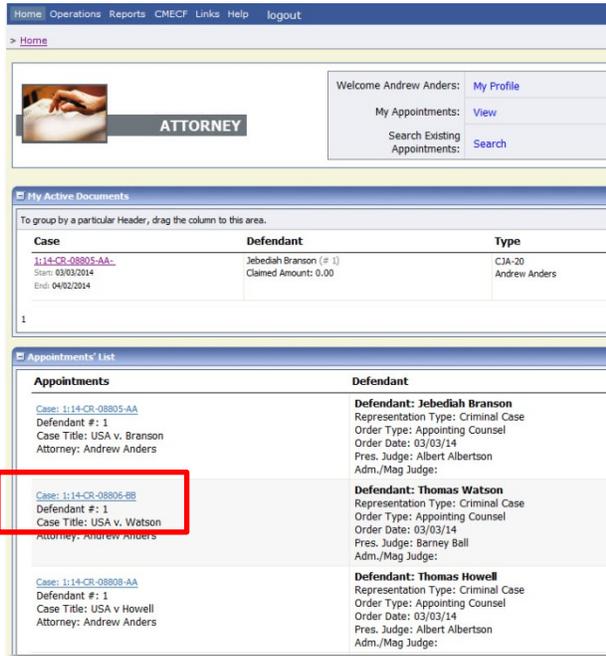


# Requesting Authorization for a Service Provider

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

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

**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:

**Notes:**

- You may add notes to your submission on the Submit tab. Check the "I swear..." check box (the date will automatically update to the current date) and click Submit.