

Budget Auth Document Type

The Budget Auth document type allows you to request attorney funds and/or to request service providers in a budgeted case. In the Court of Appeals, the Budget Auth document will replace the CJA-27 as the vehicle for submitting budgets for pre-authorization. **Attorneys should coordinate the submission of this document with one of the circuit case managing attorneys.**

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 the usual AUTHs to be created and processed once the Budget Auth is approved. Having the service provider AUTHs created automatically from the Budget Auth document is planned for a future version of eVoucher.

Create a Budget Auth

STEP 1

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

The screenshot displays the user interface for an attorney. At the top, there is a navigation bar with a profile picture, the name 'ANDREW ANDERS', and the title 'ATTORNEY'. Below this, a welcome message 'Welcome andrew anders:' is followed by links for 'My Profile' and 'My Appointments: View'. The main content area is divided into two sections: 'My Active Documents' and 'Appointments List'.

My Active Documents

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

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

Page 1 of 1 (1 items)

Appointments List

Appointments	Defendant
Case: 8:14-AP-03599 Defendant #: 1 Case Title: United States vs. Person88885 Attorney: andrew anders	Defendant: Person88885 Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 11/17/14 Pres. Judge: Test 08C-j2 Adm./Mag Judge:
Case: 8:17-AP-02189 Defendant #: 1 Case Title: United States vs. Person123121 Attorney: andrew anders	Defendant: Person123121 Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 06/12/17 Pres. Judge: Test 08C-j16 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 a web interface with a top navigation bar containing 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'login'. Below this is a main content area. On the left, there is a blue sidebar with the heading 'Appointment' and a sub-heading 'Appointment'. Below this, there is a 'View Representation' link with a magnifying glass icon. The main section is titled 'Create New Voucher' and contains three rows of voucher types, each with a 'Create' link:

- 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](#)

The 'Create' link for 'BUDGETAUTH' is highlighted with a red box. To the right of this sidebar is a form titled 'Appointn' with the following fields:

- 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
- 12. LAW FIRM NAME

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.

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

Request For Service Providers

Service Provider Type: Documents Examiner

Previous Authorizations for this Provider Type:

ID Number: 854057
 Order Date: 07/18/2018 Service Type: Documents Examiner
 Authorized Amount: \$1,000.00 Estimated Amount: \$1,000.00
 Grand Total Amount: \$1,000.00 Notes:

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

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
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.

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

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

* Required Fields

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

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

STEP 5

On the **Documents** tab, upload any relevant documents, and 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: []

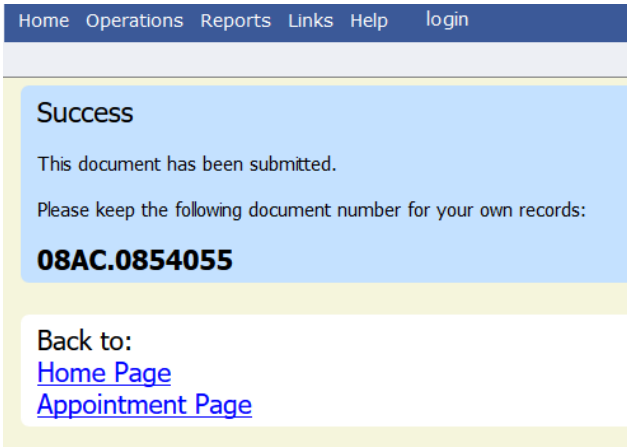
Upload

Description: [] Delete View

No Attachments

STEP 6

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.



Home Operations Reports Links Help login

Success

This document has been submitted.

Please keep the following document number for your own records:

08AC.0854055

Back to:

- [Home Page](#)
- [Appointment Page](#)