

## Budget Auth Document Type

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. It is important to note that the Budget Auth document DOES NOT create actual authorizations. 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

**STEP 1**

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

The screenshot shows the Attorney interface. At the top, there is a navigation bar with a profile picture and the name 'ANDREW ANDERS' (partially visible as 'ANDERS'). Below this, there are links for 'My Profile' and 'My Appointments: View'. The main content area is divided into two sections: 'My Active Documents' and 'Appointments List'.

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">8:18-AP-02493--</a> Start: End:	Person170209 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	06/27/2019

Page 1 of 1 (1 items)

**Appointments List**

Appointments	Defendant
<a href="#">Case: 8:14-AP-03599</a> Defendant #: 1 Case Title: United States vs. Person88885 Attorney: andrew anders	<b>Defendant: Person88885</b> Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 11/17/14 Pres. Judge: Test 08C-j2 Adm./Mag Judge:
<a href="#">Case: 8:17-AP-02189</a> Defendant #: 1 Case Title: United States vs. Person123121 Attorney: andrew anders	<b>Defendant: Person123121</b> Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 06/12/17 Pres. Judge: Test 08C-j16 Adm./Mag Judge:

**STEP 2**

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

The screenshot shows a web application interface. At the top is a navigation bar with links: Home, Operations, Reports, Links, Help, and login. Below this is a sidebar on the left with a blue background. The sidebar contains the following sections: 'Appointment' with a summary and a 'View Representation' link; 'Create New Voucher' with three items: 'AUTH' (Authorization for Expert and other Services), 'AUTH-24' (Authorization for payment of transcript), and 'BUDGETAUTH' (Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case). Each item has a 'Create' hyperlink. The 'Create' link for 'BUDGETAUTH' is highlighted with a red rectangle. The main content area on the right is titled 'Appointn' and contains a form with the following fields: '1. CIR./DIST/DIV.CODE' (08AC), '3. MAG. DKT/DEF.NUM', '7. IN CASE/MATTER OF' (United States vs. Pers), '10. OFFENSE(S) CHARG' (12:1457.M PENALTY), and '11. ATTORNEY'S NAME' (andrew anders, 1 Attorney St, Pierre SD 57501, Phone: 111-111-1111). A partially visible field '12. LAW FIRM NAME' is at the bottom.

STEP 3

On the **Basic Info** tab of the budget auth, you must enter information in the **Budget Phase/Stage** and **Requested Additional Attorney Fees** fields. Optionally, 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** to submit the budget auth to the court.

Basic Info
Authorization Request
Documents
Confirmation

BUDGETAUTH  
Request Entry

Def.: Person170209

[Link to CM/ECF](#)

Voucher #:  
Request Date:  
Decision Date:

**Tasks**

[Link To Appointment](#)

[Link To Representation](#)

### Basic Info

1. CIR./DIST./DIV.CODE 08AC	2. PERSON REPRESENTED Person170209	VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER 8-18-AP-02493-1
6. OTHER. DKT/DEF.NUMBER	7. IN CASE/MATTER OF(Case Name) United States vs. Person170209	8. TYPE PERSON REPRESENTED Appellant
9. REPRESENTATION TYPE Death penalty prosecution in federal court under a state statute or any authority other than the United States Code, and appeals		

10. OFFENSE(S) CHARGED  
12:1457.M PENALTIES - PROHIBITED ACTIVITIES

11. ATTORNEY'S NAME AND MAILING ADDRESS andrew anders 1 Attorney St Pierre SD 57501 Phone: 111-111-1111 - Fax:	12. 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"/> L 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 Judge Date of Order: 7/18/2018    Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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13. LAW FIRM NAME AND MAILING ADDRESS

Order Date

Nunc Pro Tunc Date

Budget Phase/Stage

#### Attorney Funding Information

Current Representation Limit \$ 100,000.00

Requested Additional Attorney Fees \$

Authorized Additional Attorney Fees \$

Grand Total Authorized Attorney Fees \$ 100,000.00

Notes

« First
< Previous
Next >
Last »
Save
Delete Draft

**STEP 4**

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 display. 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.

The screenshot shows the 'Request For Service Providers' form with the 'Authorization Request' tab selected. The 'Service Provider Type' is set to 'Documents Examiner'. A section titled 'Previous Authorizations for this Provider Type:' displays a table with the following data:

<b>ID Number:</b> B54057	Service Type: Documents Examiner
Order Date: 07/18/2018	Estimated Amount: \$1,000.00
Authorized Amount: \$1,000.00	Notes:
Grand Total Amount: \$1,000.00	

Below this table, the 'Previously Authorized Amount' is \$1,000.00 and the 'Additional Amount Requested' is 10000.00. The 'Add' button is highlighted with a red box. At the bottom, a table shows the current state of authorizations:

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
Ballistics	\$0.00	\$2,000.00	

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

The screenshot shows the 'Request For Service Providers' form with the 'Authorization Request' tab selected. The 'Service Provider Type' is set to 'Accountant'. The 'Previous Authorizations for this Provider Type:' section shows 'No Previous Authorizations Found'. The 'Previously Authorized Amount' is \$0.00 and the 'Additional Amount Requested' is 1000.00, which is highlighted with a red box. The 'Add' button is visible at the bottom. At the bottom, a table shows the current state of authorizations:

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
Ballistics	\$0.00	\$2,000.00	

# eVoucher 6.1 Budget Authorizations—Attorneys

## STEP 5

On the **Documents** tab, upload any relevant documents. 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... No file selected.

Description:

Upload

Description	Delete View
No Attachments	

## STEP 6

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

Help login

Basic Info | Authorization Request | Documents | **Confirmation**

### Confirmation

1. CIR./DIST/DIV.CODE 0SAC	2. PERSON REPRESENTED Person170209	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER S:18-AP-02493-1	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) United States vs. Person170209		8. TYPE PERSON REPRESENTED Appellant	9. REPRESENTATION TYPE Death penalty prosecution in federal court under a state statute or any authority other than the United States Code, and appeals
10. OFFENSE(S) CHARGED 12:1457 M PENALTIES - PROHIBITED ACTIVITIES			
11. ATTORNEY'S NAME AND MAILING ADDRESS andrew anders 1 Attorney St Pierre SD 57501 Phone: 111-111-1111 - Fax:		12. 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"/> L 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	

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: 7/1/2019 14:59:3

**Submit**

→

« First | < Previous | Next > | Last » | Save | Delete Draft

STEP 7

A confirmation screen appears, indicating 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.

