

## Requesting Additional Funds

You can increase the amount approved on an existing authorization as new amounts are requested.

### Step 1

In the Appointments' List section, open the appointment record.

Appointments' List	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

### Step 2

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH.

<b>AUTH</b> Authorization for Expert and other Services	<a href="#">Create</a>
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### Step 3

Click **Request Additional Funds**.

<b>Authorization Type Selection</b> You can click the <b>Create New Authorization</b> button to create a new authorization request, or click the <b>Request Additional Funds</b> button to select from a list of approved authorizations that you would like to request additional funds for.
<a href="#">Create New Authorization</a> Use this button to create a new authorization.
<a href="#">Request Additional Funds</a> Use this button to select an approved authorization that you would like to request additional funds for.

### Step 4

A list of all closed authorizations will appear 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:**

<b>ID Number: 186</b> 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:
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### Request for Additional Funds on existing Authorization

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text"/>	*

Then create the authorization as described in the previous instructions for creating an AUTH.

### Step 5

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 lead to 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. A link is established between the two documents.

The original authorization holds the approved funds and is the only authorization presented when CJA 21 vouchers are generated. These authorizations are also used for the various calculations regarding authorization amounts.

You will need to attach the Memorandum under the Documents tab outlining the reasons for additional funds. (Attached as Addendum D).