

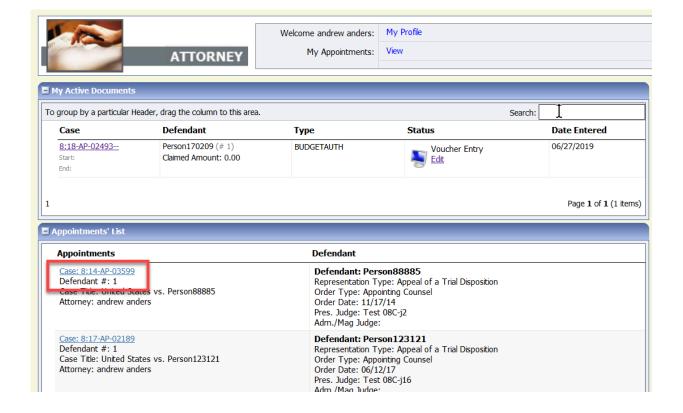
Budget Auth Document Type

The Budget Auth document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit case budgeting attorney and/or the court's CJA administrator. It is important to note that the Budget Auth document DOES NOT create actual authorizations. Service provider requests approved in the budget auth still require an auth to be processed once the budget auth is approved.

Create a Budget Auth

STEP 1

Click the hyperlink for the correct case to access the Appointment Info page.





Budget Authorizations—Attorneys



STEP 2

On the Appointment Info page, in the Create New Voucher section, click the **Create** hyperlink next to BUDGETAUTH.





eVoucher 6.1

Budget Authorizations—Attorneys



STEP 3

On the **Basic Info** tab of the budget auth, you must enter information in the **Budget Phase/Stage** and **Requested Additional Attorney Fees** fields. Optionally, in the **Notes** field, you can add notes that you would like to be viewed with the requested amounts (you still have an opportunity to include notes on the **Confirmation** tab). If no attorney fees are being requested, you MUST enter **\$0** to submit the budget auth to the court.

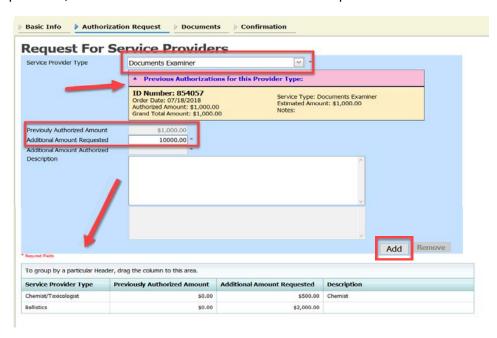
BUDGETAUTH	▶ Basic Info → Authoriza	ntion Request Docur	nents Confirmation			
Request Entry	Basic Info			_		
Def.: Person170209	1. CIR/DIST/DIV.CODE 2. PERSON REPRESENTED				VOUCHER NUMBER	_
Link to CM/ECF	08AC Person170209 3. MAG. DKT/DEF.NUMBER 4. DIST. DKT/DEF.NUMBER		5. APPEALS. DKT/DE 8:18-AP-02493-1	F.NUMBER	6. OTHER. DKT/DEF.NUMBER	
Voucher #: Request Date:	7. IN CASE/MATTER OF (Case Name)		8. TYPE PERSON REP	PRESENTED	REPRESENTATION TYPE Death penalty prosecution in federal court under a state statute or any	
Decision Date:	United States vs. Person170209		Appellant		authority other than the United S Code, and appeals	tates
	10. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROF		Lia cover oppen			
Tasks Link To Appointment	11. ATTORNEY'S NAME AND MAIL! andrew anders 1 Attorney St	NG ADDRESS	12. COURT ORDER A Associate	C Co-Counsel	D Federal F Subs for Federal Defender	deral
Link To Representation	Pierre SD 57501 Phone: 111-111-1111 - Fax:		L Learned Counsel (Capital Only)	O Appointing	P Subs for R Subs for Panel Attorney Retained Attorney	
			☐ S Pro Se	☐ T Retained Attorney	U Subs for Pro X Administra	tive
			☐ Y Standby Counsel			
			Prior Attorney's Name Appointment Dates			
	13. LAW FIRM NAME AND MAILING	Signature of Presiding J Test Judge Date of Order 7/18/2018	Date of Order Nunc Pro Tunc Date			
			Repayment 🗌 YES	☑ NO		
	Order Date					
	Nunc Pro Tunc Date					
	Budget Phase/Stage		*			
	Attorney Funding Info	ormation				
	Current Penrecentation Limit	¢ 100,000,0	0			
	Requested Additional Attorney I	Fees \$	*			
	Authorized Additional Attorney R	Fees \$	*			
	Grand Total Authorized Attorne	y Fees \$ 100,000.0	0			
	Notes				•	
	« First	xt > Last »	Save		Delete Draft	



