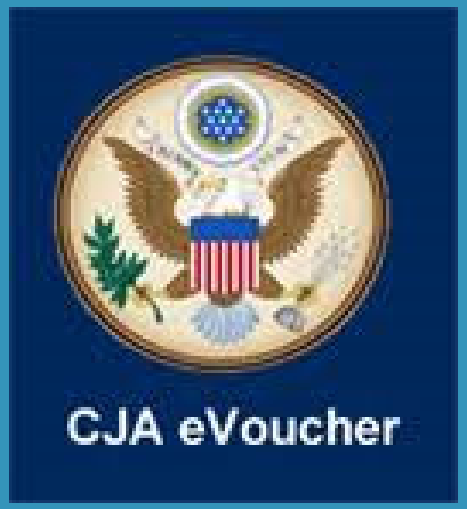
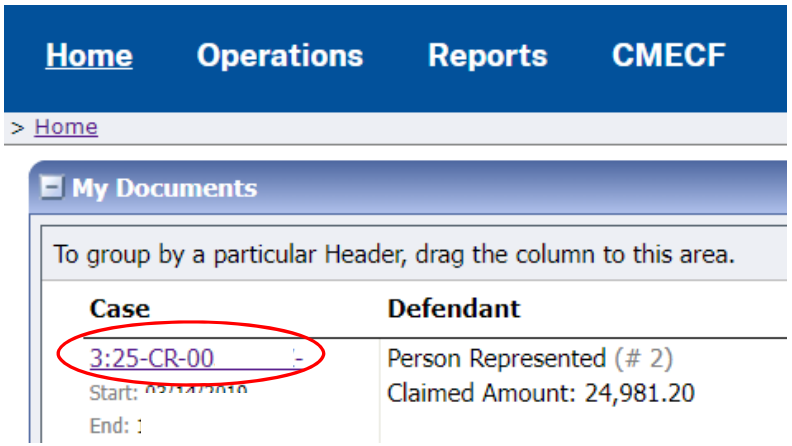


Creating a Budget Auth in eVoucher

Create a Budget Auth

STEP 1

Click the link to the case number to access the Appointment Info page.



STEP 2

On the **Appointment Info** page,
go to the Create New Voucher section, &
click the **Create** link next to BUDGETAUTH.

STEP 3

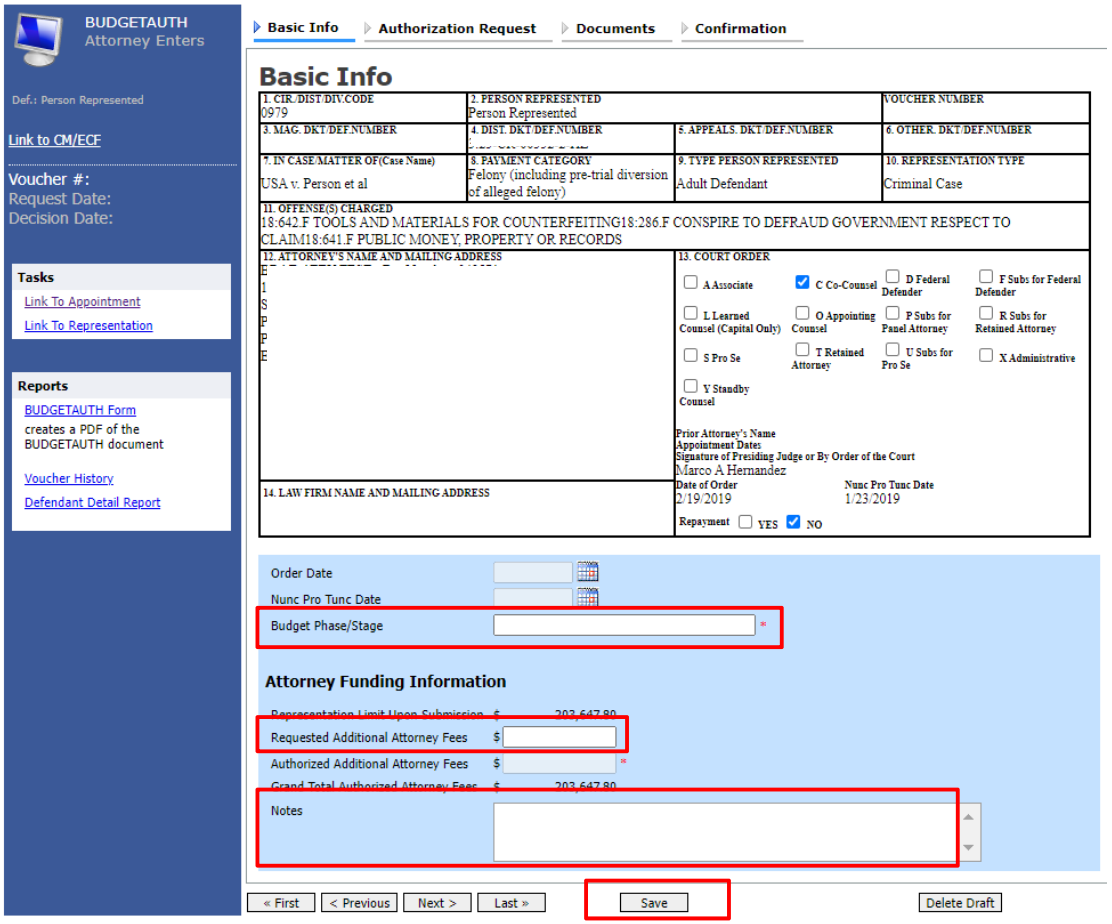
On the **Basic Info** tab of the BUDGETAUTH, in the **Budget Phase/Stage** field, enter the procedural stage (pretrial, trial, sentencing, etc.).

