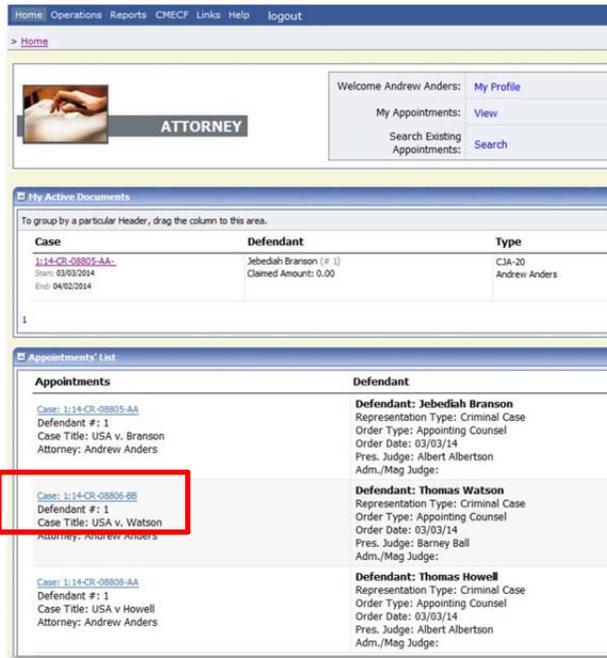


Requesting Authorization for a Service Provider

Step
1

Click the Case Number hyperlink in the Appointment List on your Home page.

Figure 1: Attorney Home Page



You will be taken to the Appointment Info page.

Step
2

Click the AUTH Create link of the left-hand menu.

Figure 2: The Appointment Info screen



Step 3

Fill in the information requested for the Authorization.

Fill in the Estimated Amount, the Basis of Estimate, a Description, and select the Service Type from the drop-down list.

Figure 3: Authorization Basic Info

Notes:

- You may attach multiple supporting documents in the Document tab. You will be able to include a description for each document as you load it.

Step 4

Submit your Authorization Request

Figure 4: Authorization Request Confirmation Tab

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount

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: