

# Submitting an Authorization Request for Expert Services

**Step 1** Open the **Appointment** record.

**Step 2** Click **Create** next to AUTH.



The **Basic Info** screen will open.

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"/> Y 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 5/3/2014 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

Step  
3

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount**
- **Basis of Estimate**
- **Description of Services**
- **Service Type** drop-down list
- **Notes (Requested 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 **Next**.

The District of Minnesota **requires** that the “Basis of Estimate” and “Description” boxes be completed. Please be detailed in the “Description” box. If your description is quite lengthy, it is highly suggested that you attach a letter/memorandum to the court with your description, including the hourly rate of your expert under the Documents tab.

If you are requesting funds that exceed the statutory maximum of \$2500, a Memorandum is required to be attached under the Documents tab.

**Step 1** To add the attachment, click **Browse** to locate your file.

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

**Step 2** In the **Description** field, add a description of the attachment.

**Step 3** Click **Upload**.

**Supporting Documents**

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

File

Description

The attachment and description will be uploaded and appear at 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	<a href="#">Delete</a>	<a href="#">View</a>
Affidavit in Support of Expert Service Request	<a href="#">Delete</a>	<a href="#">View</a>
Expert's Curriculum Vitae	<a href="#">Delete</a>	<a href="#">View</a>

Step  
4

Click **Save**.

Step  
5

Click **Next**.

The **Confirmation** screen will open.

Step  
6

Select the check box to swear and affirm to the accuracy of the authorization. The authorization will automatically be time stamped.

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: 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 an additional document for this appointment.