United States Court of Appeals for the Tenth Circuit

Attorney User Manual

v. 1.0

April 2021

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Introduction

The Electronic Budgeting Application is an online tool for CJA panel attorneys to create, submit and track case budgets in complex noncapital cases expected to exceed 300 attorney hours and in all capital representations. The Electronic Budgeting Application allows for:

- Online creation of case budgets using fillable electronic forms.
- Automatic calculation of totals to easily estimate attorney hours, fees and case costs.
- Automatic email notification to your Case Budgeting Attorney whenever you submit a new case budget.
- Attorneys to electronically track the approval status of submitted budgets.

Panel Management

- Allows attorneys to manage their own account information, including email address, phone number and login credentials

Budget Submission

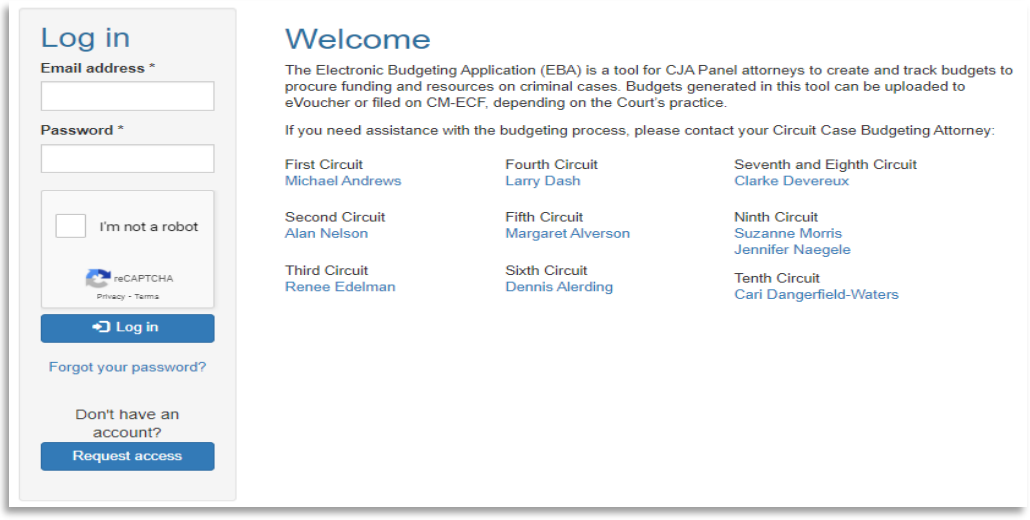
- Easy-to-follow budget building steps
- Ability to build a budget over multiple online sessions
- Ability to use previously submitted budgets to create new budgets

Browser Capability

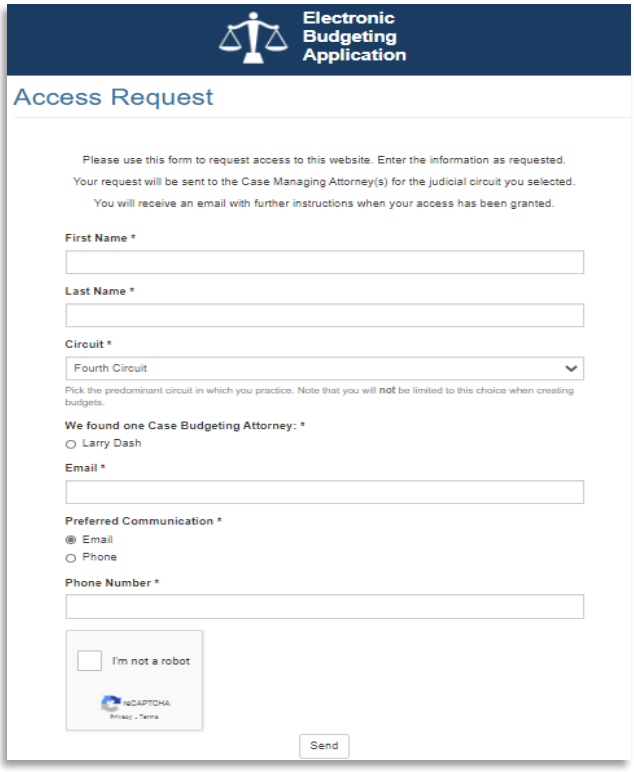
- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

Account Creation

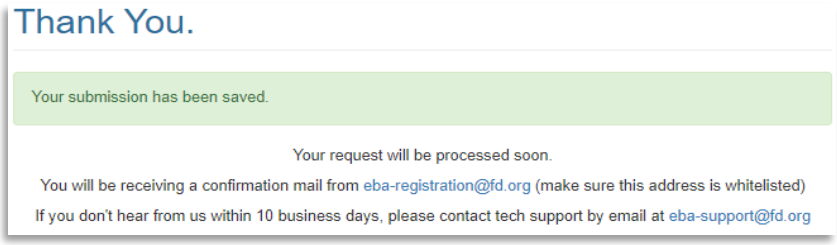
To create a new account, click on the **Request Access** button at the bottom of the Login section of the Welcome page.



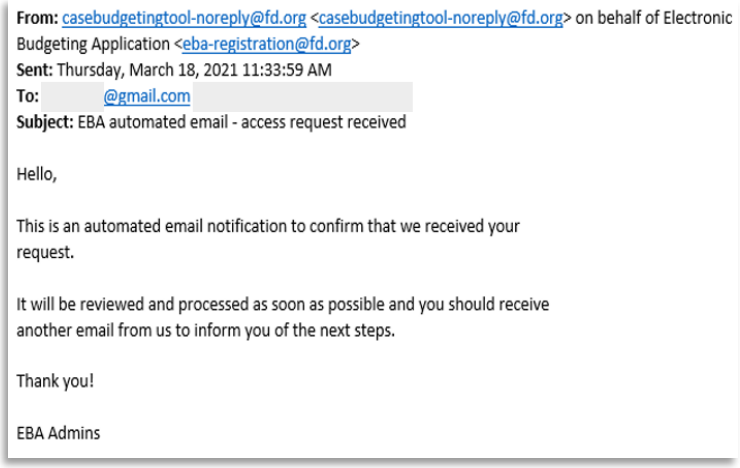
You will be taken to an **Access Request** page. Complete the data fields on the **Access Request** page with your First and Last Name, Circuit, Email address and Phone Number. Then complete the reCAPTCHA security box and click **Send**.



