

Budgeting

In non-capital representations of unusual complexity that are likely to become extraordinary in terms of cost, a case may be referred to a Ninth Circuit Case Budgeting Attorney by any stakeholder (Judge, appointed attorney, CJA Administrator) for case budgeting, consistent with the CJA Guidelines, Vol. 7A, Ch. 2, §§ 230.26.10–20.

Budgeting is required in all capital cases.

Ninth Circuit Case Budgeting Attorney Suzanne Morris can be reached by telephone at (415) 355-8982 or via email smorris@ce9.uscourts.gov. For additional information on budgeting, please review: www.ca9.uscourts.gov/cja.

Submitting a Budget in eVoucher using Budget AUTH

If you are preparing a budget for attorney and service provider fees and it is ready for review by the Court, the budget should be submitted in eVoucher using the Budget AUTH document.

Step
1

Fill out the appropriate Capital or Non-Capital Funding Application form as directed by the Ninth Circuit Case Budgeting Attorney (CBA). After review and consultation with the CBA, follow the instructions below to submit the document to the Court.

Step
2

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

CJA eVoucher - Arizona District Court Court Test - Release 6.3.1.0

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My Active Documents		My Proposed Assignments									
Appointments' List <table border="1"> <thead> <tr> <th>Appointments</th> <th>Defendant</th> </tr> </thead> <tbody> <tr> <td> Case: 3:19-CR-00001-JI Defendant #: 1 Case Title: USA v. Defendant Attorney: Sample Attorney </td> <td> Defendant: Sample Defendant Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 04/19/19 Pres. Judge: Sample Judge Adm./Mag Judge: </td> </tr> <tr> <td> Case: 2:19-CR-00002-JI Defendant #: 1 Case Title: USA v. Another Defendant Attorney: Sample Attorney </td> <td> Defendant: Another Defendant Representation Type: Criminal Case Order Type: Subs for Federal Defender Order Date: 09/19/19 Pres. Judge: Sample Judge Adm./Mag Judge: </td> </tr> </tbody> </table>		Appointments	Defendant	Case: 3:19-CR-00001-JI Defendant #: 1 Case Title: USA v. Defendant Attorney: Sample Attorney	Defendant: Sample Defendant Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 04/19/19 Pres. Judge: Sample Judge Adm./Mag Judge:	Case: 2:19-CR-00002-JI Defendant #: 1 Case Title: USA v. Another Defendant Attorney: Sample Attorney	Defendant: Another Defendant Representation Type: Criminal Case Order Type: Subs for Federal Defender Order Date: 09/19/19 Pres. Judge: Sample Judge Adm./Mag Judge:	Appointments			
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Start: 08/11/2020	Claimed Amo										
End: 08/11/2020											

Submitting a Budget in eVoucher using Budget AUTH (cont'd)

Step
3

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

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

 [View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Member Fee	Create

Appointment Info

1. CIR./DIST./DIV.CODE 0970	2. PERSON REPRESENTED Sample Defendant
3. MAG. DKT/DEF.NUMBER 3:19-MJ-00001-1-JI	4. DIST. DKT/DEF.NUMBER 3:19-CR-00001-1-JI
7. IN CASE/MATTER OF(Case Name) USA v. Defendant	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
11. OFFENSE(S) CHARGED 8:1326.F REENTRY OF DEPORTED ALIENS	
12. ATTORNEY'S NAME AND MAILING ADDRESS Sample Attorney 1234 Street Name Phoenix AZ 85018 Phone: 602-111-0000 - Fax: 602-111-1111 Email: deadmail@support.aotx.uscourts.gov	
14. LAW FIRM NAME AND MAILING ADDRESS	

Vouchers on File


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

Case	Defendant	Type
------	-----------	------

Submitting a Budget in eVoucher using Budget AUTH (cont'd)

Step 4

On the **Basic Info** tab of the Budget AUTH, you must enter information in the **Budget Phase/Stage** (i.e. Pretrial/Trial/Clemency, One/Two, etc.) 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 in this request, you **MUST** enter **\$0** to submit the Budget AUTH.



BUDGETAUTH
Attorney Enter
Authorization

Def.: Sample Defendant

[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 0970	2. PERSON REPRESENTED Sample Defendant	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER 3:19-MJ-00001-1-JI	4. DIST. DKT/DEF.NUMBER 3:19-CR-00001-1-JI	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Defendant	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 8:1326.F REENTRY OF DEPORTED ALIENS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Sample Attorney 1234 Street Name Phoenix AZ 85018 Phone: 602-111-0000 - Fax: 602-111-1111 Email: deadmail@support.aotx.uscourts.gov		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"/> L Learned Counsel <input 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 Sample Judge Date of Order 4/19/2019 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

