## Submitting an Authorization Request for Expert Services



Open the Appointment record.



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.

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 VIOLA			
110 Main Street San Antonio TX 78210 Phone: 210-833-5623 14. LAW FIRM NAME ANDMAILING	ADDRESS	☐ F Subs for Federal Defender ♥ O A ☐ P Subs for Panel Attorney ☐ R S ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Orde Albert Albertson Date of Order Nunc Pro Tu	ubs for Retained Attorney er of the Court
		3/3/2014 Repayment □YES ☑NO	
Order Date Order Date Nunc Pro Tunc Date Estimated Amount \$ Basis of Estimate		]	
Description Service Type			

## 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

Nunc Pro Tunc Date	
Repayment	
Estimated Amount	\$ 8000.00 *
Authorized Amount	\$
Basis of Estimate	100 hours at \$80/hour
Description	
	~
Service Type	Investigator 💙 *
Requested Provider	John Doe



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)

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Step To add the attachment, click the <b>Browse</b> 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.	
Supporting Documents	
File Upload (Only Pdf files of 10MB size or less!)	
File Browse Description	
	Jpload

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

File Upload (	Only Pdf files of 10MB size or less!)
File	Browse
Description	
Description	Dele
Proposed order	Dele
Affidavit in Supp	ort of Expert Service Request Dele
	um Vitae Dele

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



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:

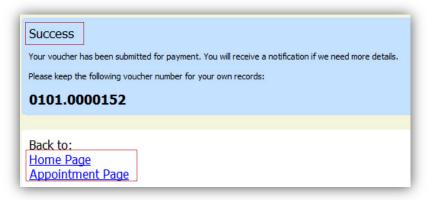
You may include any notes to the Court in the Public/Attorney Notes section.

Public/Attorney Notes				^
				~
✓ I swear ar	nd affirm the truth or c	orrectness of the abo	ove statements	
	nd affirm the truth or c /2014 15:53:48	orrectness of the abo	ove statements	Submit
		orrectness of the abo	ove statements	<b>Submit</b>

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.



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.