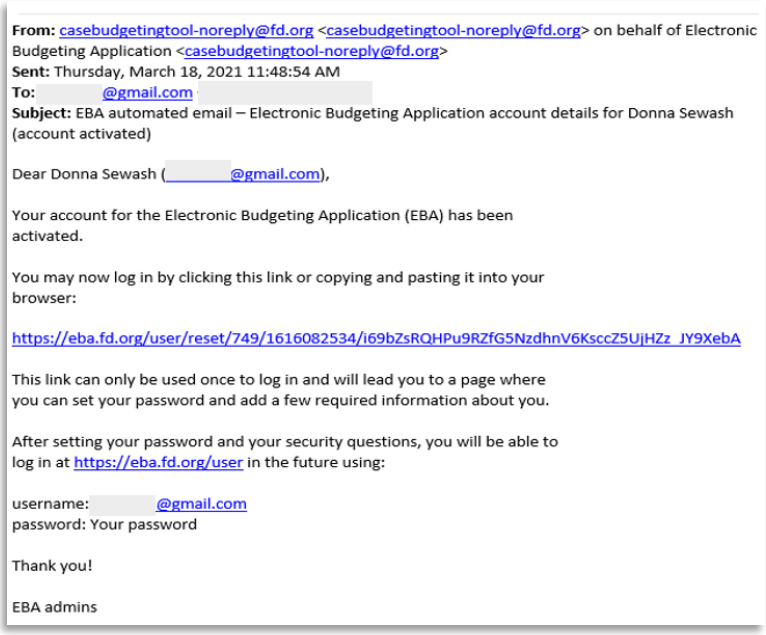
After you complete the requested information and click the **Send** button, you will be directed to a submission confirmation page.



An automated email acknowledging receipt of your **Access Request** will also be sent to you.



When your **Access Request** has been approved, you will receive a follow-up email containing a one-time use link for creating your Electronic Budgeting Application account.



From: casebudgetingtool-noreply@fd.org <casebudgetingtool-noreply@fd.org> on behalf of Electronic Budgeting Application <casebudgetingtool-noreply@fd.org>
Sent: Thursday, March 18, 2021 11:48:54 AM
To: @gmail.com
Subject: EBA automated email – Electronic Budgeting Application account details for Donna Sewash (account activated)

Dear Donna Sewash (@gmail.com),

Your account for the Electronic Budgeting Application (EBA) has been activated.

You may now log in by clicking this link or copying and pasting it into your browser:

https://eba.fd.org/user/reset/749/1616082534/i69bZsRQHPu9RZfG5NzdhnV6KsccZ5UjHZz_JY9XebA

This link can only be used once to log in and will lead you to a page where you can set your password and add a few required information about you.

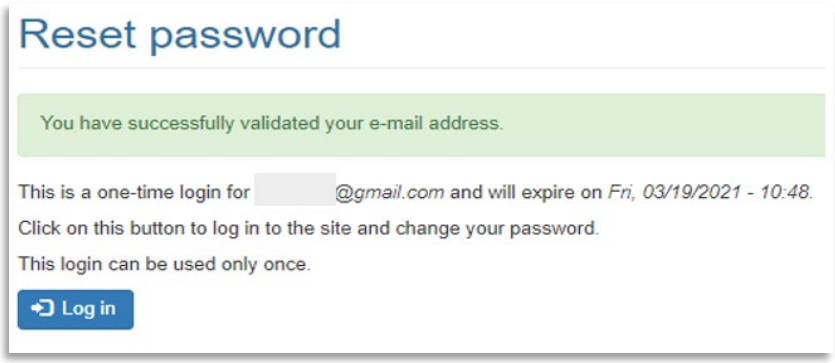
After setting your password and your security questions, you will be able to log in at https://eba.fd.org/user in the future using:

username: @gmail.com
password: Your password

Thank you!

EBA admins

Clicking on the one-time use link or pasting the link into your browser will take you to an Email Address Validation page. Click the **Log In** button there to begin creating your new account.



Reset password

You have successfully validated your e-mail address.

This is a one-time login for @gmail.com and will expire on Fri, 03/19/2021 - 10:48.

Click on this button to log in to the site and change your password.

This login can be used only once.

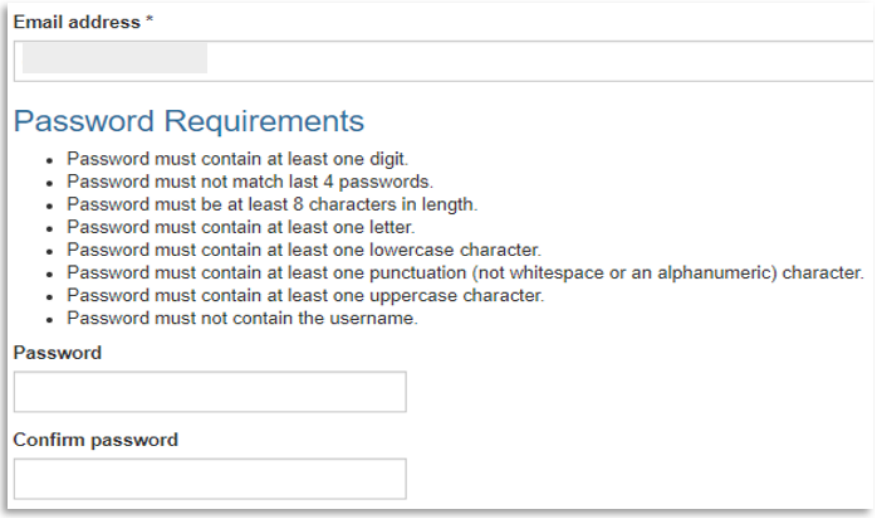
Log in

When you click the **Log In** button, you will be directed to a page to select a password and three required security questions. Passwords must:

- Contain at least one digit.
- Must not match last 4 passwords.
- Be at least 8 characters in length.
- Contain at least one character from three of the following four categories:
    - Uppercase letters.
    - Lowercase letters.
    - Numerical digits.
    - Punctuation (not white space or alphanumeric) characters.
- Must not contain username or parts of user's full name exceeding two consecutive characters.