Current Representation Limit	\$ 11,800.00
Requested Additional Attorney Fees	\$ <input type="text"/>
Authorized Additional Attorney Fees	\$ <input type="text"/>
Grand Total Authorized Attorney Fees	\$ 11,800.00

Notes

◀ First
◀ Previous
Next >
Last >>
Save
Delete Draft

Submitting a Budget in eVoucher using Budget AUTH (cont'd)

Step 5

On the **Authorization Request** tab, from the **Service Provider Type** drop-down list, select the service provider(s) type you wish to use, if any. 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. At the top, there are tabs: Basic Info, Authorization Request (selected), Documents, and Confirmation. The 'Service Provider Type' dropdown is set to 'Documents Examiner'. Below it, a section titled 'Previous Authorizations for this Provider Type' shows a table with one entry:

ID Number: 854057	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, there are input fields for 'Previously Authorized Amount' (\$1,000.00), 'Additional Amount Requested' (10000.00), and 'Additional Amount Authorized'. A large text area for 'Description' is also present. At the bottom right, there are 'Add' and 'Remove' buttons. A red arrow points to the 'Add' button.

* Required Fields

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

Note: If there is no prior AUTH for the provider type, you only need to enter an amount requested in the **Additional Amount Requested** field.

The screenshot shows the 'Request For Service Providers' form with 'Service Provider Type' set to 'Accountant'. The 'Previous Authorizations for this Provider Type' section shows 'No Previous Authorizations Found'. The 'Additional Amount Requested' field is highlighted with a red box and contains the value '1000.00'.

Step 6

Click **Document** tab or Click **Next**, located on the progress bar.

Submitting a Budget in eVoucher using Budget AUTH (cont'd)

Step
7

Click **Browse** to select a PDF file to attach. This is where you will attach the Capital or Non-Capital Funding Application, completed at Step 1, along with any additional supporting documentation such as a provider's CV, resume, or project bid.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step
8

Click **Upload**.

Basic Info > Justification > Documents > Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Non-Capital Funding Application.submitted 8.1.18	Delete	View
CV for Investigator Susie Smith	Delete	View
Project Bid for Behind the Gavel	Delete	View

< First < Previous Next > Last > Save Delete Draft Audit Assist

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

Step
9

Click **Save**.

Step
10

Click **Confirmation** tab or Click **Next**, located on the progress bar.


Submitting a Budget in eVoucher using Budget AUTH (cont'd)

The confirmation tab appears.

Step 11 Verify all information on the page is correct.

Step 12 Select the affirmation check box.

Step 13 Click **Submit**. Your individual login and password will serve as your electronic signature.

Attorney Funding Information			
Requested Additional Attorney Fees	\$100,000.00	Current Representation Limit	\$100,000.00
		Authorized Additional Attorney Fees	
		Grand Total Authorized Attorney Fees	\$100,000.00
NOTES:			
Requests For Service Providers			
Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized
Chemist/Toxicologist	\$0.00	\$500.00	
Ballistics	\$0.00	\$2,000.00	
Totals	\$0.00	\$2,500.00	
Order Date	Nunc Pro Tunc Date	Budget Phase/Stage	
		initial	
Signature of Attorney andrew anders	Date Signed		Requested Amount \$102,500.00
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
Public/Attorney Notes			
Attention: The notes you enter will be available to the next approval level.			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 7/1/2019 14:59:3			
< First < Previous Next > Last >> Save Delete Draft			

Step 14 A confirmation screen appears, indicating the previous action was successful and the Budget AUTH has been submitted to the court. 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.

Success

This document has been submitted.

Please keep the following document number for your own records:

0970.1045174

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

The Budget AUTH now appears in the **My Submitted Documents** section of your home page.

Submitting a Budget in eVoucher using Budget AUTH (cont'd)

Step 15

You will automatically receive an email if/when the Budget AUTH has been approved. You should then download and review the “Funding Authorization” attached by the Court to the Budget AUTH under the Documents tab. The Funding Authorization serves as the Court’s budget order. If the approved budget includes funding for existing or new service providers, the CJA Department will update eVoucher to reflect the new or additional approved funding.

Note:

To download and review the “Funding Authorization” follow these steps:

- Go to your “Appointments’ List” on your home page and select the appropriate case number.
- From the Appointment Info page, click the appropriate Budget AUTH under “Vouchers on File” section.
- Go to the Documents tab and click View next to the “Funding Authorization”
- Save or print the document as usual
- Once finished, click “Home” on the upper left menu to return to the home page.

Budget Reports

Once a budget is approved, counsel should monitor the status of funds, attorney hours, and expert services, by reviewing the reports provided in the CJA eVoucher program, especially the Defendant Detail Budget Report.

Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, will have different reports available.
- Below each report link is a short description of the information provided by that report.
- The main report is the Defendant Detail Budget Report-Attorney.



Defendant Detail Budget Report-Attorney

This report reflects the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report provides the information in two sections: attorney appointments and authorized experts and other services.

