

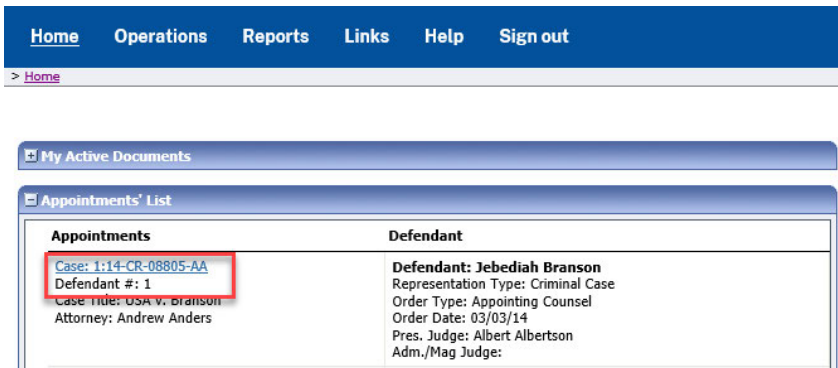
## Budget Authorizations

The Budget Auth document type allows you to request attorney funds and/or to request service providers on a budgeted case.

## Create a Budget Auth

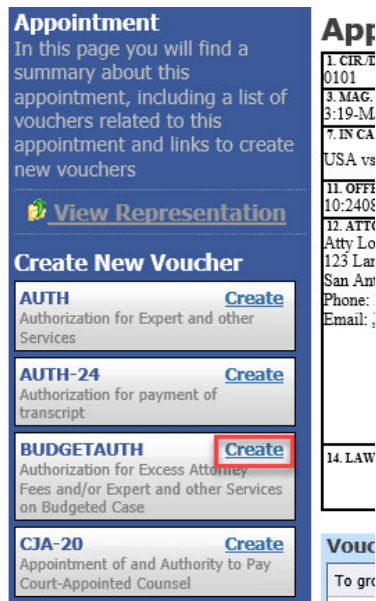
### STEP 1

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



### STEP 2

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



# eVoucher 6.5 Budget Authorizations – Attorneys

## 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.

**(Requested Additional Attorney Fees = Service hours + Travel Hours – Travel Expenses – Case Compensation Limit).**

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** in the **Requested Additional Attorney Fees** field.

The screenshot shows the 'Basic Info' tab of the budget authorization system. Key fields include:

- Budget Phase/Stage:** Stage 2
- Requested Additional Attorney Fees:** \$ 38,200.00
- Authorized Additional Attorney Fees:** \$ 0
- Grand Total Authorized Attorney Fees:** \$ 33,400.00

The 'Attorney Funding Information' table shows a total of 389.9 proposed hours and 390.9 approved hours, with a total cost of 51,808.00.

Activities	Hours for Lead Counsel		Hours for Associate		Total Cost	
	Proposed	Approved	Proposed	Approved	Proposed	Approved
Assignment and/or Plea (15a)					-	-
Bail and Detention Hearings (15b)					-	-
Motion Hearings (15c)	8.0	8.0			1,376.00	1,376.00
Trial (15d)	200.0	180.0			34,400.00	30,960.00
Sending Hearings (15e)	6.0	6.0			1,832.00	1,832.00
Revocation Hearings (15f)					-	-
Appeals Court (15g)	2.0				344.00	-
Other (15h)	6.0				1,832.00	-
Interviews and Conferences (15i)	40.0	40.0			10,320.00	6,880.00
Obtaining and Reviewing Records (15j)	40.0	40.0			10,320.00	6,880.00
Legal Research and Brief Writing (15k)	20.0	10.0			3,440.00	1,720.00
Investigative and Other Work (15l)	20.0	10.0			3,440.00	1,720.00
Prepare Budget (and Amendments) (15a)	6.0	6.0			1,832.00	1,832.00
<b>Totals</b>	<b>389.9</b>	<b>390.9</b>			<b>66,736.00</b>	<b>51,808.00</b>

Activities	Description and Purpose of Travel	Hours Required for Travel (15d)				Travel Expense (hotel, airfare, transportation, etc.)		Total Travel Cost	
		Proposed		Approved		Proposed	Approved	Proposed	Approved
		Lead	Assoc.	Lead	Assoc.				
Assignment and/or Plea									
Bail and Detention Hearings									
Motion Trials		4.0		4.0			888.00	888.00	
Trial		10.0		10.0	7,000.00	7,000.00	16,800.00	16,800.00	
Sending Hearings		4.0		4.0			888.00	888.00	
Revocation Hearings									
Appeals Court									
Other		8.0		8.0			888.00	888.00	
Interviews and Conferences									
Obtaining and Reviewing Records									
Legal Research and Brief Writing									
Investigative and Other Work									
Prepare Budgets (and Amendments)									
<b>TOTALS</b>		<b>42.0</b>	<b>-</b>	<b>42.0</b>	<b>-</b>	<b>-</b>	<b>17,664.00</b>	<b>17,664.00</b>	



# eVoucher 6.5 Budget Authorizations – Attorneys

## 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 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 Field

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, 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 Field

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	



**STEP 5**

Attach the **Memo in Support of Expert and Expert curriculum vitae (CV)** as one document. The **file naming convention** for the **Memo in Support of Expert and Expert curriculum Vitae (CV)** is “**Memo-Expert Name-Expert Type**”.

Attach the **Memorandum to Approve Budget** and **Budget Forms** as one document. The **file naming convention** for **Memo and Budget Forms** is “**Case Budget and Memo-Phase/Stage #**”.

On the **Documents** tab, click **Browse** next to the **File** field. Click **Upload**. Note that all documents must be submitted in PDF format and must be 10 MB or less. Click the **Confirmation** tab.

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

### Supporting Documents

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

File	<input type="text" value="Browse..."/>
Description	<input type="text"/>

Description	Delete	View
No Attachments		



# eVoucher 6.5 Budget Authorizations – Attorneys

## STEP 6

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  
81 Attorney St  
Hackensack NJ 07601  
Phone: 111-111-1111  
Email: [deadmail@actx.uscourts.gov](mailto:deadmail@actx.uscourts.gov)

13. COURT ORDER

A Associate     C Co-Counsel     D Federal Defender     F Subs for Federal Defender  
 L Learned Counsel (Capital Only)     O Appointing Counsel     P Subs for Past Attorney     R Subs for Retained Attorney  
 S Pro Se     T Retained Attorney     U Subs for Pro Se     X Administrative Counsel  
 Y Steadby Counsel

Prior Attorney's Name  
Appointment Dates  
Signature of Presiding Judge or By Order of the Court  
Test NIX-j44  
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 Toxicologist	\$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	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

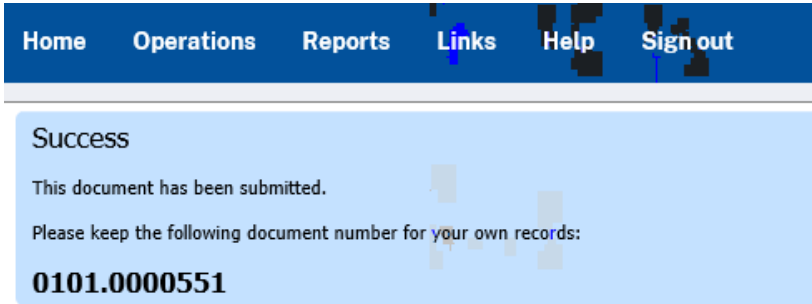
I swear and affirm the truth or correctness of the above statements  
 Date: 9/2/2021 11:56:50

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



**STEP 7**

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.



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

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**Budget Authorization Workflow**