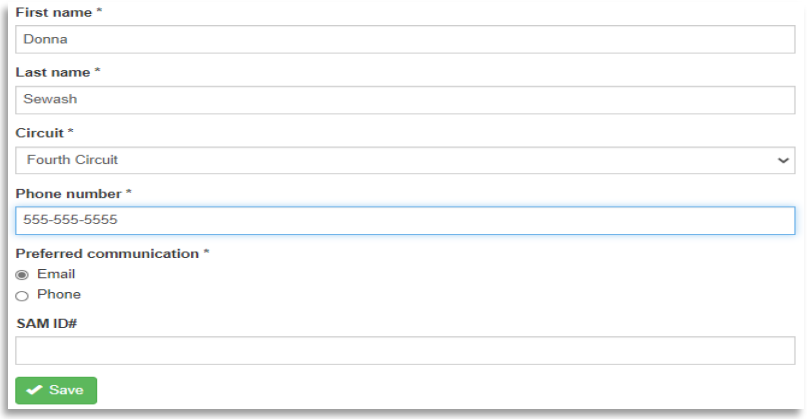
You will be required to change your password every 180 days.

Enter your new password in the **Password** field, then type it again in the **Confirm Password** field just below.



Next select your three security questions using the drop-down menus and manually enter your answers.

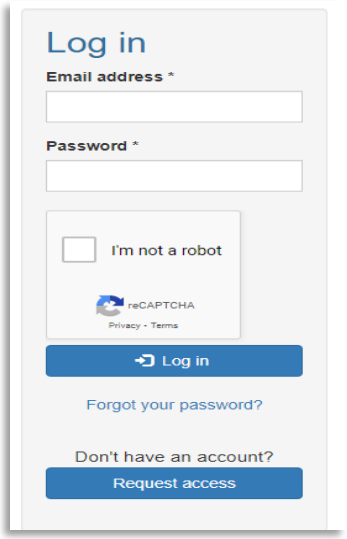
Finally, complete the **First Name**, **Last Name**, **Circuit**, **Phone Number** and **Preferred Communication** fields and click the **Save** button. If you do not have a SAM ID#, leave that field blank.



Your account creation is now complete, and you are ready to log in to your new account and begin preparing your first electronic budget.

Account Login

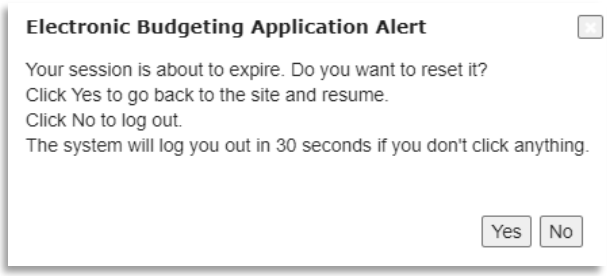
To log in to your new account, enter your email address or username in the **Email Address** field and password in the **Password** field, then click **Log In**.



If you forget your user name or password, click the **Forgot Your Password** link just below the **Log In** button. An automated email will be sent to you with instructions on resetting your password.

Session Timeouts

Thirty minutes after login, a timeout prompt will pop up to ask if you want to continue your session. You will have thirty seconds to respond. If you click **Yes**, your session will continue for another thirty minutes. If you click **No** or do not select a response within thirty seconds, your session will end and you will be taken back to the **Login** page. You will need to log in again to continue.

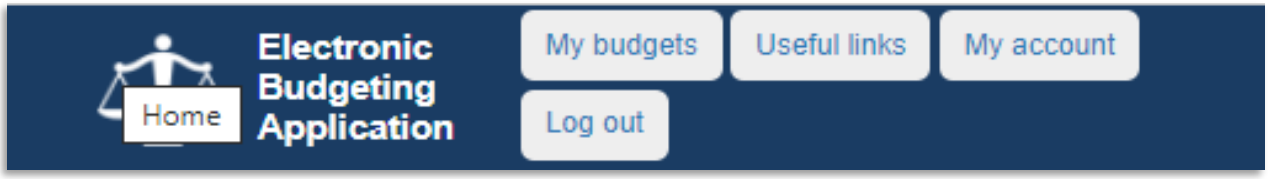


Autosave Feature

You must click the **Save** button at the bottom of the initial **Step 1 – General Case Information** budget step to save your new budget. After that, the application will **autosave** your progress whenever you navigate to another budget step. When preparing a budget during multiple online sessions, click the **Save** button before exiting the application to ensure your most recent edits have been saved.

Menu Bar

Use the Menu Bar buttons at the top of the page to navigate to available functions and information.

