

Procedures for Expert Service Providers (Motions/Orders/AUTH's/Vouchers)

In order to process vouchers for expert services, an AUTH (authorization form) must first be created and submitted via eVoucher.

Below are the procedures to follow:

If expert (service provider) expenses for the case are anticipated to be \$800 or less, counsel must initially complete and submit an AUTH for the anticipated amount needed for the duration of the case. When completing the AUTH, the requested amount should be entered, in the description box it should state the request is for (type of services) to be provided by _____, hourly rate of expert. Select service type, select requested provider.

If expert (service provider) expenses are anticipated to be in excess of \$800, **Motion** must be made and **Order** approving issued. Once the **Order** is issued, counsel should complete and submit an **AUTH** for the amount approved in the order. A copy of counsel's motion and a copy of the order must be uploaded and attached under Documents prior to the AUTH being submitted to the court for approval. The steps in completing the AUTH are the same as above.

Once the AUTH is approved, whether \$800 or less or in excess, counsel can then complete a CJA 21 for the expert services after they are performed. A detailed invoice of the services performed by the service provider must be uploaded and attached under documents along with a copy of the motion & order. The CJA 21 can then be submitted to the court for processing. An approved AUTH will show up under "Closed Documents" on the eVoucher desktop.

****Note:** Non-capital cases: Up to \$2,500 can be requested per expert type (At the district court level). Fund requests in excess of \$2,500 per service provider type require 8th circuit approval.

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