

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

Re: Requests for Excess Fees
and Services for CJA Counsel

Administrative Order

No. 26-AO-015

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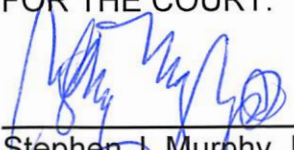
ADMINISTRATIVE ORDER

At its regular meeting on Monday, November 3, 2025, the Judges of the Eastern District of Michigan voted to establish changes to procedures for requesting excess fees and services for CJA counsel, for a one-year pilot term beginning June 8, 2026. The changes are in accordance with the attached public notice, which will be available on the Court's website.

The revised procedures contained in this Administrative Order supersede the procedure for budgeting set forth in the Criminal Justice Act Plan for the Eastern District of Michigan. The Bench will review the procedures for possible renewal after a substantial portion of the one-year pilot has concluded.

IT IS ORDERED.

FOR THE COURT:



Stephen J. Murphy, III
Chief Judge

6/9/26
Date

Upcoming Changes to CJA eVoucher Processes

Effective June 8, 2026, the following processes will change.

eVoucher Procedure: Requests for Excess Expert Funds: Non-Budgeted Cases

Effective June 8, 2026, ex parte motions for excess expert funds are no longer to be filed on the docket in CM/ECF.

Counsel will submit requests for excess expert funds through eVoucher using an AUTH (*Authorization for Expert and Other Services*) form. The use of eVoucher for expert fund requests will allow for counsel to view budget reports and track the amount of funds authorized and expended.

Any expenditure/compensation over the maximum statutory limit for an expert or other outside service must be authorized in advance by the Court. Counsel should consult the Criminal Justice Act Guidelines for current applicable limits.

The following documentation will be required to be attached to the AUTH for judicial review. The presiding judicial officer may request additional documentation, up to and including the expert's curriculum vitae (CV)/resumé.

1. Memorandum in Support of Excess Compensation for Expert Services
2. Any other documentation to support the services/expenses, including hourly rate and estimated number of hours requested.

Failure to include required documentation will result in the AUTH being returned and cause delay.

Once the AUTH is approved, counsel will be able to create the expert's voucher and link it to the appropriate AUTH. Counsel are required to attach documentation to the voucher, including the memorandum in support.

If the AUTH is not approved, counsel may file an ex parte Motion for Reconsideration with the Court. Counsel shall include the denied eVoucher AUTH as an attachment to the motion.

eVoucher Procedure: Requests for Excess CJA Attorney Funds: Non-Budgeted Cases

Effective June 8, 2026, ex parte motions for excess attorney compensation in **non-budgeted cases** shall not be filed on the docket in CM/ECF.

1. Once compensation exceeds the maximum statutory limit, counsel will submit an interim or final voucher together with a Memorandum in Support of Excess Compensation which must be addressed to the presiding judge, supporting and justifying the claim. The memorandum shall include a description of the work completed in the voucher and be attached under the Documents tab in eVoucher.
2. Counsel may alternatively prepare the CJA 26 form (*Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum (District Court)*) as their memorandum and attach it as a PDF to their voucher under the Documents tab in eVoucher.

Failure to include required documentation will result in the voucher being returned and cause delay.

eVoucher Procedure: Requests for Excess Funds: Budgeted Cases

Effective June 8, 2026, ex parte motions to establish a case budget are no longer to be filed on the docket in CM/ECF.

In cases where attorney time is expected to exceed 300 hours or total expenditures are expected to exceed 300 times the prevailing CJA panel attorney non-capital hourly rate, counsel may prepare a proposed budget to justify attorney time, expert services, and expenses to ensure efficient, high-quality defense and proper oversight of public funds.

After conferring with the 6th Circuit Case Budgeting Attorney, counsel will submit a request for budget through eVoucher using a BUDGETAUTH (*Authorization for Excess Attorney Fees and/or Expert and Other Services on Budgeted Case*) form. The use of eVoucher for budget fund requests will allow for counsel to view budget reports and track the amount of funds authorized and expended.

The following documentation will be required to be attached to the BUDGETAUTH for judicial review.

1. Memorandum in Support of Request for Budget, including a certification that the request has been reviewed by the 6th Circuit Case Budgeting Attorney,
2. Worksheets in support of the attorney's request, and
3. Any other documentation to support the request for services/expenses.

Separately, counsel must submit a proposed order approving the budget, in Word format, via the proposed orders link in CM/ECF.

Failure to include required documentation will result in the BUDGETAUTH being returned and cause delay.

Once the proposed budget and BUDGETAUTH are approved by the presiding judge, it will be submitted to the 6th Circuit for final approval.

If the BUDGETAUTH is not approved, counsel may file an ex parte Motion for Reconsideration with the Court. Counsel shall include the denied eVoucher BUDGETAUTH as an attachment to the motion.

Questions regarding the new procedures should be directed to the Financial Department at evoucher_admin@mied.uscourts.gov, or (313) 234-5070.