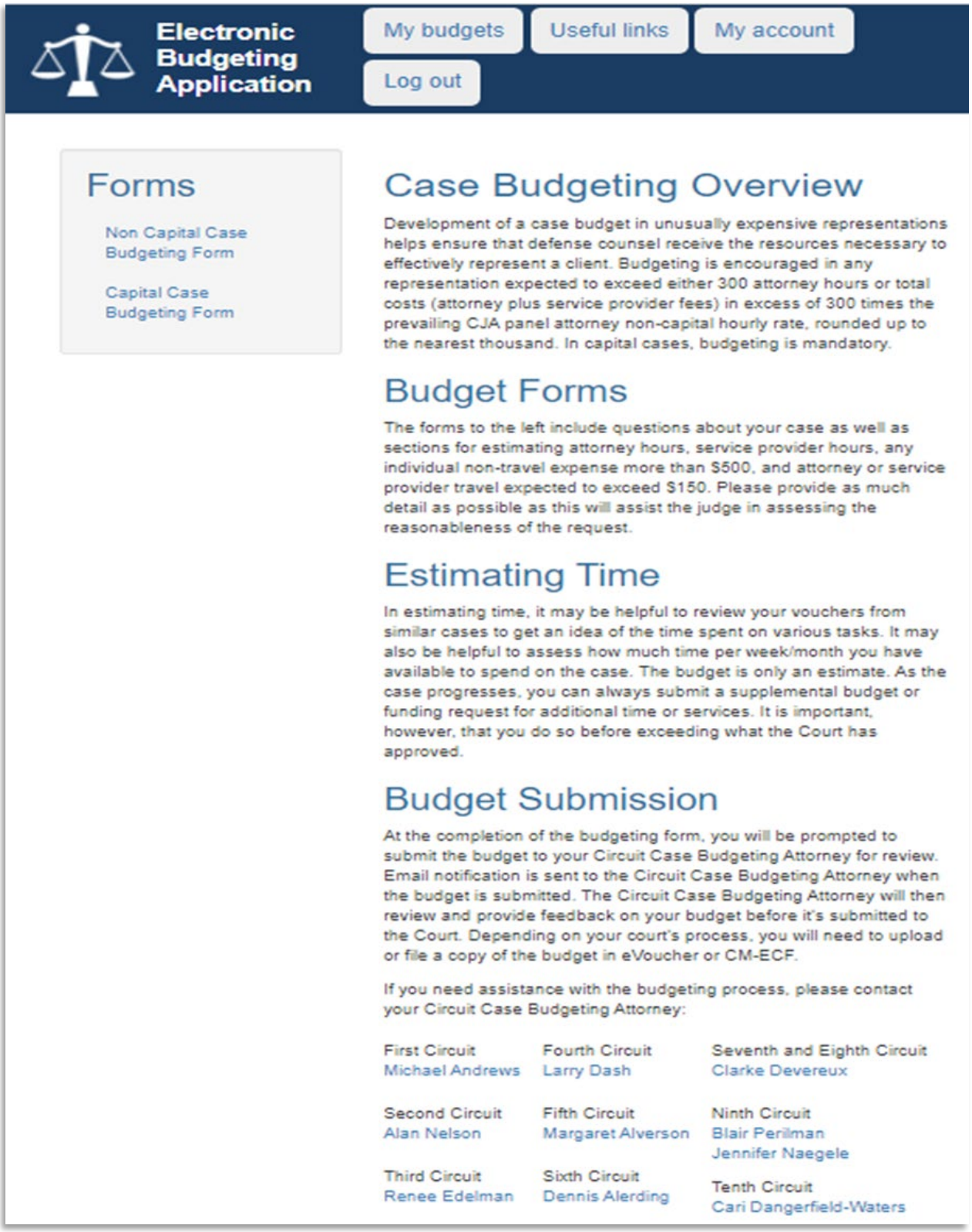


The table below provides a brief description of each button on the **Menu Bar**.

Menu Bar Item	Description
Home	Click to view functions overview and Case Budgeting Attorney contact information.
My Budgets	Click to access case budgeting forms and any budgets you have created.
Useful Links	Click to access links to external CJA-related websites.
My Account	Click to view or update your password or personal information.
Logout	Click to log out of the Electronic Case Budgeting application.

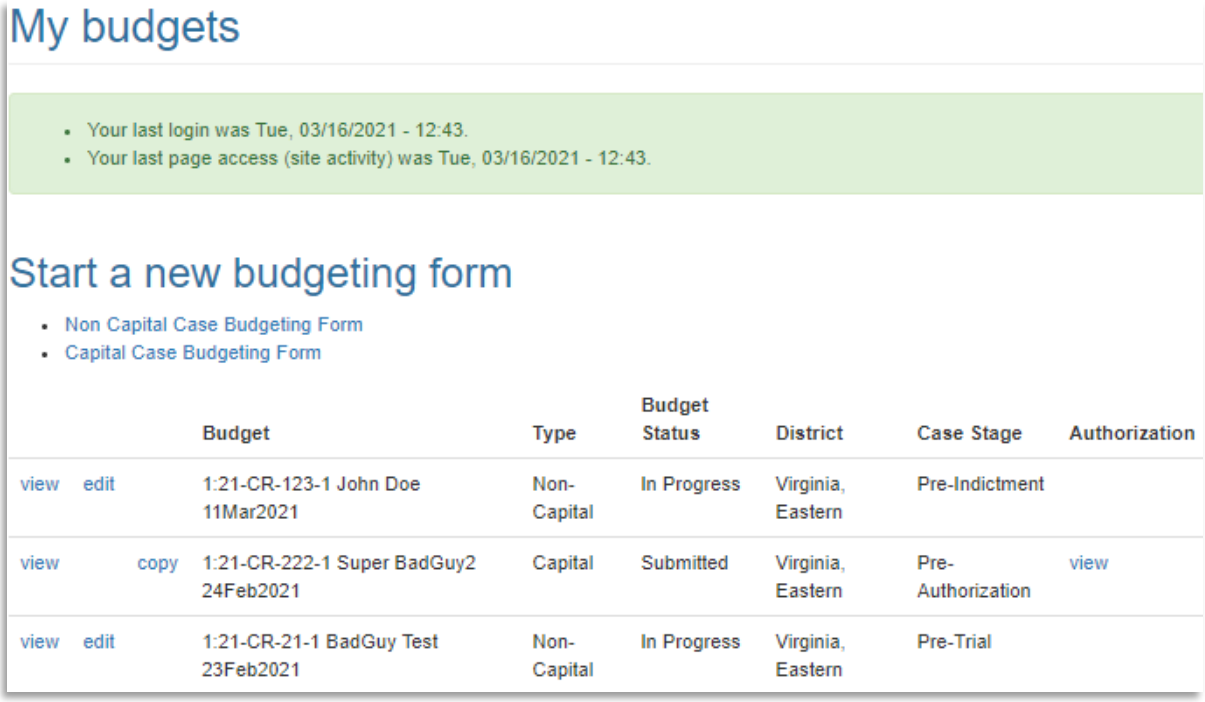
Home

Clicking on the top far left corner will navigate you to the **Home** page. The **Home** page contains a brief overview of the electronic budgeting process and provides **Case Budgeting Attorney** contact information.



My Budgets

The **My Budgets** dashboard provides access to all of your capital and noncapital budgets, including budgets already submitted for Circuit approval and unsubmitted draft budgets still in progress.



Budget Information Security and Confidentiality

Your case budgeting information within the Electronic Budgeting Application is secure and can be accessed only by you and your Case Budgeting Attorney. No one else, including other attorneys, will be able to view your case budgeting information.

Follow these Judiciary data security policies and best practices to safeguard your account and confidential case budget information:

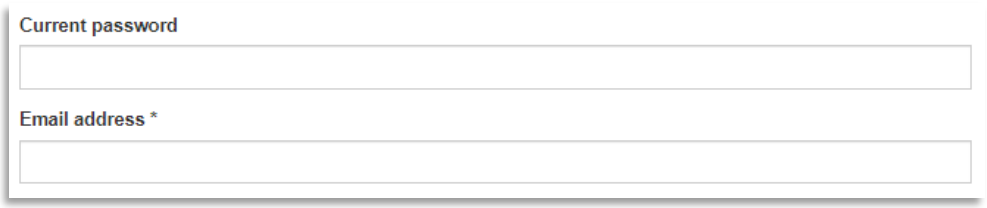
- Keep your password private (e.g., do not write it down, do not store it in a document on your computer or phone, and do not disclose it to anyone).
- Do not let others see your password while you log in (e.g., prevent others from watching your keystrokes or seeing your password displayed on your screen).
- Do not opt to allow your browser to save your password.
- When selecting a password, do not reuse a previous password from another personal or professional account.
- When accessing this application away from your office or home, do not use public Wi-Fi.
- Immediately change your password if you suspect any malicious activity on your computer.

