

Submitting an Authorization Request for Expert Services

Attorneys must seek advance authorization to use all non-interpreter expert service providers. In the past, attorneys filed these requests as *ex parte* motions. With eVoucher, all requests for expert services will be made in eVoucher, and should not be filed in paper or in CM/ECF.

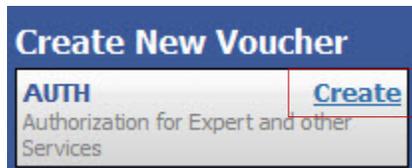
(Note: Attorneys should contact the Court’s staff interpreter for any request for interpreter services pursuant to LR Gen 108. If the Court’s staff interpreter cannot accommodate your request, you may spend up to \$800 without prior authorization from the Court. After \$800, you would need to request advance authorization for any additional interpreter-related costs.)

Step 1

After logging into eVoucher, click on the representation in the **Appointments List** on the Home screen.

Step 2

After clicking on the appointment, select the **Create** link in the AUTH box in the **Create New Voucher** column on the left-hand side of the screen.



The **Basic Info** screen will open, which displays the case and attorney information.

Basic Info			
1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah 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"/> Y Standby Counsel Prior Attorney's Name Appointments Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 8/2/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Order Date	<input type="text"/>		
Nunc Pro Tunc Date	<input type="text"/>		
Repayment	<input type="checkbox"/>		
Estimated Amount	\$ <input type="text"/>		
Authorized Amount	\$ <input type="text"/>		
Basis of Estimate	<input type="text"/>		
Description	<input type="text"/>		
Service Type	<input type="text"/>		
Requested Provider	<input type="text"/>		
<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"/>			

**Step
3**

Complete the information in the blue section at the bottom of the screen: estimated amount, basis for estimate, service type, and name of service provider. After you have entered this information, click **Save**. (**Important:** eVoucher does not autosave, so attorneys should click save frequently to prevent entries from being lost.)

The screenshot shows a form with a light blue background. The fields are: Order Date (text box), Nunc Pro Tunc Date (text box), Repayment (checkbox), Estimated Amount (\$ 8000.00 *), Authorized Amount (\$ text box), Basis of Estimate (text box containing "100 hours at \$80/hour"), Description (text area), Service Type (dropdown menu showing "Investigator"), and Requested Provider (text box containing "John Doe"). At the bottom, there are navigation buttons: << First, < Previous, Next >, Last >>, Save (highlighted with a red box), and Delete Draft.

**Step
4**

Click the **Supporting Documents** tab on the top of the screen, or click **Next** on the progress bar at the bottom of the screen.

**Step
5**

On the next page, attach an explanation for the service provider request by clicking the **Browse** button to locate your file. **Note:** All documents uploaded in eVoucher must be in PDF format.

**Step
6**

Add a description of the attachment, and click **Upload**.

The screenshot shows the "Supporting Documents" section. It has a blue header with the text "File Upload (Only Pdf files of 10MB size or less!)". Below this is a "File" label, a text box, and a "Browse..." button. Below that is a "Description" label and a text box. At the bottom right, there is an "Upload" button.

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

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

Step 7

Click **Save**.

Step 8

Click **Next** to open the Confirmation screen.

Step 9

Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped. In addition, you may include any notes to the Court in the **Public/Attorney Notes** field.

Step 10

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

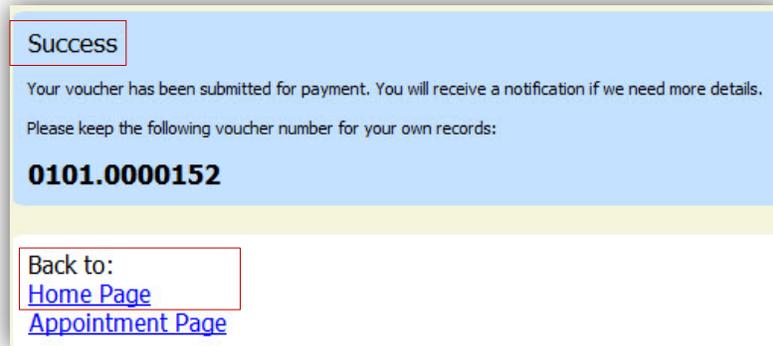
Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

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

Date:

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



Click **Home Page** to return to the home page. The Authorization Request will now appear in the "My Submitted Documents" section on the home screen.