# 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 (unless funds are authorized by Standing Order 2023-8). Please do not submit or attach motions and proposed orders, as they 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 $1,000 in non-attorney services on each case *without* submitting an AUTH - Standing Order 2023-8 preauthorizes funds for certain types of services. In this District, the $1,000 pre-authorized funds are typically used for polygraph and drug/alcohol evaluations. To use these funds for other services, please contact the CJA Panel Office.

Standing Order 2023-8 is the functional equivalent of a first AUTH for *certain* types of services. Standing Order 2023-8 preauthorizes CJA funds, up to the case compensation maximum (currently $3,000), per type of service, for investigators, interpreters, paralegals, psychologists, and litigation support. The Court limits pre-authorization to one service provider per type of enumerated service per case, with the exception of interpreters. As a courtesy, the CJA Panel Office opens the initial AUTHs for paralegal, investigator, and interpreter (if needed). Counsel must request the funds for other providers or for additional funds.

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:

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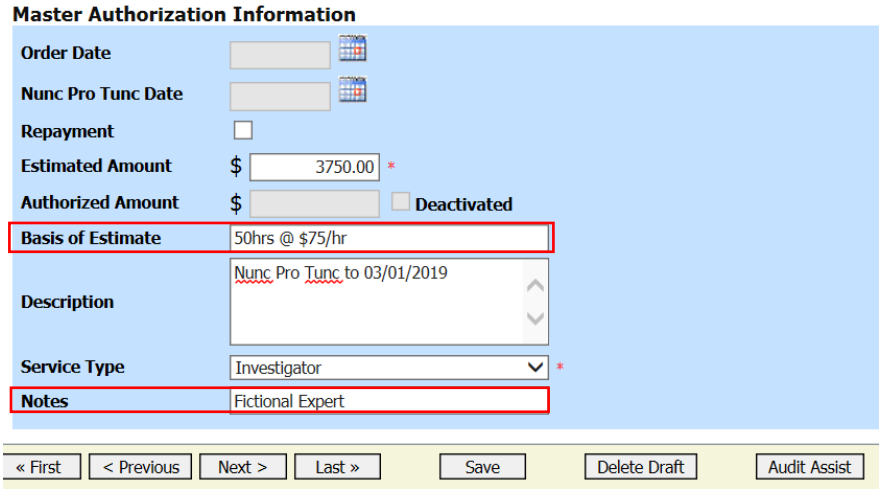
| Estimated Amount: | Enter the amount you are currently requesting |
| Basis of Estimate: | Enter the number of hours and the hourly rate (e.g., 50h @ $75/h) |
| Description: | if applicable, enter “Per Standing Order 2023-8” or a nunc pro tunc date |
| Service Type: | Select category |
| Notes: | Enter the service provider’s name |




Questions? Contact the CJA Panel Team at ORX_CJATeam@fd.org
(503) 326-2123 ask for the CJA Panel Team
In eVoucher: Navigate to Help, eVoucher Documentation