

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 'ATTORNEY'. Below this, there are links for 'Welcome andrew anders: 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
8:18-AP-02493-- Start: End:	Person170209 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	06/27/2019

Page 1 of 1 (1 items)

Appointments List

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

eVoucher 6.1 Budget Authorizations—Attorneys

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 main content area. On the left, there is a blue sidebar with the following sections:

- Appointment**: A summary section with a description and a 'View Representation' link.
- Create New Voucher**: A section containing three voucher types, each with a 'Create' link:
 - AUTH**: Authorization for Expert and other Services.
 - AUTH-24**: Authorization for payment of transcript.
 - BUDGETAUTH**: Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case. The 'Create' link for this voucher is highlighted with a red box.

 On the right side of the main content area, there is a form titled 'Appointn' 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
- 11. ATTORNEY'S NAME: andrew anders, 1 Attorney St, Pierre SD 57501, Phone: 111-111-1111
- 12. LAW FIRM NAME

eVoucher 6.1 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 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. The 'Service Provider Type' dropdown is set to 'Documents Examiner'. Below it, a section titled 'Previous Authorizations for this Provider Type:' displays a table with one entry:

ID Number: 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 'Service Provider Type' 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, with an asterisk indicating it is a required field. The 'Add' button is visible at the bottom. The summary table at the bottom remains the same as in the previous screenshot:

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 No file selected.

Description

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

« First | < Previous | Next > | Last » | |

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.

