



CJA PANEL ATTORNEY QUICK REFERENCE GUIDE

New eVoucher Procedures for Excess Compensation and Budget Requests

Effective June 8, 2026, the Court adopted new procedures for requests involving excess attorney compensation, excess expert/service provider compensation, and case budgeting. These changes are intended to improve tracking of authorized funds, increase transparency through eVoucher reporting, and reduce the need for filing ex parte motions in CM/ECF.

These revised procedures are part of a one-year pilot program which will be reviewed for possible renewal.

Please review the procedures below carefully.

Important: Ex parte motions for excess compensation and budget requests should no longer be filed in CM/ECF unless seeking reconsideration of a denied request.

Excess Expert Funds

- Excess expert compensation must be authorized **before** services exceeding the statutory maximum are incurred.
- To seek authorization, submit an **AUTH (Authorization for Expert and Other Services)** in eVoucher, along with required documentation. Do not file a motion on the docket.
- Once approved, create an expert voucher in eVoucher and link it to the approved AUTH.
- Attach supporting documentation to the voucher.

Budgeted Cases

- After consulting with the Sixth Circuit Case Budgeting Attorney, submit a **BUDGETAUTH** in eVoucher, along with required documentation. Do not file a motion on the docket.
- Counsel must also submit a proposed order in **Word format** through the **Proposed Orders** link in CM/ECF.
- Approved budgets will be forwarded to the Sixth Circuit for final approval.

IMPORTANT REMINDERS

- ✓ Consult the Criminal Justice Act Guidelines for current compensation limits.
 - ✓ The Court may request additional supporting documentation, including an expert's CV/résumé.
 - ✓ Failure to include required documentation will result in the submission being returned and may delay authorization or payment.
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REQUEST TYPE	HOW TO SUBMIT	REQUIRED DOCUMENTATION	IF DENIED
Excess Expert Funds (Non-Budgeted Matters)	Submit an AUTH (Authorization for Expert and Other Services) in eVoucher.	• Memorandum in Support of Excess Compensation for Expert Services • Documentation supporting the request, including hourly rate, estimated hours, and other supporting information	File an Ex Parte Motion for Reconsideration and attach the denied AUTH.
Excess Attorney Compensation (Non-Budgeted Cases)	Submit an interim or final voucher in eVoucher once compensation exceeds the statutory maximum.	Option A: Memorandum in Support of Excess Compensation addressed to the presiding judge describing and justifying the work performed. Option B: Completed CJA Form 26 attached as a PDF.	N/A
Budgeted Cases	After consulting with the Sixth Circuit Case Budgeting Attorney, submit a BUDGETAUTH (Authorization for Excess Attorney Fees and/or Expert and Other Services on Budgeted Case) in eVoucher.	• Memorandum in Support of Request for Budget, including certification of review by the Sixth Circuit Case Budgeting Attorney • Budget worksheets • Supporting documentation for requested services and expenses • Separately, submit a proposed order in Word format through the Proposed Orders link in CM/ECF.	File an Ex Parte Motion for Reconsideration and attach the denied BUDGETAUTH.

QUESTIONS?

Financial Department

Email: evoucher_admin@mied.uscourts.gov

Phone: (313) 234-5070