

## 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

WXIT\$\$

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

**CJA eVoucher - Train District**  
**SDSO Training - Release 6.3.0.0**

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**My Active Documents**

**Appointments' List**

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-AA</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

WXIT\$\$

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**[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

### Appointment Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON: Mister Bac
3. MAG. DKT/DEF NUMBER 3:19-MJ-04562-4562-JL	4. DIST. DK
7. IN CASE/MATTER OF (Case Name) USA vs Badman	8. PAYMEN Felony (in of alleged
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED	
12. ATTORNEY'S NAME AND MAILING ADDRESS Atty Longoria 123 Lane San Antonio TX 78229 Phone: 2102222222 Email: <a href="mailto:Jaime_longoria@ao.uscourts.gov">Jaime_longoria@ao.uscourts.gov</a>	
14. LAW FIRM NAME AND MAILING ADDRESS	

### Vouchers on File

To group by a particular Header, drag the colu

WXIT\$/\$

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 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** to submit the budget auth to the court.

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Welcome, Atty Longoria (Attorney)

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**BUDGETAUTH**  
Request Entry

Def.: Theo Thief

[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		VOUCHER NUMBER	
1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Theo Thief	3. MAG. DKT./DEF. NUMBER 1:19-CR-45611-9877-JL	4. OTHER. DKT./DEF. NUMBER
5. IN CASE/MATTER OF (Case Name) Thief vs USA	6. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1715.F.MORTGAGE/INSURANCE LOW-COST, INCOME ASSISTED PROPERTY12:1786L.M.REMOVED DIRECTOR, OFFICER OR MEMBER, PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Atty Longoria 123 Lane San Antonio TX 78229 Phone: 2102222222 Email: <a href="mailto:jaimie_longoria@aoc.uscourts.gov">jaimie_longoria@aoc.uscourts.gov</a>		13. 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 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 Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Judge Longoria Date of Order 6/14/2019 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS		Nunc Pro Tunc Date	

Order Date

Nunc Pro Tunc Date

Budget Phase/Stage

**Attorney Funding Information**

Current Representation Limit	\$	11,500.00
Requested Additional Attorney Fees	\$	<input type="text"/>
Authorized Additional Attorney Fees	\$	<input type="text"/>
Grand Total Authorized Attorney Fees	\$	11,500.00

Notes

« First < Previous Next > Last » Save Delete Draft

WXIT\$\$

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
Accountant

Previous Authorizations for this Provider Type:

ID Number: 475  
Order Date: 09/11/2019  
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
\$3,000.00

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
Accountant	\$1,500.00	\$3,000.00	
Chemist/Toxicologist	\$600.00	\$1,000.00	

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
CALR (Westlaw/Lexis, etc.)

Previous Authorizations for this Provider Type:

No Previous Authorizations Found

Previously Authorized Amount
\$0.00

Additional Amount Requested
\$1,000.00

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
Accountant	\$1,500.00	\$3,000.00	
Chemist/Toxicologist	\$600.00	\$1,000.00	

WXIT\$ \$

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	<input type="text" value="Browse..."/>
Description	<input type="text"/>
<input type="button" value="Upload"/>	

Description	Delete	View
No Attachments		

WXIT\$ \$

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.

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

<b>Confirmation</b>	
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Mister Badman
3. MAG. DKT/DEF NUMBER 3:19-MJ-04562-4562-JL	4. DIST. DKT/DEF NUMBER
5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA vs Badman	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE DR. 1 - Drugs Minus 2
11. OFFENSE(S) CHARGED 10-2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS	
12. ATTORNEY'S NAME AND MAILING ADDRESS Atty Longoria 123 Lane San Antonio TX 78229 Phone: 2102222222 Email: <a href="mailto:Jaime_longoria@ao.uscourts.gov">Jaime_longoria@ao.uscourts.gov</a>	
13. 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 <input 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 <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Judge Longoria Date of Order 6/6/2019 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS	
Nunc Pro Tunc Date	

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:

< First < Previous Next > Last > Save Delete Draft

WXIT\$ \$

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.

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Success

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000551**

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[Appointment Page](#)