Current statutory maximum or amount of excess fee limit (after CJA26 or Budget AUTH approval)

CJA-26 and/or Budget AUTH Requests for Add'l Funds (Requested/Approved)

3:17-CR-08000-1-JI

Counsel Budget		Defendant: John Doe										
Type of Representation:	Criminal Case	Document	Document Number	Amount Requested	Amount Approved							
Budget Amount Requested:	\$0.00	CJA-26	0970.0822711	\$5,612.40	\$4,209.30							
Budget Amount Approved:	\$15,709.30	Total:			\$5,612.40	\$4,209.30						

Voucher Dates	Voucher Number	Claimed			Approved			Voucher Info			
		Fees	Expenses		Fees	Expenses		Claim Status	Circuit Approved		
			Travel	Other		Travel	Other				
Attorney: George Attorney (Appointing Counsel) Inactive											
09/29/2017 to 05/31/2018	0970.0508332	\$4,583.60	\$143.63	\$13.15	\$4,740.38	\$4,344.40	\$141.49	\$13.15	\$4,499.04	Final	
Total Claimed/Approved:		\$4,583.60	\$143.63	\$13.15	\$4,740.38	\$4,344.40	\$141.49	\$13.15	\$4,499.04		
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						
Attorney: David Attorney (Subs for Panel Attorney) Active											
05/31/2018 to 04/17/2019	0970.0821314	\$11,362.00	\$518.27	\$210.63	\$12,090.90					Final	
Total Claimed/Approved:		\$11,362.00	\$518.27	\$210.63	\$12,090.90	\$0.00	\$0.00	\$0.00	\$0.00		
Pending Approval:		\$11,362.00	\$518.27	\$210.63	\$12,090.90						

Attorney Voucher Grand Totals												
	Fees	Claimed		Total	Fees	Approved		Total	Fee Amount Remaining			
		Expenses	Travel			Other	Expenses		Travel	Other	After Approved	After Approved and Pending
Total Claimed/Approved:	\$15,945.60	\$661.90	\$223.78	\$16,831.28	\$4,344.40	\$141.49	\$13.15	\$4,499.04	\$11,364.90	\$2.90		
Pending Approval:	\$11,362.00	\$518.27	\$210.63	\$12,090.90								

Voucher Info for previous counsel

Voucher Info for current counsel

Column has been updated from Pending to Claimed. The amount claimed on the voucher will remain visible even after a voucher is approved to allow attorney to see what was claimed on voucher submission and what was approved by the court.

Approved column has been updated so that if voucher is not submitted the voucher row will be blank. Once approved by the court the amount approved will display.

Voucher Info will now display Interim/Final and if approved by circuit, date approved by circuit will display

This shows the total available to current counsel less any amount paid or pending payment for prior counsel. This amount is also less the amount billed on current counsel's pending voucher.
 *NOTE: Counsel may not show in order of appointment so current counsel should look at the total listed at the bottom of all counsel listed.

Defendant Detail Budget Report-Attorney (cont'd)

The service provider section has been similarly updated.

Expert and Other Services Budget - Requiring Authorization										Defendant: John Doe	
Voucher Dates	Voucher Number	Claimed				Approved				Voucher Info	
		Fees	Expenses		Total	Fees	Expenses		Total	Claim Status	Circuit Approved
			Travel	Other			Travel	Other			
Authorization Number: 0970.0662475		Amount Requested: \$8,250.00				Amount Authorized: \$7,500.00				Attorney: David Attorney	
Specialty: Investigator											
Vendor: Susie Privateye (Investigator)											
07/02/2018 to 01/18/2019	0970.0672569	\$5,467.50	\$506.88	\$31.06	\$6,005.44	\$5,385.00	\$506.88	\$31.06	\$5,922.94	Interim 1	
02/10/2019 to 02/22/2019	0970.0799600	\$367.50	\$0.00	\$0.00	\$367.50	\$360.00	\$0.00	\$0.00	\$360.00	Interim 2	
03/04/2019 to 03/26/2019	0970.0809955	\$1,470.00	\$83.52	\$0.80	\$1,554.32	\$1,252.50	\$83.52	\$0.80	\$1,336.82	Interim 3	
Total Claimed/Approved:		\$7,305.00	\$590.40	\$31.86	\$7,927.26	\$6,997.50	\$590.40	\$31.86	\$7,619.76		
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						
Authorization Number: 0970.0662475										Attorney: David Attorney	
Specialty: Investigator											
		Amount Requested: \$8,250.00				Amount Authorized: \$7,500.00					
		Claimed				Approved				Fee Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Pending and Approved
			Travel	Other			Travel	Other			
Total Claimed/Approved:		\$7,305.00	\$590.40	\$31.86	\$7,927.26	\$6,997.50	\$590.40	\$31.86	\$7,619.76	\$502.50	\$502.50
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						