Enter **Requested Additional Attorney Fees**.
If no attorney fees are being requested, you MUST enter 0.

In the **Notes** field, enter the budget dates and the following information:

- Budget dates: xx/xx/20xx - xx/xx/20xx
- Attorney 1 Name: $x,xxx.xx (xx hours x $158/hour)
- Attorney 2 Name: $x,xxx.xx (xx hours x $158/hour)
- Associate/R&W Attorney Name: $x,xxx.xx (xx hours x $xx/hour) *(note if in-house or contract associate)*

Click **Save.**



STEP 4

Authorization Request tab
From the **Service Provider Type** drop-down list, select the first type of service you wish to use.

Previous authorizations for the provider type, if any, appear. Click the previous authorization, if one exists. It will automatically populate the **Previously Authorized Amount** field.

Enter the **Additional Amount Requested**.

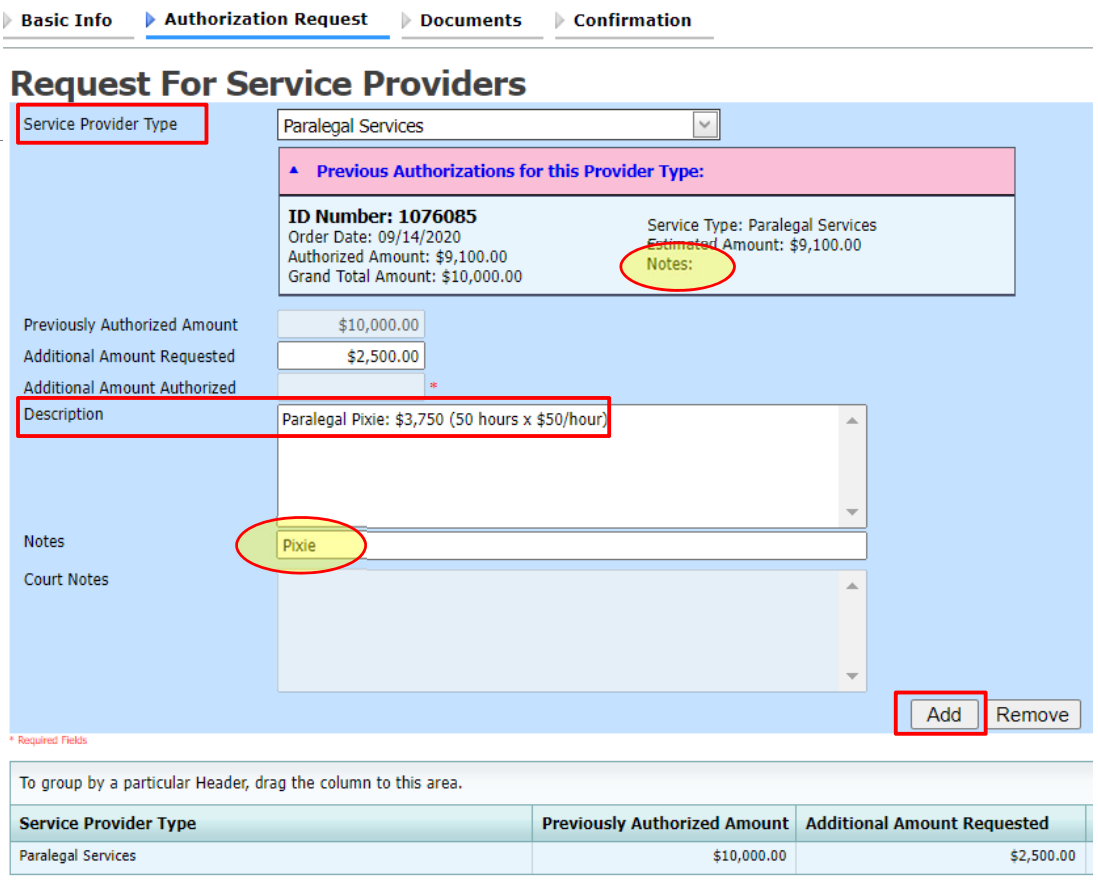
Description field - use this format:

