

eVOUCHER: ATTORNEY

AUTH: AUTHORIZATION REQUEST FOR EXPERT SERVICES

Rules for Use

- An AUTH is filed to obtain approval for services other than counsel when all services required in a case will exceed \$800.
- There is NOT AN AUTOSAVE function on this program. You must click SAVE periodically in order to save your work.

Instructions

1. On the Home page, from the **Appointments** list, select your case.
2. On the Appointment page, in the Create New Voucher section on the left, click **Create** next to AUTH to begin an authorization for expert services.
3. The **Basic Info** screen appears.
 - a. Complete the information in the blue section at the bottom of the screen. **Note:** You will not be able to access some fields. Fields marked with an asterisk are required.
 - **Estimated Amount** (amount you are requesting)
 - **Basis for Estimate**, if appropriate (e.g. 100 hours @ \$80/hour)
 - **Service Type** (select from drop-down list)
 - **Name of Requested (Service) Provider**
 - b. Click **Save**.
4. Click **Next** or click the **Documents** tab on the progress bar to attach supporting documents. **Note:** Documents are limited to PDF files, and must be 10 MB or less:
 - a. Click **Browse** to locate your file.
 - b. Add a description of the attachment.
 - c. Click **Upload**. The attachment and description will be uploaded and appear in the bottom of the Description section.
 - d. Click **Save**.

5. Click **Next** or click the **Confirmation** tab on the progress bar to review and submit the Auth:
 - a. Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time-stamped.
 - b. You may include notes to the Court, if any, in the Public/Attorney Notes section.
 - c. Click **Submit** to send to the Court.

6. A confirmation screen appears, indicating that the previous action was successful and the Authorization Request has been submitted. **Important!** Write down the voucher number or print the page for reference.

7. 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 appear in the “My Submitted Documents” section on your Attorney Home page.

I. REVISION HISTORY

Date	Description
10/15	Original Version