

## eVoucher 6.5

## 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.

The screenshot shows the CJA eVoucher system interface. At the top is a navigation bar with links: Home, Operations, Reports, Links, Help, and Sign out. Below this is a section titled 'My Active Documents' which contains a sub-section 'Appointments List'. This section displays a table with two columns: 'Appointments' and 'Defendant'. In the 'Appointments' column, the first row contains the text 'Case: 1:14-CR-08805-AA' which is highlighted with a red rectangular box. Below this, it lists 'Defendant #: 1', 'Case Title: USA v. Branson', and 'Attorney: Andrew Anders'. The 'Defendant' column lists 'Defendant: Jebediah Branson', 'Representation Type: Criminal Case', 'Order Type: Appointing Counsel', 'Order Date: 03/03/14', 'Pres. Judge: Albert Albertson', and 'Adm./Mag Judge:'.

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

The screenshot shows the 'Appointment' page. It includes a summary of the appointment and a 'View Representation' link. Below this is the 'Create New Voucher' section, which lists four voucher types: AUTH, AUTH-24, BUDGETAUTH, and CJA-20. Each voucher type has a 'Create' link next to it. The 'BUDGETAUTH' voucher type is highlighted with a red rectangular box, and its 'Create' link is also highlighted with a red rectangular box. The 'BUDGETAUTH' description is 'Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case'. The 'CJA-20' description is 'Appointment of and Authority to Pay Court-Appointed Counsel'.

### App

1. CIR. D  
0101  
3. MAG.  
3:19-M.  
7. IN CA  
USA vs  
11. OFFE  
10:2408  
12. ATT  
Atty Lo  
123 Lar  
San Ant  
Phone: .  
Email: j

14. LAW

### Vouc


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## 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**  
Request Entry

Def.: Person201853  
  
[Link to CM/ECF](#)  
  
**Voucher #:**  
Request  
Date:  
Decision  
Date:  
  
**Tasks**  
[Link To Appointment](#)  
[Link To Representation](#)

**Basic Info**

Authorization Request

Documents

Confirmation

**Basic Info**

1. CIR. DIST. DIV. CODE 0312	2. PERSON REPRESENTED Person201853	VOUCHER NUMBER	
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
7. IN CASE MATTER OF (Case Name) United States vs. Person201853	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:1344A.F BANK FRAUD			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 31 Attorney St Hackensack NJ 07601 Phone: 111-111-1111 Email: <a href="mailto:deadmail@aotx.uscourts.gov">deadmail@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> I Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Test NJX-j44 Date of Order 7/27/2018 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date

Nunc Pro Tunc Date

Budget Phase/Stage

**Attorney Funding Information**

Representation Limit Upon Submission	\$	12,100.00
Requested Additional Attorney Fees	\$	
Authorized Additional Attorney Fees	\$	
Grand Total Authorized Attorney Fees	\$	12,100.00

Notes

« First
 < Previous
 Next >
 Last »
 Save
 Delete Draft

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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.

Basic Info > **Authorization Request** > Documents > Confirmation

### Request For Service Providers

Service Provider Type: Accountant

**Previous Authorizations for this Provider Type:**

ID Number: 1255468  
Order Date: 09/02/2021  
Authorized Amount: \$1,500.00  
Grand Total Amount: \$1,500.00

Service Type: Accountant  
Estimated Amount: \$1,500.00  
Notes:

Previously Authorized Amount: \$1,500.00  
Additional Amount Requested: 3000.00  
Additional Amount Authorized:

Description:

Notes:

Court Notes:

Add Remove

\* Required Fields

To group by a particular Header, drag the column to this area.

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Accountant	\$1,500.00	\$3,000.00	
Chemist/Toxicologist	\$500.00	\$600.00	

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

Basic Info > **Authorization Request** > Documents > Confirmation

### Request For Service Providers

Service Provider Type: CALR (Westlaw/Lexis, etc.)

**Previous Authorizations for this Provider Type:**

No Previous Authorizations Found

Previously Authorized Amount: \$0.00  
Additional Amount Requested: \$1,000.00  
Additional Amount Authorized:

Description:

Court Notes:

Add Remove

\* Required Fields

To group by a particular Header, drag the column to this area.

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Accountant	\$1,500.00	\$3,000.00	
Chemist/Toxicologist	\$600.00	\$1,000.00	

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## Budget Authorizations – Attorneys

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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.

▶ Basic Info   ▶ Authorization Request   ▶ **Documents**   ▶ Confirmation

### Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File  **Browse...**

Description

**Upload**


Description	Delete	View
No Attachments		

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## 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.



**BUDGETAUTH**  
Request Entry

Def.: Person201853

[Link to CM/ECF](#)

**Voucher #:**  
Request  
Date:  
Decision  
Date:

**Tasks**  
[Link To Appointment](#)  
[Link To Representation](#)

[Basic Info](#) | 
 [Authorization Request](#) | 
 [Documents](#) | 
 [Confirmation](#)

### Confirmation

1. CIR. DIST. DIV. CODE 0312	2. PERSON REPRESENTED Person201853	VOUCHER NUMBER	
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
7. IN CASE MATTER OF (Case Name) United States vs. Person201853	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED  
18-1344A.F BANK FRAUD

12. ATTORNEY'S NAME AND MAILING ADDRESS  
Andrew Anders  
31 Attorney St  
Hackensack NJ 07601  
Phone: 111-111-1111  
Email: [deadmail@aotc.uscourts.gov](mailto:deadmail@aotc.uscourts.gov)

13. COURT ORDER

☐ A Associate  
☐ L Learned Counsel (Capital Only)  
☐ S Pro Se  
☐ Y Standby Counsel

☒ C Co-Counsel  
☒ O Appointing Counsel  
☐ T Retained Attorney

☐ D Federal Defender  
☐ P Subs for Panel Attorney  
☐ U Subs for Pro Se  
☐ X Administrative

Prior Attorney's Name  
Appointment Dates  
Signature of Presiding Judge or By Order of the Court  
Test NDX-344  
Date of Order: 7/27/2018  
Nunc Pro Tunc Date  
Repayment: ☐ YES ☒ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Attorney Funding Information			
Requested Additional Attorney Fees	\$5,000.00	Representation Limit Upon Submission	\$12,100.00
		Authorized Additional Attorney Fees	
		Grand Total Authorized Attorney Fees	\$12,100.00

NOTES:

**Requests For Service Providers**


Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Accountant	\$1,500.00	\$3,000.00		
Chemist/Tonicologist	\$500.00	\$600.00		
<b>Totals</b>	<b>\$2,000.00</b>	<b>\$3,600.00</b>		

Order Date	Nunc Pro Tunc Date	Budget Phase/Stage	
Signature of Attorney	Date Signed	Requested Amount	\$8,600.00
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals/(or Delegate)	Date Signed	Judge Code	Approved Amount

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☒ I swear and affirm the truth or correctness of the above statements  
 Date: 9/2/2021 11:56:50



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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.

Home
Operations
Reports
Links
Help
Sign out

Success

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000551**

Back to:
[Home Page](#)
[Appointment Page](#)