- Provider Type, Name: $x,xxx.xx (xx hours x $xx/hour)
- Investigator Nancy Drew: $3,750 (50 hours x $75/hour)

In the Notes field, enter the provider's name.

Click **Add** after each service provider. Confirm the request appears in the table at the bottom of the page. Continue to add service providers one at a time.

Click **Save**.



STEP 5

On the **Documents** tab, click **Browse** next to the **File** field, select the PDF document to be uploaded, and then click **Upload**. Click **Save**. All documents must be submitted in PDF format and must be 10 MB or less.

Documents should include:

- Request for Excess Compensation
- Presumptive or detailed budget application
- Expert CVs/resumes
- Any other relevant documents, declarations, etc.

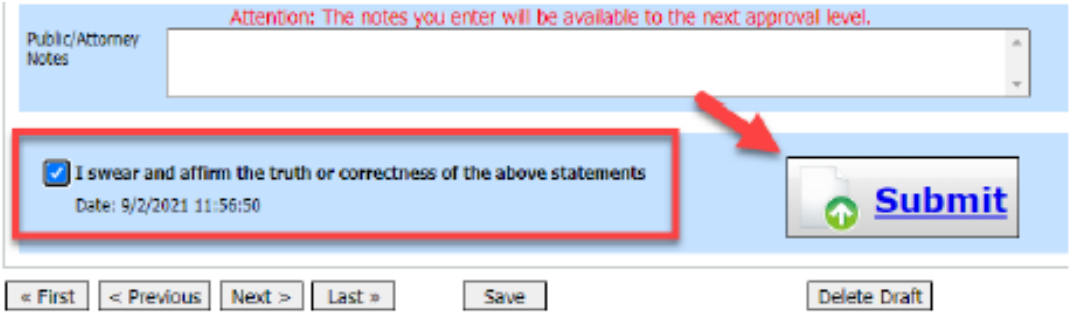
STEP 6

On the **Confirmation** tab, review and confirm that all information is correct.

In the **Public/Attorney Notes** field, you can enter information for the court, if needed.

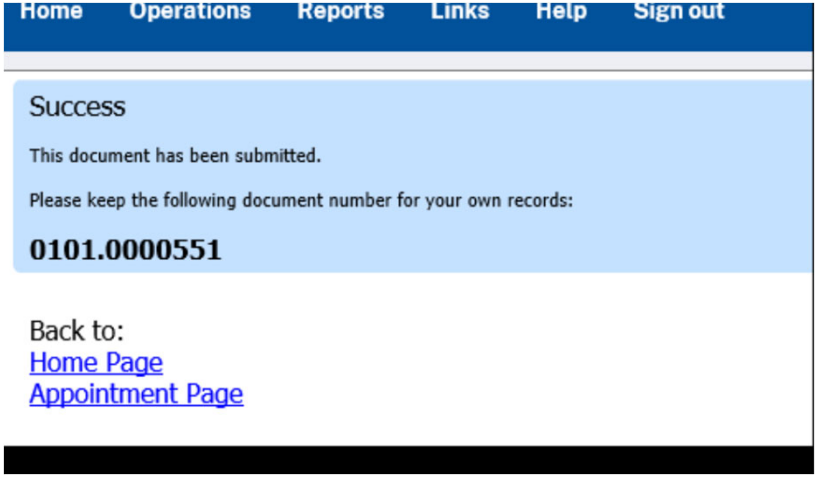
Click on the check box to swear and affirm the accuracy of the voucher.

Click **Submit**.



STEP 7

A confirmation screen appears, indicating that the previous action was successful and the authorization has been submitted.

Click the **Home Page** link to return to the home page, or click the **Appointment Page** link to create an additional document for this appointment.

Note: Once the budget authorization is approved, eVoucher will automatically create service provider authorizations. You may then create any needed CJA 21 vouchers.