

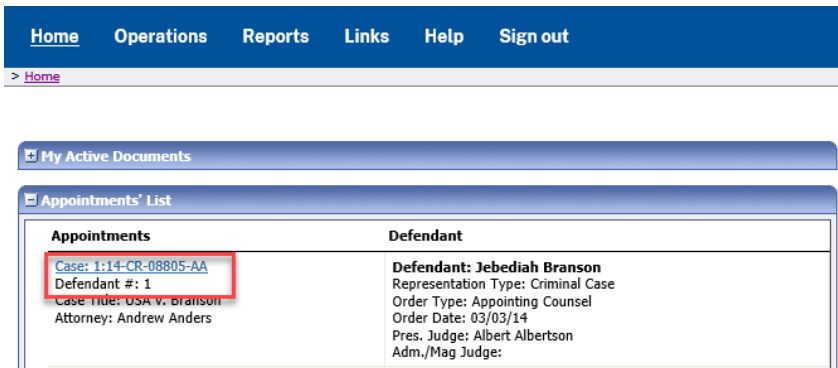
## Budget Authorizations

A budget should be submitted if you anticipate attorney’s fees to reach or exceed \$45,000. The Budget Auth document type allows you to request additional attorney funds.

## Create a Budget Auth

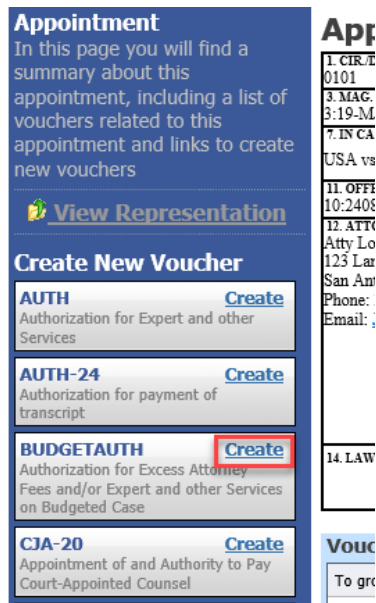
**STEP 1**

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.





**STEP 4**

Basic Info Authorization Request Documents Confirmation

**Request For Service Providers**

**SKIP** this tab and proceed to Step 5.

Authorizations for services providers should be requested via the **AUTH**, accessible from the Appointment.

**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** [Create](#)  
 Authorization for Expert and other Services

**STEP 5**

Upload the Budget Form (available at <http://www.gand.uscourts.gov/cja-forms>) and any other relevant documents on the **Documents** tab. Click **Browse** next to the **File** field, select a document to be uploaded, and then click **Upload**. Note that 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

Description

Description	Delete	View
No Attachments		

On the **Confirmation** tab (see next page), 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.: Thomas Watson

[Link to CM/ECF](#)

Voucher #:  
Request  
Date:  
Decision  
Date:

**Tasks**

[Link To Appointment](#)  
[Link To Representation](#)

**Reports**

[Budget Auth Form- Attorney](#)  
[Budget Auth Form- Attorney](#)  
[Budget Auth Form- Attorney](#)

[Basic Info](#) | [Authorization Request](#) | [Documents](#) | [Confirmation](#)

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08806-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Watson	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 12. 1738.P.MORTGAGE DISCRIMINATION			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_emelia@saco.uscourts.gov">lisa_emelia@saco.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub: for Federal Defender <input type="checkbox"/> L Learned Counsel (Criminal Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub: for Panel Attorney <input type="checkbox"/> R Sub: for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub: for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 6/8/2014 Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Attorney Funding Information**

Requested Additional Attorney Fees	\$5,000.00	Current Representation Limit	\$16,500.00
		Authorized Additional Attorney Fees	
		Grand Total Authorized Attorney Fees	\$16,500.00

NOTES:

**Requests For Service Providers**

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Accountant	\$0.00	\$5,000.00		
<b>Totals</b>	<b>\$0.00</b>	<b>\$5,000.00</b>		

Order Date	Nunc Pro Tunc Date	Budget Phase Stage	budget
Signature of Attorney	Date Signed	Requested Amount	\$10,000.00
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: 6/23/2021 13:49:44

**STEP 6**

You must receive the following confirmation screen for successful submission of the Budget AUTH.

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.

[Home](#)   [Operations](#)   [Reports](#)   [Links](#)   [Help](#)   [Sign out](#)

**Success**

This document has been submitted.

Please keep the following document number for your own records:

0101.0000551

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