#### **Budget Authorizations – Attorneys**

Before creating a budget authorization, refer to the Case Budgeting Procedures on the Court's website under the Attorneys tab, CJA eVoucher.

#### **Budget Authorizations**

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. 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

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



XYJU 7

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





## **Budget Authorizations – Attorneys**

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On the Basic Info tab of the budget auth, you must enter information in the Budget Phase/Stage and Requested Additional Attorney Fees fields. 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 in the Requested Additional Attorney Fees field, and then submit the budget auth to the court. You must subtract the case compensation maximum, currently \$13, 400.00 from the total amount of additional attorney fees requested (e.g., if you have been approved for \$60,000.00, then the additional fees requested would be \$46,600).

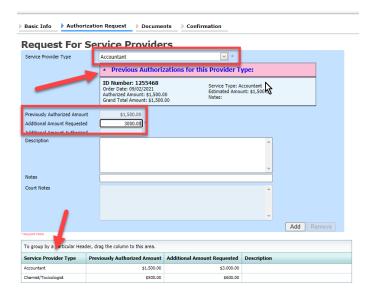
BUDGETAUTH	▶ Basic Info ▶ Authorizatio	on Request Documents	Confirmation	ı		
Request Entry						
	Basic Info					
	1. CIR/DIST/DIV.CODE 0312	2. PERSON REPRESENTED Person201853		VOUCHER NUMBER		
Def.: Person201853	3. MAG. DKT/DEF.NUMBER 2:18-MJ-07088-1	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER		6. OTHER. DKT/DEF.NUMBER	
Value outses	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED		10. REPRESENTATION TYPE	
Link to CM/ECF	United States vs. Person201853	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case	
Voucher #:	11. OFFENSE(S) CHARGED 18:1344A.F BANK FRAUD					
Request	12. ATTORNEY'S NAME AND MAILING A	DDRESS	13. COURT ORDER			
Date:	Andrew Anders 31 Attorney St		AAssociate	C Co-Counsel	D Federal	F Subs for Federal
Decision Date:	Hackensack NJ 07601 Phone: 111-111-1111	L Learned Counsel (Capital Only)	✓ O Appointing		R Subs for Retained Attorney	
Date.	Email: deadmail@aotx.uscourts.gov		☐ S Pro Se	T Retained	U Subs for	☐ X Administrative
Tasks			☐ Y Standby Counsel			
Link To Appointment			Prior Attorney's Name			
Link To Representation		Appointment Dates Signature of Presiding Judge or By Order of the Court				
	14. LAW FIRM NAME AND MAILING ADD	Test NJX-j44 Date of Order Nunc Pro Tunc Date				
	14. EAW FIRST NAME AND MAILENG ADE	7/27/2018				
	Repayment YES V NO					
	Order Date					
	Nunc Pro Tune Date					
	Budget Phase/Stage *					
	Casger i mass, stage					
	Attorney Funding Inform	nation				
	Representation Limit Upon Submis	sion \$ 12 100 00				
	Requested Additional Attorney Fee					
	Authorized Additional Attorney Fee					
	Grand Total Authorized Attorney F					
	Notes					<u> </u>
						<u> </u>
	« First	t > Last » Save			Delete	Draft



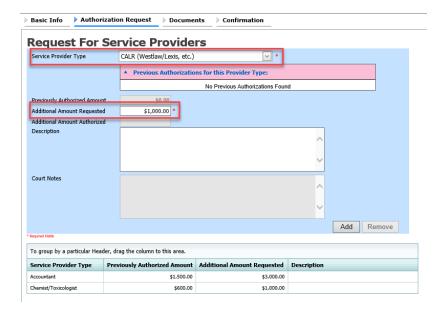
#### Budget Authorizations – Attorneys

XYJU 9

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 appear. 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 need to enter an amount only in the Additional Amount Requested field.





# Budget Authorizations – Attorneys

XYJU:

Upload all relevant documents, on the **Documents** tab, click **Browse** next to the **File** field, select a document to be uploaded, and then click **Upload**. Note that all documents must be submitted in PDF format and must be 10 MB or less. Then click the **Confirmation** tab.

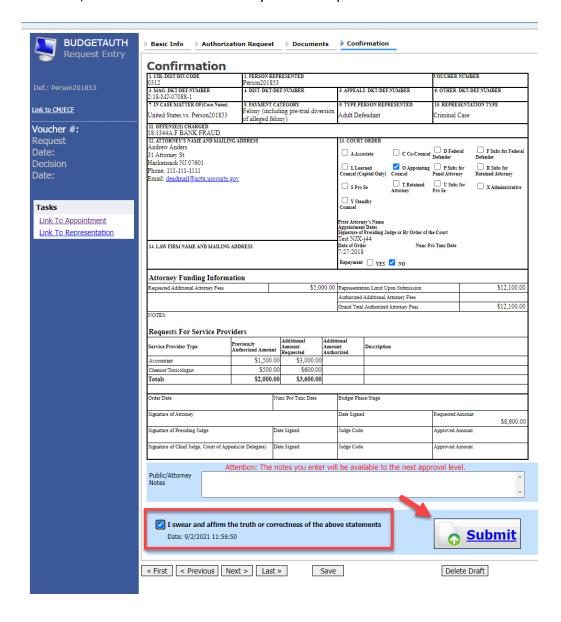




### **Budget Authorizations – Attorneys**

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





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# Budget Authorizations – Attorneys

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A confirmation screen appears, indicating that 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.

