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

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



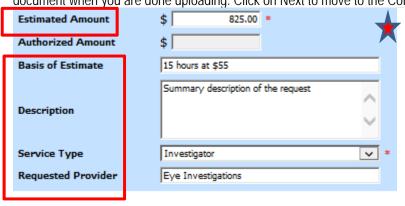
2. The Appointment Info screen opens. Click on Create next to AUTH.

Appointment In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new youchers	Appointment Info			
	1. CIR/DIST/DIV.CODE 0647	2. PERSON REPRESENTED V CASE NEW		VOUCE
	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:15-CR-00151-1-CAB	5. APPEALS. DKT/DEF.NUMBER	6. OTH
View Representation	7. IN CASE/MATTER OF(Case Name) US V NEW	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REI Crimir
Create New Voucher	1. OFFENSE(S) CHARGED 8:113G.F ASSAULT RESULTING IN SUBSTANTIAL BODILY INJURY15:1703.F PROHIBITIONS RELATING			
AUTH Create	12. ATTORNEY'S NAME AND MAILING	ADDRESS	13. COURT ORDER	C Co-Counsel
Authorization for Expert and other Services	Attorney One		A Associate	. Co-Counsel

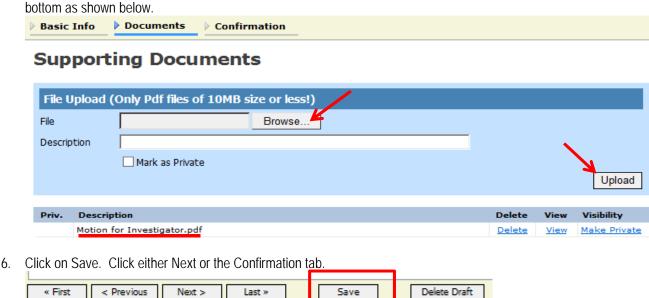
3. On the Basic Info tab complete the five items outlined in red: Estimated Amount, Basis of Estimate, Description, Service Type (select from the drop down menu), and the Requested Provider.



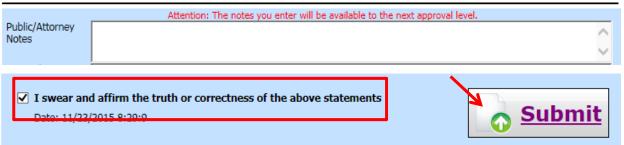
4. To upload Supporting Documents click on Browse and attach your document. You can enter a Description. You can also Mark as Private. Click on Upload to attach the document. You will be able to see the document when you are done uploading. Click on Next to move to the Confirmation Page.



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. 5. 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



7. 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.



Special Notes

- 1. Submit one AUTH for each expert service provider.
- 2. 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.
- 3. If possible indicate the expert's name, phone number, address, and email. The experts W-9 must be obtained to make disbursements.
- 4. CJA funds cannot reimburse for fees to service a subpoena.
- 5. CJA funds cannot reimburse for items of a personal nature.
- 6. 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

10:	United States Court of Appeals For the Circuit
DATE	:
FRON	Λ :
SUBJ	ECT: Advance Authorization for Investigative, Expert, or Other Services
the Coappel	It is requested that advance authorization be granted to obtain services in an nt in excess of the maximum allowed under the provisions of subsection (e)(3) of riminal Justice Act, 18 U.S.C. § 3006A, [or, for capital cases commenced, and late proceedings in which an appeal is perfected, on or after April 24, 1996, r 18 U.S.C. § 3599(g),] as follows:
Case	Name & Designation
Name	e of Expert or Investigator or Service Provider
Addre	ess
Туре	of Service
Reaso	ons for Application
	ated Compensation (Non-Capital Case) \$ated Compensation and Expenses (Capital Case) \$
	1 1 1 7 -

Estimated Compensation and Expenses of All (Capital Case) \$	
I certify that the estimated compensation in except 18 U.S.C. § 3006A(e)(3) [or, if applicable, the excess of the maximum set forth in 18 U.S.C. § fair compensation for services of an unusual characteristic approval of this advance authorization.	estimated compensation and expenses in 3599(g),] appears necessary to provide naracter or duration and therefore
\$	
United States District Judge or United States Magistrate Judge	Date
Advance authorization is hereby approved in the	ne amount of
\$	
Chief Judge, United States Court of Appeals (or Delegate)	Date