

## Budget Auth Document Type

The Budget Auth document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit case budgeting attorney and/or the court’s CJA administrator. It is important to note that the Budget Auth document DOES NOT create actual authorizations. Service provider requests approved in the budget auth still require an auth to be processed once the budget auth is approved.

## Create a Budget Auth

**STEP 1**

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

The screenshot shows the Attorney's dashboard. At the top left is a profile picture and the word "ATTORNEY". To the right, there are links for "Welcome andrew anders: My Profile" and "My Appointments: View". Below this is a section titled "My Active Documents" with a search bar and a table. The table has columns for Case, Defendant, Type, Status, and Date Entered. One row is visible for Case 8:18-AP-02493--. Below that is an "Appointments' List" section with two rows of appointment details. The first row is highlighted with a red box around the case link.

Case	Defendant	Type	Status	Date Entered
<a href="#">8:18-AP-02493--</a> Start: End:	Person170209 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	06/27/2019

  

Appointments	Defendant
<a href="#">Case: 8:14-AP-03599</a> Defendant #: 1 Case Title: United States vs. Person88885 Attorney: andrew anders	<b>Defendant: Person88885</b> Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 11/17/14 Pres. Judge: Test 08C-j2 Adm./Mag Judge:
<a href="#">Case: 8:17-AP-02189</a> Defendant #: 1 Case Title: United States vs. Person123121 Attorney: andrew anders	<b>Defendant: Person123121</b> Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 06/12/17 Pres. Judge: Test 08C-j16 Adm./Mag Judge:

# eVoucher 6.1 Budget Authorizations—Attorneys

**STEP 2**

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

The screenshot shows a web application interface. At the top is a navigation bar with links: Home, Operations, Reports, Links, Help, and login. Below this is a sidebar on the left with a blue background. The sidebar contains the following sections:

- Appointment**: A summary section with the text: "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." Below this is a link "View Representation" with a magnifying glass icon.
- Create New Voucher**: A section containing three voucher types, each with a "Create" link:
  - AUTH**: Authorization for Expert and other Services. The "Create" link is blue and underlined.
  - AUTH-24**: Authorization for payment of transcript. The "Create" link is blue and underlined.
  - BUDGETAUTH**: Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case. The "Create" link is blue and underlined, and is highlighted with a red rectangular box.

The main content area on the right is titled "Appointn" and displays case information in a table-like format:

- 1. CIR./DIST/DIV.CODE**: 08AC
- 3. MAG. DKT/DEF.NUM**
- 7. IN CASE/MATTER OF**: United States vs. Pers
- 10. OFFENSE(S) CHARG**: 12:1457.M PENALTY
- 11. ATTORNEY'S NAME**: andrew anders  
1 Attorney St  
Pierre SD 57501  
Phone: 111-111-1111



# eVoucher 6.1 Budget Authorizations—Attorneys

## STEP 4

On the **Authorization Request** tab, from the **Service Provider Type** drop-down list, select the service provider(s) type you wish to use. Any previous authorizations for that provider type display. Click the previous authorization to add the additional amount requested, and then click **Add**. Note that the provider request appears in the grid below. Continue to add service providers, and then click the **Documents** tab when complete.

**Request For Service Providers**

Service Provider Type: Documents Examiner

**Previous Authorizations for this Provider Type:**

ID Number: B54057  
 Order Date: 07/18/2018  
 Authorized Amount: \$1,000.00  
 Grand Total Amount: \$1,000.00

Service Type: Documents Examiner  
 Estimated Amount: \$1,000.00  
 Notes:

Previously Authorized Amount: \$1,000.00  
 Additional Amount Requested: 10000.00  
 Additional Amount Authorized: [ ]  
 Description: [ ]

**Add** Remove

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
Ballistics	\$0.00	\$2,000.00	

Note that if there is no prior auth, you only need to enter an amount in the **Additional Amount Requested** field.

**Request For Service Providers**

Service Provider Type: Accountant

**Previous Authorizations for this Provider Type:**

No Previous Authorizations Found

Previously Authorized Amount: \$0.00  
 Additional Amount Requested: 1000.00 \*  
 Additional Amount Authorized: [ ]  
 Description: [ ]

Court Notes: [ ]

**Add** Remove

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
Ballistics	\$0.00	\$2,000.00	

# eVoucher 6.1 Budget Authorizations—Attorneys

## STEP 5

On the **Documents** tab, upload any relevant documents. 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: Browse... No file selected.

Description:

Upload

Description	Delete View
No Attachments	

## STEP 6

On the **Confirmation** tab, review and confirm that all information is correct. In the **Public/Attorney Notes** field, you can include any information to the court. Select the check box to swear and affirm the accuracy of the voucher, which will automatically be time stamped. Click **Submit** to send to the court.

Help login

Basic Info | Authorization Request | Documents | **Confirmation**

### Confirmation

1. CIR./DIST/DIV.CODE 0SAC	2. PERSON REPRESENTED Person170209	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER S:18-AP-02493-1	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) United States vs. Person170209		8. TYPE PERSON REPRESENTED Appellant	9. REPRESENTATION TYPE Death penalty prosecution in federal court under a state statute or any authority other than the United States Code, and appeals
10. OFFENSE(S) CHARGED 12:1457 M PENALTIES - PROHIBITED ACTIVITIES			
11. ATTORNEY'S NAME AND MAILING ADDRESS andrew anders 1 Attorney St Pierre SD 57501 Phone: 111-111-1111 - Fax:		12. COURT ORDER	
		<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"/> L Learned Counsel (Capital Only) <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 Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative	

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: 7/1/2019 14:59:3

**Submit**

↗

« First | < Previous | Next > | Last » | Save | Delete Draft

STEP 7

A confirmation screen appears, indicating 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.

