

United States District Court
Eastern District of Michigan

Case Budgeting Procedures

1. File a motion before the district judge requesting that the case be declared a mega case eligible for budgeting.¹ Submit a proposed order to the district judge.
2. Once the district judge has entered an order granting the motion, contact the 6th Circuit Case-Budgeting Attorney (currently Robert Ranz, 513-564-7358).
3. After consulting with Mr. Ranz, he will send an Excel spreadsheet to be used for detailing your proposed budget. Mr. Ranz will then tell you if he considers the proposed budget reasonable, or suggests changes.
4. File an *ex parte* Motion to Approve Budget and Authorize Interim Billing, which must include the budget itself, along with a request for interim billing before the district judge. Your Motion should include the statement that Mr. Ranz has reviewed the proposed budget and found it to be reasonable. Submit a proposed order to the district judge.
5. If approved, the signed order along with a copy of the Motion and Budget, even though you have consulted with Mr. Ranz, will be sent by the district court to the circuit for official approval.
6. Once the order is approved by the circuit judge, it will be returned to the district judge and filed under sealed in CM/ECF. A hard copy of the order will be mailed by the district court to counsel.
7. Instructions regarding CJA counsel and other services claims for payment will be sent by the district judge's chambers to counsel.

¹ A mega case is defined as representations 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).