

Budget Authorizations

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

Create a Budget Auth

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



Home	Operations	Reports	Closed Documents	Links	Help	Sign out
> Home						
My Active Documents						
Appointments' List						
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.

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

App
1. CIR.D 0101
3. MAG. 5:19-M.
7. IN CA: USA vs
11. OFFE 10:2408
12. ATT Atty Lo
125 Lar San Ant
Phone: : Email: j
14. LAW
Vouc
To gro

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Budget Authorizations – Attorneys

Step 3

On the **Basic Info** tab of the budget auth, you must enter information in the **Budget Phase/Stage** (e.g., "through sentencing") 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, you **MUST** enter **0** in the **Requested Additional Attorney Fees** field, and then submit the budget auth to the court.


BUDGETAUTH
Request Entry

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

Def.: Person201853

[Link to CM/ECF](#)

 Voucher #: _____
 Request Date: _____
 Decision Date: _____

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

Basic Info

1. CIR. DIST. DIV. CODE 0312	2. PERSON REPRESENTED Person201853	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER 2:18-MJ-07088-1	4. DIST. DKT/DEF. NUMBER	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) United States vs. Person201853	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 18:1344A.F BANK FRAUD			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 31 Attorney St Hackensack NJ 07601 Phone: 111-111-1111 Email: deadmail@aotx.uscourts.gov		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Test NJX-j44 Date of Order 7/27/2018 Nucac Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date
 Nucac Pro Tunc Date
 Budget Phase/Stage *

Attorney Funding Information

Representation Limit Upon Submission	\$ 12,100.00
Requested Additional Attorney Fees	\$
Authorized Additional Attorney Fees	\$
Grand Total Authorized Attorney Fees	\$ 12,100.00
Notes	

« First < Previous Next > Last » Save Delete Draft



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Budget Authorizations – Attorneys

Step 4

Skip this step and proceed to Step 5.

Authorizations for expert services should be requested via the **AUTH**, accessible among the other forms at the Appointment.

Basic Info > Authorization Request > Documents > Confirmation

Request For Service Providers

Service Provider Type: Accountant

Previous Authorizations for this Provider Type:

ID Number: 1255468
 Order Date: 09/02/2021
 Authorized Amount: \$1,500.00
 Grand Total Amount: \$1,500.00

Service Type: Accountant
 Estimated Amount: \$1,500.00
 Notes:

Previously Authorized Amount: \$1,500.00
 Additional Amount Requested: 3000.00

Description:

Notes:

Court Notes:

Add Remove

Required Fields

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

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Accountant	\$1,500.00	\$3,000.00	
Chemist/Toxicologist	\$500.00	\$600.00	



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Budget Authorizations – Attorneys

Step 5

Upload the required budget form (available at <https://www.gand.uscourts.gov/cja-forms>) and any other relevant documents, on the **Documents** tab, click **Choose File** 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, must be 10 MB or less, and should not contain any personally identifiable information (PII) or sensitive information. Then click the **Confirmation** tab.

Basic Info Authorization Request Documents Confirmation

Supporting Documents

File Upload (PDF only, 10MB max) * DO NOT upload files with PII or sensitive information.

File Choose File No file chosen

Description

Upload

Description	Delete	View
No Attachments		



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Budget Authorizations – Attorneys

Step 6

On the **Confirmation** tab, 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.: Person201853

[Link to CM/ECF](#)

Voucher #:
Request
Date:
Decision
Date:

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Basic Info
Authorization Request
Documents
Confirmation

Confirmation

1. CIR. DIST. DIV. CODE 0312	2. PERSON REPRESENTED Person201853	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 2:18-MJ-07088-1	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) United States vs. Person201853	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
18:1344A.F BANK FRAUD

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders
31 Attorney St
Hackensack NJ 07601
Phone: 111-111-1111
Email: deadmail@aotx.uscourts.gov

13. COURT ORDER

☐ A Associate
☐ L Learned Counsel (Capital Only)
☐ S Pro Se
☐ Y Standby Counsel

☒ O Appointing Counsel
☐ T Retained Attorney

☐ C Co-Counsel
☐ D Federal Defender
☐ F Subs for Federal Defender
☐ P Subs for Panel Attorney
☐ R Subs for Retained Attorney
☐ U Subs for Pro Se
☐ X Administrative

Prior Attorney's Name
Appointment Date:
Signature of Presiding Judge or By Order of the Court
Test NJX-j44
Date of Order
7/27/2018
Nunc Pro Tunc Date
Repayment ☐ YES ☒ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Attorney Funding Information

Requested Additional Attorney Fees	\$5,000.00	Representation Limit Upon Submission	\$12,100.00
Authorized Additional Attorney Fees		Grand Total Authorized Attorney Fees	\$12,100.00

NOTES:

Requests For Service Providers

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Accountant	\$1,500.00	\$3,000.00		
Chemist/Tonicologist	\$500.00	\$600.00		
Totals	\$2,000.00	\$3,600.00		

Order Date	Nunc Pro Tunc Date	Budget Phase/Stage
Signature of Attorney	Date Signed	Requested Amount \$8,600.00
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: 9/2/2021 11:56:50


Submit

<< First
< Previous
Next >
Last >>

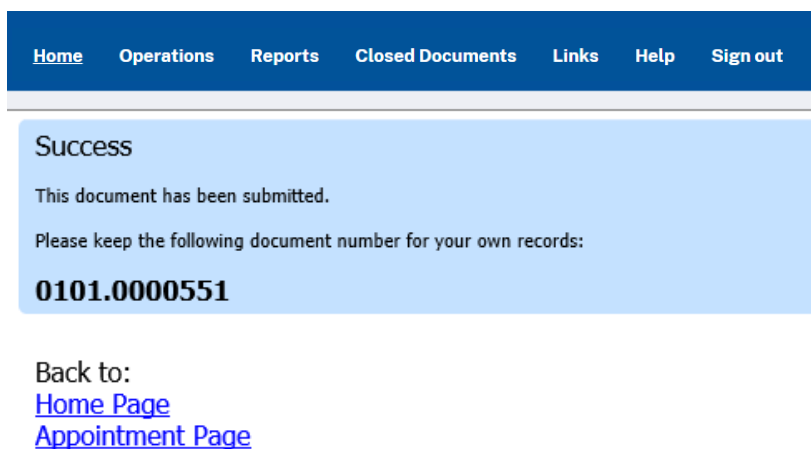
Save

Delete Draft



Step 7

A confirmation screen appears, indicating that 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.



The screenshot shows a web application interface. At the top is a dark blue navigation bar with white text links: [Home](#), [Operations](#), [Reports](#), [Closed Documents](#), [Links](#), [Help](#), and [Sign out](#). Below this is a light blue success message box. The message reads: "Success", "This document has been submitted.", "Please keep the following document number for your own records:", and "0101.0000551". Below the success box, the text "Back to:" is followed by two blue hyperlinks: [Home Page](#) and [Appointment Page](#).

[Home](#) [Operations](#) [Reports](#) [Closed Documents](#) [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](#)