

Budget Authorizations

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. 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.



STEP 2

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





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 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, and then submit the budget auth to the court.

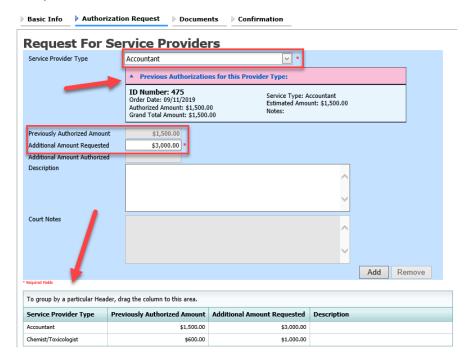
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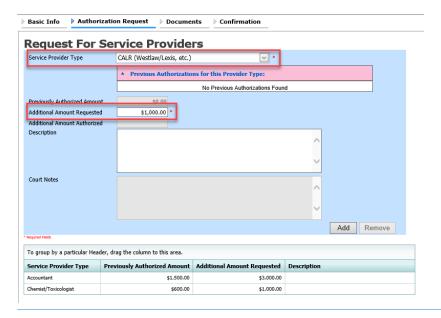


STEP 4

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 appear. 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.



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



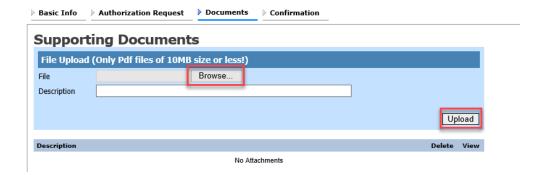


Budget Authorizations – Attorneys



STEP 5

To upload any 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.

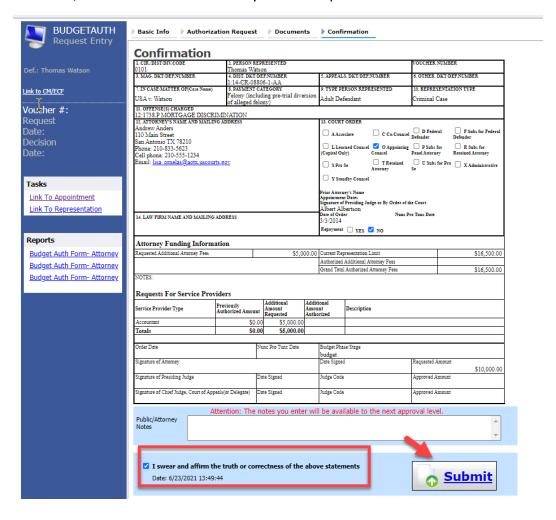




Budget Authorizations – Attorneys



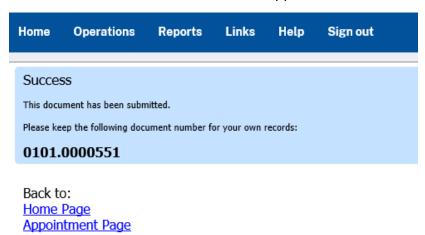
On the **Confirmation** tab, review and confirm that all information is correct. In the **Public/Attorney Notes** field, you can enter any information relevant to the court. Select the check box to swear and affirm the accuracy of the voucher, which is then automatically time-stamped. Click **Submit**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





STEP 7

A confirmation screen appears, indicating that 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.



Note: Once the budget authorization is complete, your court may choose to automatically create your service provider authorizations. You can then create the CJA 21.

