

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.

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.

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

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.

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](#)

Basic Info

1. CIR. DIST DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. VOUCHER 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. OFFENSE(S) CHARGED 12:1738-P MORTGAGE DISCRIMINATION	11. 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_omelas@aoctx.uscourts.gov	12. COURT ORDER <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input type="checkbox"/> A Associate <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> S Pro Se </div> <div style="flex: 1;"> <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> T Retained Attorney </div> <div style="flex: 1;"> <input type="checkbox"/> D Federal Defender <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> U Subs for Pro Se </div> <div style="flex: 1;"> <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> X Administrative </div> </div> <input type="checkbox"/> V Stipuldy 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: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
13. LAW FIRM NAME AND MAILING ADDRESS		

Attorney Funding Information

Current Representation Limit	\$ 16,500.00
Requested Additional Attorney Fees	\$ <input type="text"/>
Authorized Additional Attorney Fees	\$ <input type="text"/>
Grand Total Authorized Attorney Fees	\$ 16,500.00
Notes	<input type="text"/>

[« 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 [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	<input type="button" value="Browse..."/>
Description	<input type="text"/>
<input type="button" value="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 #: **11-1738**

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	VOUCHER NUMBER		
3. MAG. DKT. DEF. NUMBER 114-CR-09826-1-A3	4. DKT. DEF. NUMBER 114-CR-09826-1-A3	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 below)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 12:1738 P MORTGAGE DISCRIMINATION	13. COURT ORDER			
Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_emailas@acrt.uscourts.gov	<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"/> E Learned Counsel	<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	<input type="checkbox"/> U Subs 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 Judge or Person Date of Order 3/3/2014	Name 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		
Totals	\$0.00	\$5,000.00		

Order Date	None Pro Tunc Date	Budget Phase Stage budget
Signature of Attorney	Date Signed	Requested Amount
Signature of Presiding Judge	Date Signed	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	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](#)