other relevant documents (CV/Resume/License/DPS PI Photo ID). Then list the provider’s name in the “Notes” field on the “Basic Info” tab (unless requesting an interpreter/translator).
3. If you’ve previously obtained an order from the Court authorizing funding for a service provider, this form is unnecessary. Instead, attach a copy of the Court’s order to the AUTH in eVoucher.
4. For questions, contact the CJA Department at 602-322-7150 or cja_eVoucher@azd.uscourts.gov.