### **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



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

Home Operations R	eports Links He	lp Sign out
> <u>Home</u>		
My Active Documents		
E Appointments' List		
Appointments	Defenda	nt
Case: 1:14-CR-08805-AA Defendant #: 1 Case rule: USA V. Branson Attorney: Andrew Anders	Defend Represe Order Ty Order D	nt: Jebediah Branson tation Type: Criminal Case pe: Appointing Counsel te: 03/03/14

On the Appointment Info page, in the Create New Voucher section, click the **Create** hyperlink next to BUDGETAUTH.





# eVoucher 6.5 Budget Authorizations – Attorneys



#### **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.

	Basic Info	on Request Documents	Confirmation		
	Basic Info				
D-6 . Thanks Webser	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER	
Der.: Thomas watson	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1-14.CR-08806-1-4 4	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER	
ink to CM/ECF	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Felory (including pre-trial diversion	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE	
loucher #.	USA v. Watson	of alleged felony)	Adult Defendant	Criminal Case	
oucher #:	12:1738.P MORTGAGE DISCRIM	NATION			
equest	12. ATTORNEY'S NAME AND MAILING A Andrew Anders	DDRESS	13. COURT ORDER	0	
ate:	110 Main Street		AAmociate C Co-Counsel	D Federal F Sub: for Federal Defender Defender	
ecision	San Antonio TX 78210 Phone: 210-833-5623		L Learned Counsel O Appointing	P Subs for R Subs for	
ale:	Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.g	tov.	(Capital Only) Counsel	U Subs for Pro	
		<u> </u>	S Pro Se Attorney	Se XAdministrative	
Tasks			☐ Y Standby Counsel		
Link To Appointment			Prior Attorney's Name Appointment Dates		
Link To Representation			Signature of Presiding Judge or By Order of th	he Court	
<u>Elink to Representation</u>	14. LAW FIRM NAME AND MAILING ADD	DRESS	Date of Order Nunc P	ro Tunc Date	
			NO YES VIOLA		
Reports					
Budget Auth Form- Attorney	Order Date				
Budget Auth Form- Attorney	Nunc Pro Tunc Date				
Budget Auth Form- Attorney	Budget Phase/Stage		*		
	Attorney Funding Inform	nation			
	Current Representation Limit	5 16,500,00			
	Requested Additional Attorney Fee				
	Authorized Additional Attorney Fee	25 7			
	Grand Total Authorized Attorney F	ees \$ 16,500.00			
	Notes			<b>A</b>	
				-	
	« First < Previous Next	t > Last » Save		Delete Draft	



# eVoucher 6.5 Budget Authorizations – Attorneys





#### **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.



#### STEP 5

Upload the Budget Form (available at <u>http://www.gand.uscourts.gov/cja-forms</u>) 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 10M	3 size or less!)						
	File		Browse						
	Description				]				
					Upload				
	Description				Delete View				
'			No Att	achments					

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.

# eVoucher 6.5 Budget Authorizations – Attorneys



	Confirmation						
	1. CIR./DIST/DIV.CODE	2. PERSON RE	PRESENTED			VOUCHER NU	MBER
Def.: Thomas Watson	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/	SON DEF.NUMBER	5. APPEAL	S. DKT/DEF.NUMBER	6. OTHER, DKT/DEF.NUMBER	
		1:14-CR-08	806-1-AA				
nk to CM/ECF	7. IN CASE MATTER OF(Case Name)	S. PAYMENT C Felony (inclusion)	CATEGORY uding pre-trial diversio	9. TYPE PI	ERSON REPRESENTED	10. KEPKESEN	TATION TYPE
. T	USA v. Watson	of alleged fe	lony)	- Adult De	fendant	Criminal Cas	se
oucher #:	11. OFFENSE(5) CHARGED 12:1738.P MORTGAGE DISCH	RIMINATION					
equest	12. ATTORNEY'S NAME AND MAILI	ING ADDRESS		13. COURT	ORDER		
ate:	Andrew Anders	Andrew Anders			ociate C Co-Counte	D Federal	F Subs for Fede
ecision	San Antonio TX 78210			_		Defender	Defeuder
ate.	Phone: 210-833-5623			(Capital Or	rned Counsel 🖬 O Appointing alv) Counsel	Pauel Attorney	Retained Attorney
	Email: <u>lisa_ornelas@aotx.uscou</u>	urts.gov			S. T Retained	U Subs for	Pro 🗌 🗙 Administrati
				0.5	Attorney	Se	
asks				U Y Sta	adby Coussel		
ink To Appointment				Prior Attorn	sey's Name		
LINK TO Appointment				Signature of	f Presiding Judge or By Order of	the Court	
Link To Representation				Albert Al Date of Ord	er Nusci	Pro Tunc Date	
	14. LAW FIRM NAME AND MAILING	GADDRESS		3/3/2014			
				Repayment	VES 🗹 NO		
eports	Attorney Funding Inform	nation					
udget Auth Form- Attorney	Requested Additional Attorney Fees		\$5,000.	00 Current Re	presentation Limit		\$16,500
udget Auth Form- Attorney	/			Authorized	Additional Attorney Fees		
udget Auth Form- Attorney	NOTES			Grand Tota	l Authorized Attorney Fees		\$16,500
<u>budget Authronni Attoine</u>							
	Requests For Service Pro	viders					
	Service Provider Type	Previously Authorized Amoun	Additional Ad Amount An Requested Au	ditional count thorized	Description		
	Accountant	\$0.	\$5,000.00				
	Totals	\$0.	00 \$5,000.00				
	Onlar Data		Serve Dec Deck	Decision Pl			
	Order Date		Nunc Pro Tunc Date	budget Pha	ise stage		
	Signature of Attorney	1		Date Signe	d	Requested Amo	ount
	Signature of Presiding Judge	ŀ	Date Signed	Judge Code		Approved Ame	\$10,000 runt
				, ange over	-		
	Signature of Chief Judge, Court of Ap	opeals(or Delegate)	Date Signed	Judge Code	1	Approved Amo	unt
		Attention: The	notes vou enter v	vill be ava	ilable to the next and	proval level	
	Public/Attorney	and the second second second	in the post circle is		and the most up		
	Notes						
	Notes						
	Notes				_		
	Notes						

#### **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.





