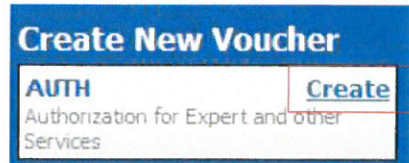


Submitting an Authorization Request for Expert Services

Step 1 Open the Appointment record.

Step 2 Click **Create** from the Authorization template.



The **Basic Info** screen will open.

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT DEF NUMBER	6. OTHER DKT DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date:

Nunc Pro Tunc Date:

Repayment:

Estimated Amount: \$

Authorized Amount: \$

Basis of Estimate:

Description:

Service Type:

Requested Provider:

< First < Previous Next > Last > Save Delete Draft

Submitting an Authorization Request for Expert Services (cont'd)

Step
3

Complete the information in the blue section at the bottom of the screen. This to include:

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$

Authorized Amount \$

Basis of Estimate

Description

Service Type

Requested Provider

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

Step
4

Click **Save**.

Step
5

Click the **Supporting Documents** tab or click the **Next** option located on the Progress bar.

Submitting an Authorization Request for Expert Services (cont'd)

Step
1

To add the attachment, click the **Browse** button to locate your file.

Note:

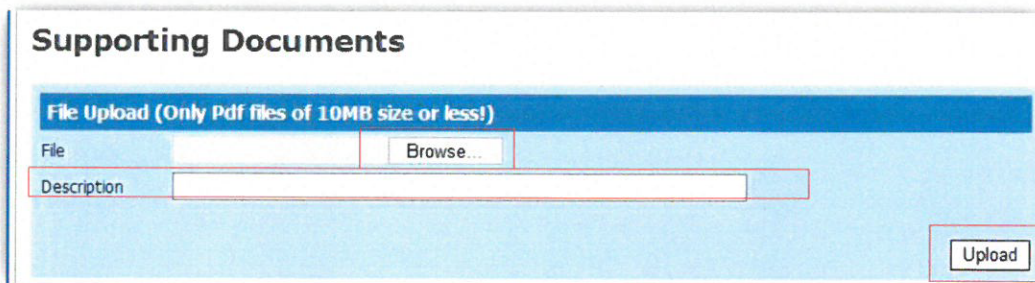
Documents are limited to PDF files, and must be 10 MB or less.

Step
2

Add a description of the attachment.

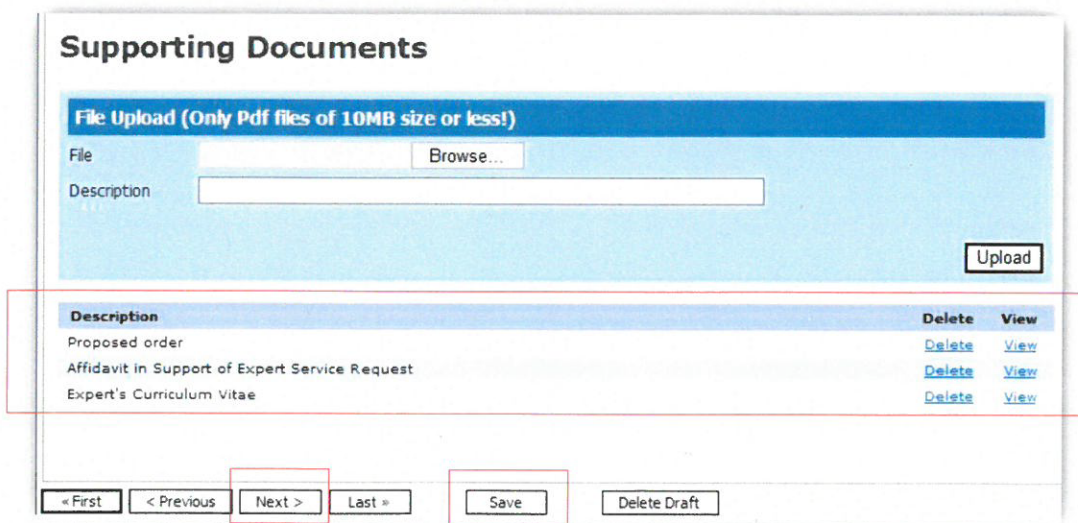
Step
3

Click **Upload**.



The screenshot shows the 'Supporting Documents' section of a web application. At the top, there is a blue header with the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a 'File' input field with a 'Browse...' button next to it. Underneath the 'File' field is a 'Description' input field. In the bottom right corner of the form, there is an 'Upload' button. A red box highlights the 'Description' input field and the 'Upload' button.

The attachment and description will be uploaded and appear in the bottom of the Description section.



The screenshot shows the 'Supporting Documents' section after an upload. The 'File Upload' section is still visible at the top. Below it, the 'Description' section now contains a list of uploaded items. Each item has a 'Delete' and a 'View' link next to it. At the bottom of the page, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. A red box highlights the list of uploaded items and the 'Next >' button.

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

Step
4

Click **SAVE**.

Submitting an Authorization Request for Expert Services (cont'd)

Step 5 Click **Next**.

The Confirmation screen will open.

Step 6 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note: You may include any notes to the Court in the Public/Attorney Notes section.

Public/Attorney Notes

Attention: The notes you enter will be available to the next approval level.

I swear and affirm the truth or correctness of the above statements

Date: 6/16/2014 15:53:48

Submit

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

Step 7 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0101.0000152

Back to:

[Home Page](#)

[Appointment Page](#)

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Authorization Request will now appear in the "My Submitted Documents" section on the Attorney home page.