

## Creating an Authorization for Expert Services Exceeding \$900

If the total cost of services per type (excluding expenses) of service per case will exceed \$900.00, advance authorization is required. Counsel must complete an Authorization request in CJA eVoucher.

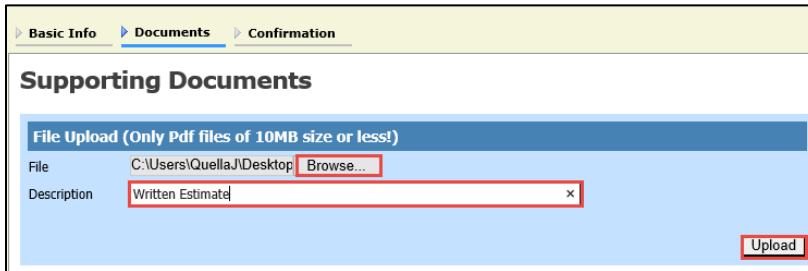
1. Select the case link from the *Appointments List* on your *Home* screen.
2. The *Appointment Info* page opens. Select **Auth - Create**.

<b>Appointment</b> In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers <a href="#" style="color: white; text-decoration: none;">View Representation</a> <b>Create New Voucher</b> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <span style="background-color: #4F81BD; color: white; padding: 2px;">AUTH</span> <span style="padding: 2px;">Create</span>                  Authorization for Expert and other Services             </div>	<b>Appointment Info</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">1. CIR. DIST/DIV CODE</td> <td style="font-size: small;">2. PERSON</td> </tr> <tr> <td>64AC</td> <td>John Do</td> </tr> <tr> <td style="font-size: small;">3. MAG. DKT/DEF NUMBER</td> <td style="font-size: small;">4. DIST. I</td> </tr> <tr> <td style="font-size: small;">7. IN CASE MATTER OF (Case Name)</td> <td style="font-size: small;">8. PAYM Proceed</td> </tr> <tr> <td>US vs. John Doe</td> <td>4106A , convicted U.S.C. § 28 U.S.C.</td> </tr> <tr> <td style="font-size: small;">11. OFFENSE(S) CHARGED</td> <td></td> </tr> <tr> <td style="font-size: small;">12. ATTORNEY'S NAME AND MAILING ADDRESS</td> <td></td> </tr> <tr> <td colspan="2">Test Attorney 1100 East Main Street Richmond VA 23219</td> </tr> </table>	1. CIR. DIST/DIV CODE	2. PERSON	64AC	John Do	3. MAG. DKT/DEF NUMBER	4. DIST. I	7. IN CASE MATTER OF (Case Name)	8. PAYM Proceed	US vs. John Doe	4106A , convicted U.S.C. § 28 U.S.C.	11. OFFENSE(S) CHARGED		12. ATTORNEY'S NAME AND MAILING ADDRESS		Test Attorney 1100 East Main Street Richmond VA 23219	
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3. The *Basic Info* page opens. Enter the pertinent information, providing sufficient information to enable the court to rule on the request. Specifically:
  - a. Enter *Estimated Amount*
  - b. Enter *Basis of Estimate*: Enter the rate (not to exceed court-approved rates) times the estimated hours for interpreter, paralegal, or law clerk services or times the estimated number of words for translator services. Upload any written estimate from the service provider at the *Documents* tab.
    - i. Interpreter Services: Estimated number of hours x \$59/hour for a federally certified interpreter or \$35/hour for a non-certified interpreter (certification is not required);
    - ii. Translator Services: Estimated number of words x \$165 per 1,000 words
    - iii. Paralegal Services: Estimated number of hours x \$55/hour
    - iv. Law Clerk Services: Estimated number of hours x \$25/hour
  - c. Enter *Description of Services*: Describe the services and why they are necessary to the representation.
  - d. Select *Service Type*.
  - e. Enter *Requested Provider*.
4. **IMPORTANT!** There is no auto save feature in CJA eVoucher. Select the **Save** button at the bottom of the screen often to save your data. If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select **Stay on this Page**.

Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input style="border: 1px solid red;" type="text" value="825.00"/> *
Authorized Amount	\$ <input style="width: 100px;" type="text"/>
Basis of Estimate	<input style="width: 100%; border: 1px solid red;" type="text" value="33 hours x \$25 per hour"/> X
Description	<input style="width: 100%; border: 1px solid red;" type="text" value="Research and summarize Fourth Amendment claim based on facts of the case"/>
Service Type	<input style="width: 100%; border: 1px solid red;" type="text" value="Law Clerk Services"/> *
Requested Provider	<input style="width: 100%; border: 1px solid red;" type="text" value="Charles Wright"/>
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input style="border: 1px solid red;" type="button" value="Save"/> <input type="button" value="Delete Draft"/>	

5. Select **Next** at the bottom of the screen or **Documents** at the top of the screen.
6. Upload the appropriate CJA Authorization Request form and the written estimate of the service provider.



Basic Info Documents Confirmation

### Supporting Documents

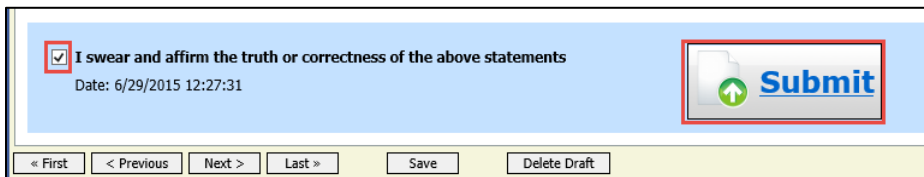
File Upload (Only Pdf files of 10MB size or less!)

File C:\Users\Quella\J\Desktop Browse...

Description Written Estimate x

Upload

7. Select **Next** at the bottom of the screen or **Confirmation** at the top of the screen.
8. Check the affirmation box.
9. Select **Submit**.



I swear and affirm the truth or correctness of the above statements  
Date: 6/29/2015 12:27:31

Submit

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

10. Counsel will receive an email from the court when the authorization has been approved. See [Creating & Submitting a CJA21/31 for Printing Company Services](#) or [Creating & Submitting a CJA21/31 for an Interpreter or Translator](#) for information on filing service provider vouchers.