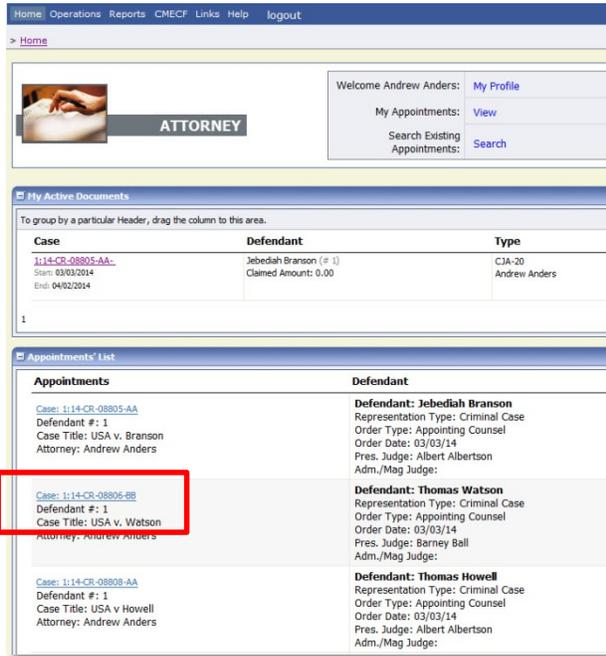


Requesting Authorization for a Service Provider

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

The screenshot shows a web form titled "Authorization Basic Info". It contains the following fields and controls:

- Order Date: Text input field
- Nunc Pro Tunc Date: Text input field
- Repayment: Check box
- Estimated Amount: Text input field with a dollar sign and an asterisk
- Authorized Amount: Text input field with a dollar sign
- Basis of Estimate: Text input field
- Description: Text area with up and down arrow controls
- Service Type: Dropdown menu with an asterisk
- Requested Provider: Text input field

At the bottom of the form are several buttons: "< First", "< Previous", "Next >", "Last >>", "Save", and "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

The screenshot shows the "Authorization Request Confirmation Tab" with the following elements:

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

Below the table is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below that is a text area labeled "Public/Attorney Notes". At the bottom, there is a checkbox labeled "I swear and affirm the truth or correctness of the above statements" and a "Date:" field. A "Submit" button with a green arrow icon is also present.

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.