

Requesting Additional Funds

Step 1

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click **Request Additional Funds**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

Step 2

A list of all closed authorizations appears for this representation and appointment. Select the authorization that needs to be increased.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

Please Select the Authorization to request additional funds for:	
ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$0.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

Request for Additional Funds on existing Authorization

Order Date:

Nunc Pro Tunc Date:

Repayment:

Estimated Amount: \$

Then create the authorization as described in the above directions.

Step
3

Click the existing authorization hyperlink to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can leave unintended results.

Request for Additional Funds on existing Authorization [186](#)

Order Date 

Nunc Pro Tunc Date 

Repayment

Estimated Amount \$ *

Notes:

- When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents.
- The original authorization is the one that holds the approved funds, and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.

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