

Creating an Authorization for Expert Services Exceeding \$800

If the total cost of services per type of service per case will exceed \$800.00, 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**.

<p>Appointment 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.</p> <p>View Representation</p> <p>Create New Voucher</p> <p>AUTH Create Authorization for Expert and other Services</p>	<p>Appointment Info</p> <table border="1"> <tr> <td>1. CIR. DIST. DIV. CODE 04AC</td> <td>2. PERSON John Doe</td> </tr> <tr> <td>3. MAG. DKT/DEF. NUMBER</td> <td>4. DIST. ID</td> </tr> <tr> <td>7. IN CASE/MATTER OF (Case Name) US vs. John Doe</td> <td>8. PAYMENT Appeal of proceeds 4106A, 1 convicted U.S.C. § 28 U.S.C.</td> </tr> <tr> <td colspan="2">11. OFFENSE(S) CHARGED</td> </tr> <tr> <td colspan="2">12. ATTORNEY'S NAME AND MAILING ADDRESS Test Attorney 1100 East Main Street Richmond VA 23219</td> </tr> </table>	1. CIR. DIST. DIV. CODE 04AC	2. PERSON John Doe	3. MAG. DKT/DEF. NUMBER	4. DIST. ID	7. IN CASE/MATTER OF (Case Name) US vs. John Doe	8. PAYMENT Appeal of proceeds 4106A, 1 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 \$35/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	\$ 825.00 *
Authorized Amount	\$
Basis of Estimate	33 hours x \$25 per hour X
Description	Research and summarize Fourth Amendment claim based on facts of the case
Service Type	Law Clerk Services *
Requested Provider	Charles Wright
<input type="button" value="« First"/> <input type="button" value="< Previous"/> <input type="button" value="Next >"/> <input type="button" value="Last »"/> <input 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 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\QuellaJ\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.