

Budget Authorizations

A budget should be submitted if attorney hours are expected to exceed 300 hours or if total expenditures, including expert services, are expected to exceed \$45,000.

Create a Budget Auth

STEP 1

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

The screenshot shows a web application interface. At the top is a navigation bar with links: Home, Operations, Reports, Links, Help, and Sign out. Below this is a breadcrumb trail: > Home. The main content area has a tab labeled "My Active Documents". Underneath is a section titled "Appointments' List" which contains a table with two columns: "Appointments" and "Defendant".

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson 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 the "Appointment" page. It includes a summary of the appointment and a list of vouchers. The "Create New Voucher" section is highlighted, showing four voucher types with their respective "Create" links. The "BUDGETAUTH" voucher type is highlighted with a red box.

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

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 brief 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.

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

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson	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: lisa_ormelas@actx.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 Sub for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital 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 Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 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	\$ 16,500.00
Requested Additional Attorney Fees	\$ <input type="text"/>
Authorized Additional Attorney Fees	
Grand Total Authorized Attorney Fees	\$ 16,500.00

Notes

« First < Previous Next > Last »

Save

Delete Draft

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**

Authorization for Expert and
other Services

[Create](#)**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	<input type="text" value="Browse..."/>
Description	<input type="text"/>

Upload

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](#)

Confirmation

1. CIR. DIST. DIV. CODE 0101 2. PERSON REPRESENTED Thomas Watson 3. MAG. DKT. DEF. NUMBER 1:14-CR-08806-1-AA 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: lisa_cmelau@sacsa.uscourts.gov

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Sub for Federal Defender
☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Sub for Panel Attorney ☐ R Sub for Retained Attorney
☐ S Pro Se Attorney ☐ T Retained Attorney ☐ U Sub for Pro Se ☐ X Administrative
☐ Y Standby Counsel
Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson
Date of Order 3/3/2014 Nunc Pro Tunc Date
Repayment: ☐ YES ☒ 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		
Totals	\$0.00	\$5,000.00		

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

 **Submit**

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](#)