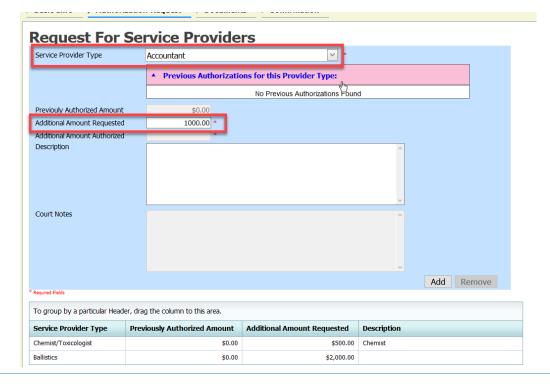


STEP 4

On the **Authorization Request** tab, from the **Service Provider Type** drop-down list, select the service provider(s) type you wish to use. Any previous authorizations for that provider type display. Click the previous authorization to add the additional amount requested, and then click **Add**. Note that the provider request appears in the grid below. Continue to add service providers, and then click the **Documents** tab when complete.



Note that if there is no prior auth, you only need to enter an amount in the Additional Amount Requested field.

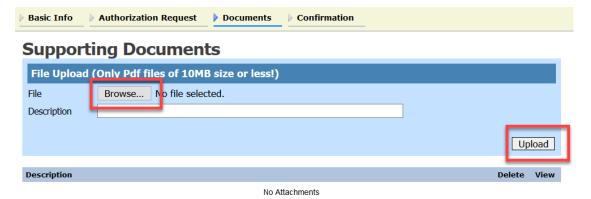






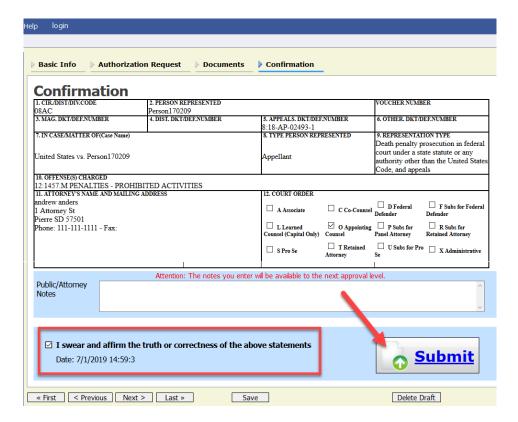
STEP 5

On the **Documents** tab, upload any relevant documents. All documents must be submitted in PDF format and must be 10 MB or less. Then click the **Confirmation** tab.



STEP 6

On the **Confirmation** tab, review and confirm that all information is correct. In the **Public/Attorney Notes** field, you can include any information to the court. Select the check box to swear and affirm the accuracy of the voucher, which will automatically be time stamped. Click **Submit** to send to the court.





Budget Authorizations—Attorneys



STEP 7

A confirmation screen appears, indicating the previous action was successful and the authorization has been submitted. Click the **Home Page** hyperlink to return to the home page, or click the **Appointment Page** hyperlink to create an additional document for this appointment.