My Account

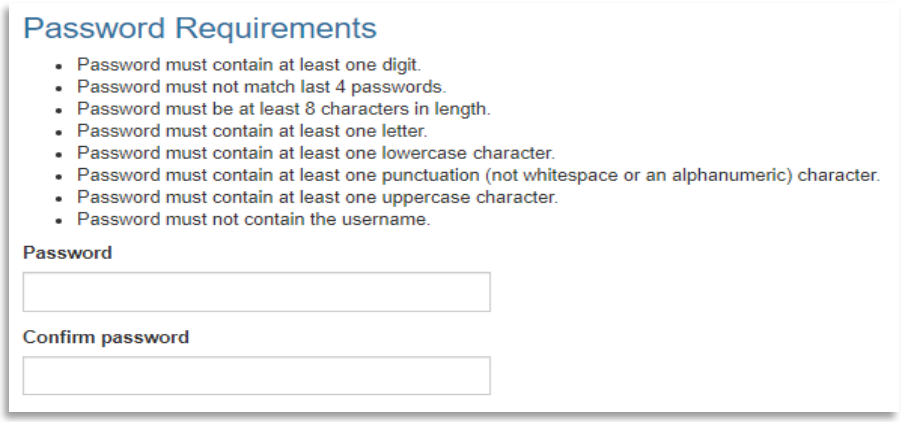
In the **My Account** section, the attorney can:

- Change the password.
- Select up to three Security Questions and enter unique answers for added account security.
- Edit the preferred method of contact, name, phone, email, and Circuit information.

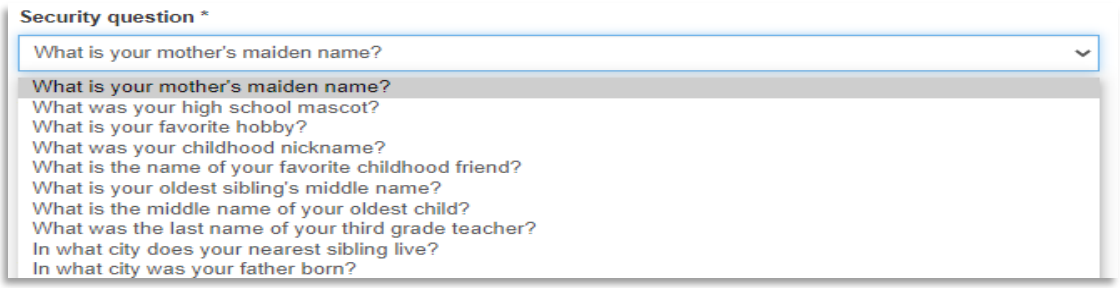
Begin by typing your current Password and **Email Address** into those data fields.



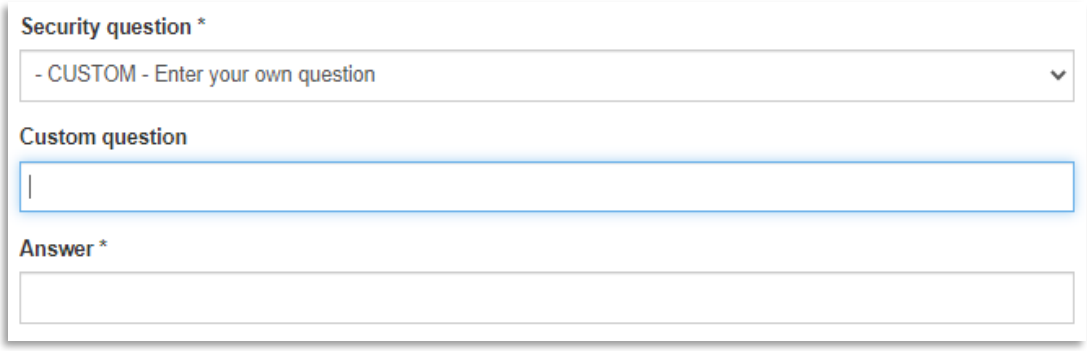
Next type a new password into the **Password** data field, then retype your new password into the **Confirm Password** blank data field. Note the **Password Requirements** listed here when choosing a new password.



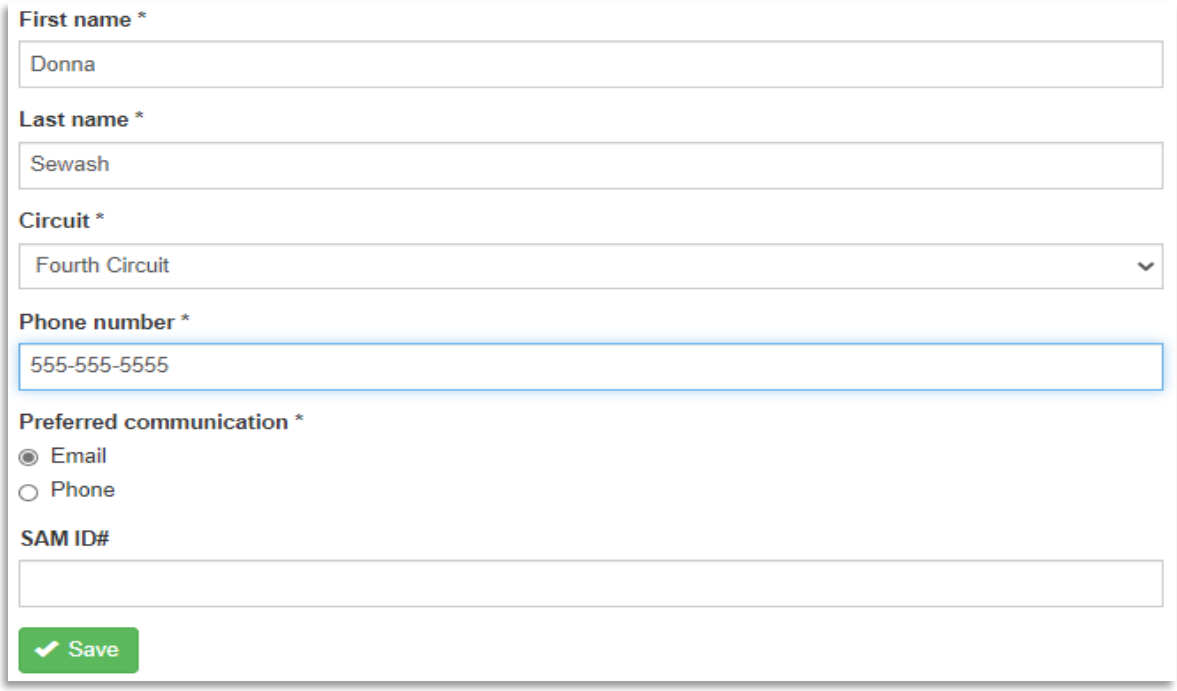
Next, select three **Security Questions** from the drop-down menu. Then type the answer to each **Security Question** you selected in the **Answer** field beneath each one. All users should create three **Security Questions** and **Answers** to ensure account security.



