

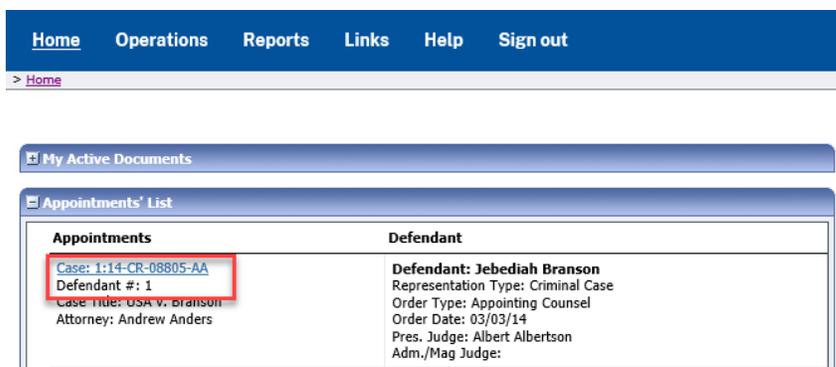
Budget Authorizations

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.



eVoucher 6.5 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 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.

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 need to enter an amount only 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	

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.

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

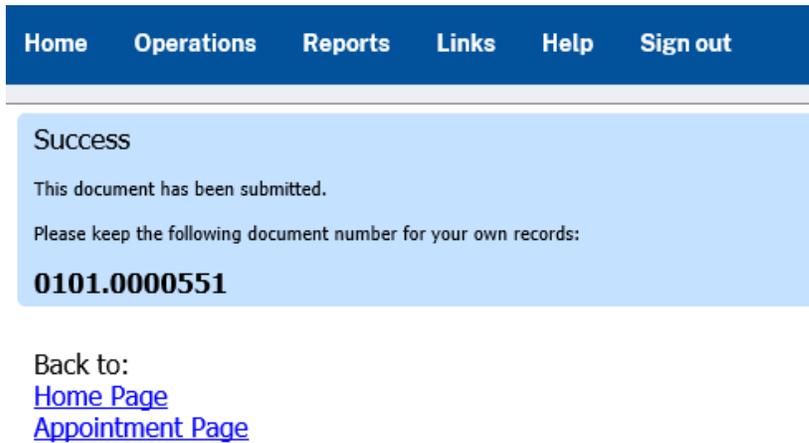
File

Description

Description	Delete	View
No Attachments		

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.



The screenshot shows a navigation bar with the following links: Home, Operations, Reports, Links, Help, and Sign out. Below the navigation bar is a light blue success message box containing the text: "Success", "This document has been submitted.", "Please keep the following document number for your own records:", and the document number "0101.0000551". Below the success message box, the text "Back to:" is followed by two hyperlinks: "Home Page" and "Appointment Page".

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.