

## Filing a Motion For Expert Services Through eVoucher

There is no longer a need to file your motion for investigative, expert or other services in CM/ECF. All motions for expert services (where services are \$800 or greater) should be filed in eVoucher only. Please read further for instructions to submit your request for expert services with eVoucher.

### Creating an AUTH in eVoucher

- Under "Appointments' List" click on the case number you want to submit the motion for expert services. The Appointment Info screen will open.

Appointments	Defendant
<a href="#">Case: 1:15-CR-00151-CAB</a> Defendant #: 1 Case Title: US V NEW	<b>Defendant: CASE NEW</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/15

- The Appointment Info screen opens. Click on Create next to AUTH.

Appointment Info	
1. CIR./DIST./DIV.CODE 0647	2. PERSON REPRESENTED CASE NEW
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:15-CR-00151-1-CAB
7. IN CASE/MATTER OF(Case Name) US V NEW	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
1. OFFENSE(S) CHARGED 8:113G.F ASSAULT RESULTING IN SUBSTANTIAL BODILY INJURY15:1703.F PROHIBITIONS RELATING	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel
2. ATTORNEY'S NAME AND MAILING ADDRESS Attorney One	

- On the Basic Info tab complete the five items outlined in red: Estimated Amount, Basis of Estimate, Description, Service Type (select from the drop down menu), and the Requested Provider.

Basic Info Documents Confirmation

- To upload Supporting Documents click on Browse and attach your document. You can enter a Description. You can also Mark as Private. Click on Upload to attach the document. You will be able to see the document when you are done uploading. Click on Next to move to the Confirmation Page.

Estimated Amount	\$ 825.00 *	 If you are requesting over \$2,500 an Appendix 3A: Request for Advance Authorization for Investigative, Expert or Other Services must be attached to the Supporting Documents tab.
Authorized Amount	\$	
Basis of Estimate	15 hours at \$55	
Description	Summary description of the request	
Service Type	Investigator *	
Requested Provider	Eye Investigations	

- Click on the Supporting Documents tab. Upload the motion for expert services by clicking on Browse and selecting the pdf document, then click on Upload. After you click upload the file name will move to the bottom as shown below.

[Basic Info](#) | [Documents](#) | [Confirmation](#)

## Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File:

Description:

Mark as Private

Priv.	Description	Delete	View	Visibility
	Motion for Investigator.pdf	<a href="#">Delete</a>	<a href="#">View</a>	<a href="#">Make Private</a>

- Click on Save. Click either Next or the Confirmation tab.

- The Confirmation tab is a summary of your entry. You may enter Public/Attorney Notes. Click on the I Swear and affirm the truth or correctness of the above statements and click Submit.

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: 11/22/2015 8:20:00

### Special Notes

- Submit one AUTH for each expert service provider.
- If the Estimated Amount will exceed \$2,500 without expenses you must also attach an Appendix C: Request for Advance Authorization for Investigative, Expert or Other Services. After District approval, the request will be forwarded to the Sixth Circuit for approval. Form Appendix C can be found on our website at <http://www.ohnd.uscourts.gov/home/attorney-information/appointment-of-counsel-cja/authorization-for-investigative-expert-services-info-form-orders/>. See attachment.
- If possible indicate the expert's name, phone number, address, and email. The experts W-9 must be obtained to make disbursements.
- CJA funds cannot reimburse for fees to service a subpoena.
- CJA funds cannot reimburse for items of a personal nature.
- Once the expert has performed their services, the attorney enters the payment information in eVoucher using a CJA-21.

Vol 7: Defender Services

Pt A: Guidelines for Administering the CJA and Related Statutes

### **Appx 3A: Request for Advance Authorization for Investigative, Expert or Other Services**

TO: Chief Judge (or Delegate) \_\_\_\_\_  
United States Court of Appeals For the \_\_\_\_\_ Circuit

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: Advance Authorization for Investigative, Expert, or Other Services

It is requested that advance authorization be granted to obtain services in an amount in excess of the maximum allowed under the provisions of subsection (e)(3) of the Criminal Justice Act, [18 U.S.C. § 3006A](#), [**or, for capital cases commenced, and appellate proceedings in which an appeal is perfected, on or after April 24, 1996, under [18 U.S.C. § 3599\(g\)](#),**] as follows:

Case Name & Designation

Name of Expert or Investigator or Service Provider

Address \_\_\_\_\_

Type of Service \_\_\_\_\_

Reasons for Application

\_\_\_\_\_  
\_\_\_\_\_

Estimated Compensation (Non-Capital Case) \$ \_\_\_\_\_

Estimated Compensation and Expenses (Capital Case) \$ \_\_\_\_\_

Estimated Compensation and Expenses of All Investigative, Expert, and Other Services  
(Capital Case) \$ \_\_\_\_\_

I certify that the estimated compensation in excess of the maximum set forth in [18 U.S.C. § 3006A\(e\)\(3\)](#) [or, if applicable, the estimated compensation and expenses in excess of the maximum set forth in [18 U.S.C. § 3599\(g\)](#),] appears necessary to provide fair compensation for services of an unusual character or duration and therefore recommend approval of this advance authorization in the amount of

\$ \_\_\_\_\_

\_\_\_\_\_  
United States District Judge  
or United States Magistrate Judge

\_\_\_\_\_  
Date

Advance authorization is hereby approved in the amount of

\$ \_\_\_\_\_.

\_\_\_\_\_  
Chief Judge, United States Court of Appeals  
(or Delegate)

\_\_\_\_\_  
Date