You may also create **Custom Security Question(s)** by selecting **– CUSTOM – Enter Your Own Question** from the drop-down menu. Type your custom security question into the **Custom Question** field and type your answer into the **Answer** field below it.



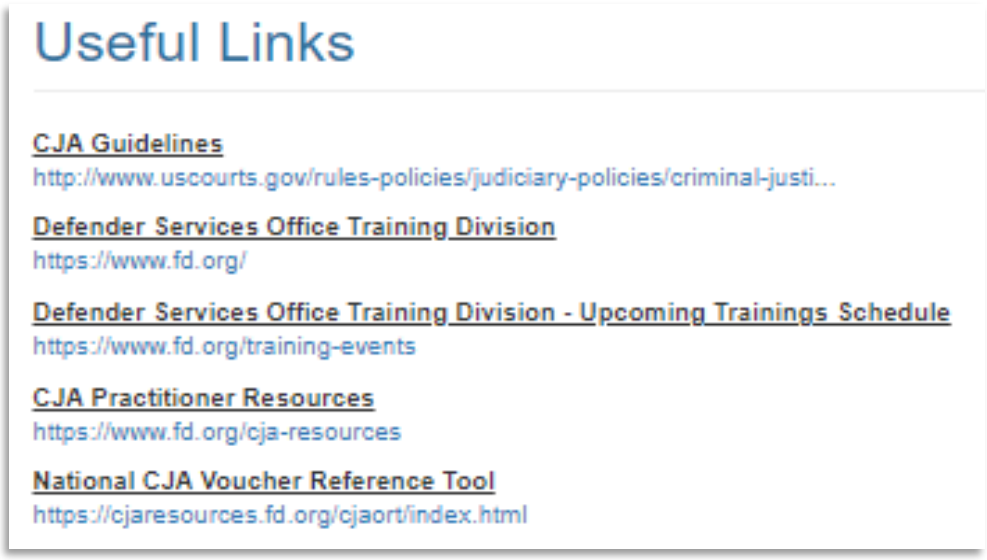
Then type your **First Name**, **Last Name** and **Telephone Number** into those blank data fields, select your **Circuit** from the drop-down menu and click either **Email** or **Phone** to record your communication preferences. If you do not have a **SAM ID#** (an identification number assigned to registered government contractors), simply leave that field blank.



IMPORTANT: Click the **Save** button at the bottom of the **My Account** section to save your updated information.

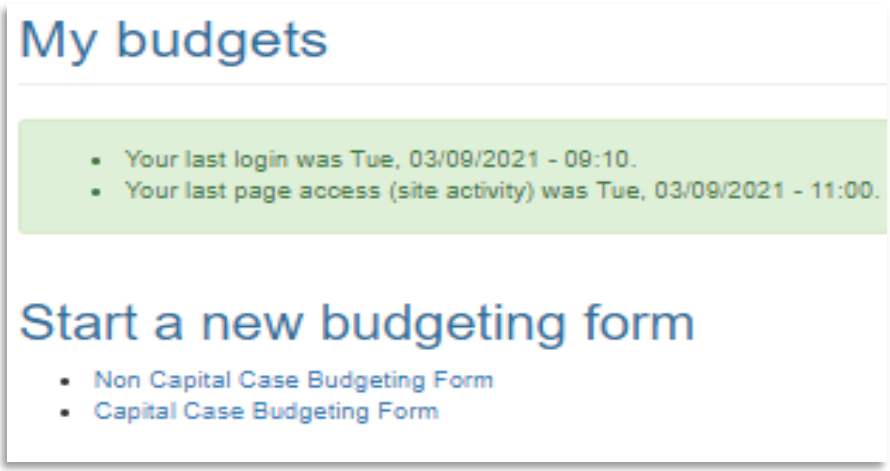
Useful Links

The **Useful Links** section contains external links to case budgeting and CJA panel attorney resources of interest:



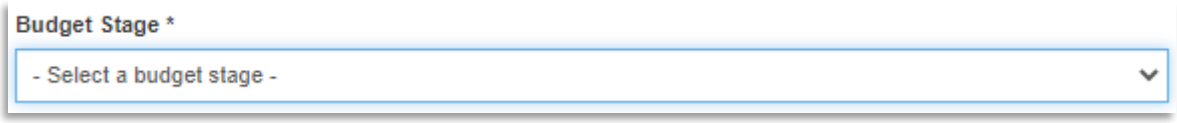
Creating A New Budget Using An Online Form

Online fillable Non Capital and Capital Case Budgeting forms are available on the My Budgets page. To access an online form, click on the Non Capital or Capital Case Budgeting Form hyperlinks directly under **Start A New Budgeting Form**.



Required Data Fields and Level of Detail

Required data fields are marked with an asterisk (*). Complete as many data fields as you can to provide sufficient details about the case. Thorough answers will help your Case Budgeting Attorney evaluate your case budget and provide you with useful feedback for obtaining Circuit approval.



