Example: Adding $500 to an existing AUTH of $2,000

(1) After the Court grants additional funds for an expert, counsel will open the case in eVoucher and click the **"AUTH Create"** link.	
(2) Counsel will click the **"Request Additional Funds"** link.	
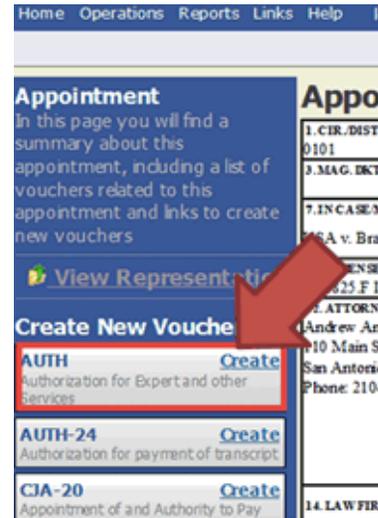
(3) A list of all closed authorizations appears for this representation and appointment. Counsel will select (click) the authorization that needs to be increased.	**e Selection** **authorization** button to create a new authorization request, or click the **Request Additional Funds** butto tions that you would like to request additional funds for. **Please Select the Authorization to request additional funds for:** **ID Number: 497871** Order Date: 10/30/2017 Authorized Amount: $1,200.00 Grand Total Amount: $0.00 Service Type: Interpreter/Translator Estimated Amount: $1,200.00 Notes: **ID Number: 497872** Order Date: 10/30/2017 Authorized Amount: $2,000.00 Grand Total Amount: $2,000.00 Service Type: Investigator Estimated Amount: $2,000.00 Notes: **ID Number: 497873** Order Date: 10/30/2017 Authorized Amount: $1,800.00 Grand Total Amount: $0.00 Service Type: Psychologist Estimated Amount: $1,800.00 Notes:

(4) When counsel selects the authorization, a screen appears for counsel to add the newly authorized funds in the "Estimated Amount" field. Counsel shall write the **docket numbers of the motion and order** authorizing additional funds in the **"Description"** field. Then counsel will click the "Create Authorization" button.	**Request for Additional Funds on existing Authorization** **Order Date** [ ] **Nunc Pro Tunc Date** [ ] **Repayment** ☐ **Estimated Amount** $ [500.00] * **Authorized Amount** $ [ ] ☐ **Deactivated** **Basis of Estimate** [Additional funding at $85/hr] **Description** [Motion ECF 250, Order 251] **Service Type** [Investigator ▾] * **Notes** [ ] [Create Authorization]

(5) In the AUTH that appears, counsel will open the **"Confirmation"** page and **submit** the document to the Court.	
(6) As customary, the Court will process the new funding request document via eVoucher. The new funds will attach to the old existing AUTH. When you create the CJA 21, select the **original AUTH** (which now includes additional funds).	

(7) NOTE: When you open your Case Appointment, you will see your vouchers and AUTHs as the image on your right. The original AUTH ($2,000) will appear separately from the AUTH ($500) processed for extra funds. But when you click create CJA 21, both AUTHs will appear as one AUTH amounting to $2,500 as shown in the step 6 image.

CJA-21   Create
Authorization and Voucher for Expert and other Services

14. LAW FIRM NAME AND MAILING ADDRESS

Lee Johnson
Date of Order   Nu
10/30/2017
Repayment ☐ YES ☑ NO

Reports

Order Appointing Panel Attorney

Attorney Time Report

Defendant Summary Report - Attorney

Defendant Summary Report - Attorney v5.0

Defendant Detail Report - Attorney

Defendant Detail Report - Attorney v5.0

Appointment Report

Vouchers on File

To group by a particular Header, drag the column to this area.   Search

Case	Defendant	Type	Status
3:17-CR-00995-- Start: 12/18/2017 End: 12/18/2017	John Smith (# 1) Claimed Amount: 1,200.00 Approved Amount: 1,200.00	AUTH Interpreter/Translator	Voucher Closed 4669.0497871
3:17-CR-00995-- Start: 12/18/2017 End: 12/18/2017	John Smith (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	Voucher Closed 4669.0497872
3:17-CR-00995-- Start: 12/18/2017 End: 12/18/2017	John Smith (# 1) Claimed Amount: 1,800.00 Approved Amount: 1,800.00	AUTH Psychologist	Voucher Closed 4669.0497873
3:17-CR-00995-- Start: 12/18/2017 End: 12/18/2017	John Smith (# 1) Claimed Amount: 500.00 Approved Amount: 500.00	AUTH Investigator	Voucher Closed 4669.0497874
3:17-CR-00995-- Start: 01/04/2017 End: 03/31/2017	John Smith (# 1) Claimed Amount: 5,676.00	CJA-20 Joe J Joes	Voucher Entry Edit FINAL PAYMENT

(8) On the first page (Basic Info) of the newly created CJA 21, counsel will see the total approved amount for that expert. This amount corresponds to the total funds authorized by the Court: the original AUTH plus any other funds added via attached AUTHs by following the process detailed above.

☐ 11 Ballistics

☐ 13 Weapons/Firearms/Explosive Expert

☐ 14 Pathologist/Medical Examiner

☐ 25 Litigation Support Services

☐ 26 Computer Forensics Expert

e Signed	Judge Code	Approved Amount	Total Approved Amount
e Signed	Judge Code	Approved Amount	2500.00