

United States District Court
Eastern District of Michigan

Case Budgeting Procedures

1. Contact the 6th Circuit Case-Budgeting Attorney, Denny Alerding (Telephone No. 513-564-7358) before filing a budget-related motion with the district judge court.
2. After obtaining the 6th Circuit Case-Budgeting Attorney determination that the case is appropriate for case budgeting, file a motion before the district judge requesting that the case be declared a mega or complex case eligible for budgeting. Submit a proposed order to the district judge. **Do not include your request for interim payments in this motion.**

Representations that may be eligible for case budgeting are those that appear likely to become or have become extraordinary in terms of potential cost (*ordinarily, a representation in which attorney hours are expected to exceed 300 hours or total expenditures are expected to exceed 300 times the prevailing CJA panel attorney non-capital hourly rate, rounded up to the nearest thousand, for appointed counsel and services other than counsel for an individual CJA defendant*) or other factors that may make the representation more complex than that of a typical case (e.g., a demanding client, or extraordinary travel, just to name a couple).

3. Once the district judge has entered an order granting the motion, contact the 6th Circuit Case-Budgeting Attorney, Denny Alerding (Telephone No. 513-564-7358) for a case budgeting consultation.
4. After consulting with the Circuit Case-Budgeting Attorney, you will receive an Excel spreadsheet to be used for entering the details of your proposed budget and to return to the Case-Budgeting Attorney. The Circuit Case-Budgeting Attorney will again confer with you to advise if your proposed budget is reasonable or needs to be modified.
5. File with the district judge an *ex parte* Motion to Approve Budget, **and to Authorize Interim Billing** along with a proposed order. The motion must include the actual detailed budget spreadsheet, justification for the budget request, and a statement that the 6th Circuit Case-Budgeting Attorney has reviewed the proposed budget and found it to be reasonable. Submit a proposed order to the district judge.
6. If approved, a BUDGETAUTH must be created and completed in eVoucher. A copy of the order signed by the district judge, along with a copy of the motion and budget spreadsheet must be uploaded into the BUDGETAUTH, even though it has been approved by the district court. Once completed, the BUDGETAUTH must be submitted to the district court. It will be electronically approved again by the district court and then transferred to the circuit for approval. A copy of the instructions on how to complete the BUDGETAUTH is available on the Court's eVoucher website.

7. Once approved by the circuit judge, the BUDGETAUTH will be returned to the district judge, and you will receive an electronic notification. The BUDGETAUTH will appear in the “Closed Documents” section on your eVoucher home page. You will no longer receive a hard copy of an approved order signed by both the district and circuit judges.
8. **If additional funds are needed, you must contact the Circuit Case-Budgeting Attorney. After obtaining the 6th Circuit Case-Budgeting Attorney determination that addition funds are appropriate, a motion and proposed order must be submitted to the district court (steps 3 – 5 (except for the interim payment request) must be completed again before your approved funds are exhausted).**