Types of Data Fields to Complete

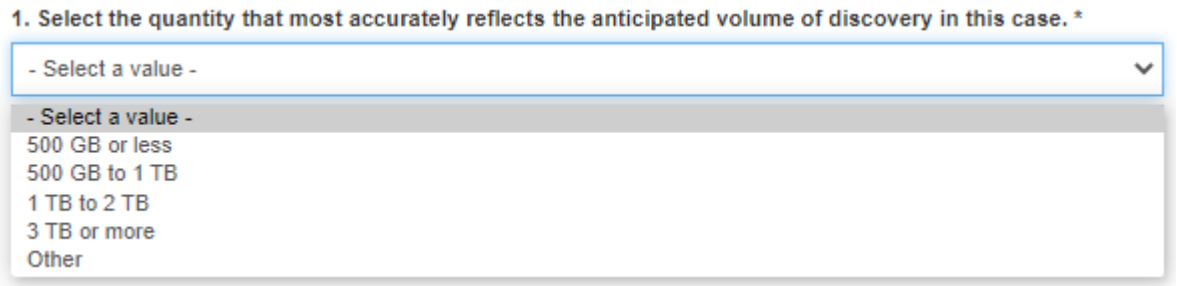
The online forms contain five kinds of data fields to complete:

- Drop-Down Menus
- Calendar Date Selection Fields
- Check Box Lists
- Blank Data Fields
- Plus Boxes

All information you enter in these data fields can be revised up until the point that you submit your budget.

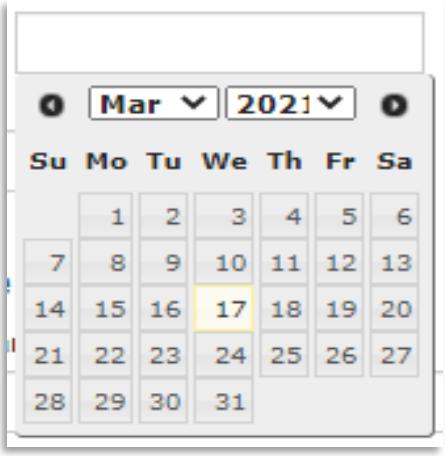
Drop-Down Menus

Drop-Down Menus contain a list of choices which can be viewed by clicking on the down arrow on the far right side of the data field. While viewing the expanded list, move your cursor to the item you want to select and left-click. Your choice will then register and display in the data field. You can select only one option in a Drop-Down Menu.

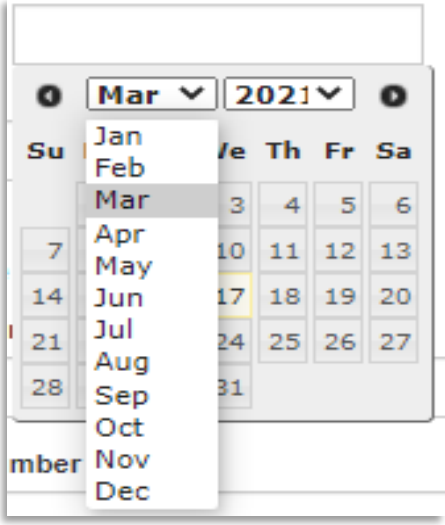


Calendar Date Fields

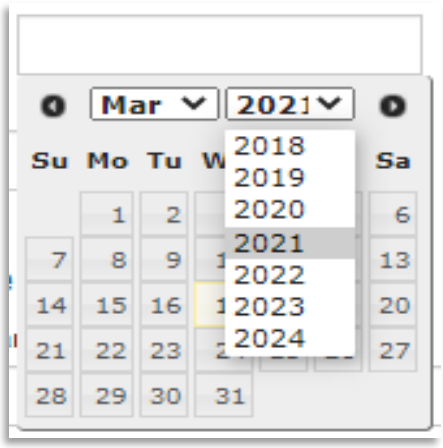
Calendar Date Fields allow for selection of a date. A date cannot be manually typed into an online budgeting form. You can select a date using the calendar month graphic, month and year drop-down menus and day boxes as shown below. The calendar month graphic will automatically highlight the current date before you select a date, as shown on the March 17, 2021 example below.



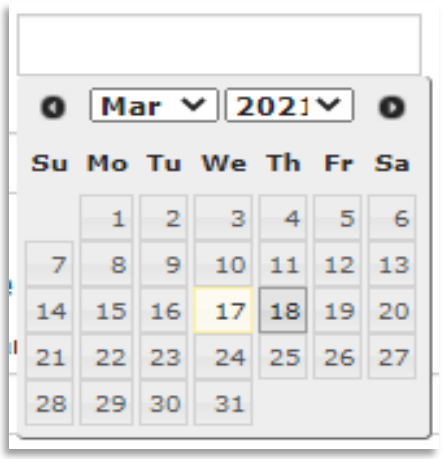
To select the desired **Month**, click on the Month drop-down arrow to expand the list of months. Move your cursor to the month you want to choose and left-click. That month will now display in the Month drop-down menu data field.



To select the desired **Year**, click on the Year drop-down menu to expand the list of years. Move your cursor to the year you want to choose and left-click. That year will now display in the Year drop-down menu data field.



To select the desired **Day**, move your cursor directly on the day you want to choose on the calendar month graphic and when the date box is highlighted slightly darker than the other boxes as shown for the March 18 example below, left-click.

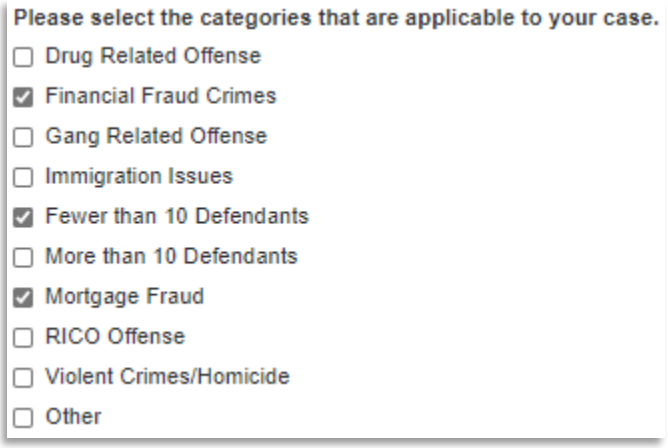


After you have selected a **Day**, the full calendar date that you selected, including the Month, Day and Year, will now display in the Calendar Date selection field.

