

DISTRICT OF OREGON CJA TIP SHEET

AUTHs

An AUTH is an application for preauthorization of CJA funds for non-attorney services. To submit an AUTH, please file the request in eVoucher and upload a declaration in support of the request. Please omit motions and proposed orders, as both are unnecessary. If the service provider has not recently provided services in a CJA case, please upload a resume where appropriate. Counsel may incur up to \$900 in non-attorney services on each case without submitting an AUTH, and Standing Order 2017-5 preauthorizes funds for certain types of services.

Standing Order 2017-5 is the functional equivalent of a first AUTH for *certain* types of services. Standing Order 2017-5 preauthorizes CJA funds, up to the case compensation maximum (currently \$2,600), per type of service, for investigators, interpreters, paralegals, psychologists, and litigation support. For example, multiple paralegals on a case may bill up to a *combined* total of \$2,600 without further authorization. On the same case, an investigator may *also* bill up to \$2,600 on a case without further authorization.

Please note in the Description field whether the service provider has already started working on the case pursuant to Standing Order 2017-5, if the service type is preauthorized by the standing order. If you are submitting your first AUTH for a service provider in a case, choose Create New Authorization. If you are requesting additional funds on a previously approved authorization, choose Request Additional Funds.

On the Basic Info page:

- Estimated Amount: enter the amount you are currently requesting
Basis of Estimate: enter the number of hours and the hourly rate (e.g., 50h @ \$75/h)
Description: if applicable, enter Service Provider started under Standing Order 2017-5 and/or a nunc pro tunc date
Service Type: select category
Notes: enter the service provider's name

Master Authorization Information

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text" value="3750.00"/>	*
Authorized Amount	\$ <input type="text"/>	<input type="checkbox"/> Deactivated
Basis of Estimate	<input type="text" value="50hrs @ \$75/hr"/>	
Description	<input type="text" value="Nunc Pro Tunc to 03/01/2019"/>	
Service Type	<input type="text" value="Investigator"/>	*
Notes	<input type="text" value="Fictional Expert"/>	

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Questions? Contact the CJA Panel Team!

OR_PanelTeam@fd.org

(503) 326-2123, ask for eVoucher help

eVoucher: navigate to Help, eVoucher Documentation