You can easily change the date you selected by clicking anywhere inside the Calendar Date selection field and selecting a different month, year and day using the drop-down menus and calendar month graphic.

Check Box Lists

Check Box Lists allow for selection of multiple options. When completing a check box list, check all options that apply by clicking on each box you want to select. Those boxes will now display with a check mark.

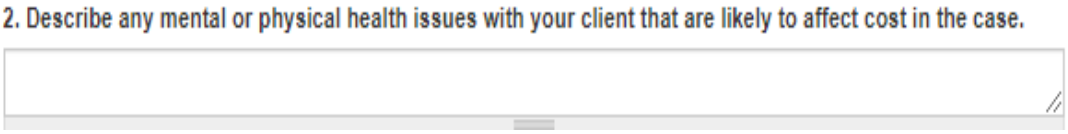


If you select **Other**, a popup box will appear. Type the additional details you want to provide in that box.

To unselect a box you have checked, click it again and the box will revert to blank.

Blank Data Fields

Blank Data Fields are fill-in-the-blank spaces where you can manually type a response. To complete, click inside the data field and begin typing. The Blank Data Fields are large enough to accommodate the detailed answers needed for your case budget.

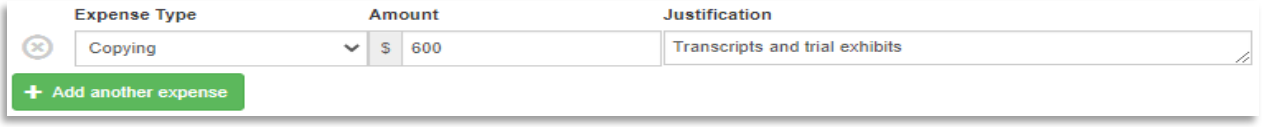


The information you type into **Blank Data Fields** can be edited at any time before submission of your budget.

Plus Boxes

Plus Boxes allow you to add additional line items of the same type to your case budget. Clicking on a Plus Box will create a blank line item or row below the existing one, which you can then complete. You can add as many rows as needed.

Before clicking the Plus Box:



After clicking the Plus Box:

Saving Your Progress Within A Draft Budget

After you have completed and saved the initial **Step 1 – General Case Information** budget step, the application will autosave your progress whenever you navigate to another budget step. If preparing your budget during multiple online sessions, click the **Save** button once again before exiting the application to ensure all progress has been saved.

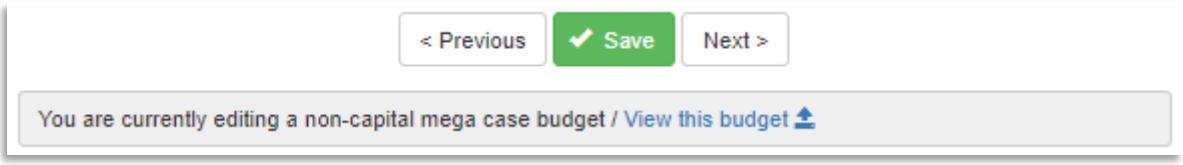
Navigating Within A Draft Budget

Navigate back and forth between budget steps by clicking the Next > or < Previous buttons at the bottom of each budget step. You can also click any of the budget step buttons at the top of the budget step you are working on as shown below.

NOTE: You must manually click the **Save** button once after completing the initial **Step 1 – General Case Information** budget step to save your budget and use these buttons to navigate to other budget steps.

Viewing Completion Progress Within A Draft Budget

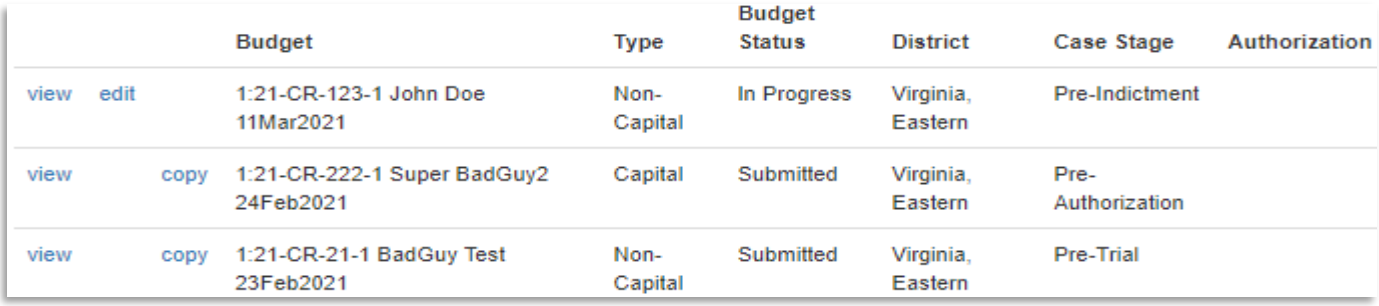
View your overall progress while working inside a draft budget by clicking **View This Budget**, which appears just below the navigation buttons at the bottom of each budget step.



A summary of the full draft budget will now display in a new window. If you want to review only the attorney hours portion, click on the Budget - Hours Only button at the top center of the budget summary. To exit this view, close the **Budget – Hours Only** window in your browser and you will be returned to the budget step you were completing.

Preparing A Budget In Multiple Online Sessions

You can prepare a budget in stages during multiple online sessions. If you have started a new budget and saved your progress at any point, the budget status will display in your **My Budgets** dashboard as **In Progress**. You can log out, come back later, log back in and press **Edit** to continue working on a budget until it is completed and ready to submit. The application will autosave your progress whenever you navigate to another budget step.



		Budget	Type	Budget Status	District	Case Stage	Authorization
view	edit	1:21-CR-123-1 John Doe 11Mar2021	Non-Capital	In Progress	Virginia, Eastern	Pre-Indictment	
view	copy	1:21-CR-222-1 Super BadGuy2 24Feb2021	Capital	Submitted	Virginia, Eastern	Pre-Authorization	
view	copy	1:21-CR-21-1 BadGuy Test 23Feb2021	Non-Capital	Submitted	Virginia, Eastern	Pre-Trial	

Printing Or Downloading A Draft Budget

While viewing a summary of a draft budget, you can print part of all of the budget or download a pdf by clicking on the hyperlinks just above the top right corner of the summary as shown below.

Electronic Budgeting Steps To Complete

The online **Non Capital Budget** and **Capital Budget** forms contain eight budget steps to complete as follows:

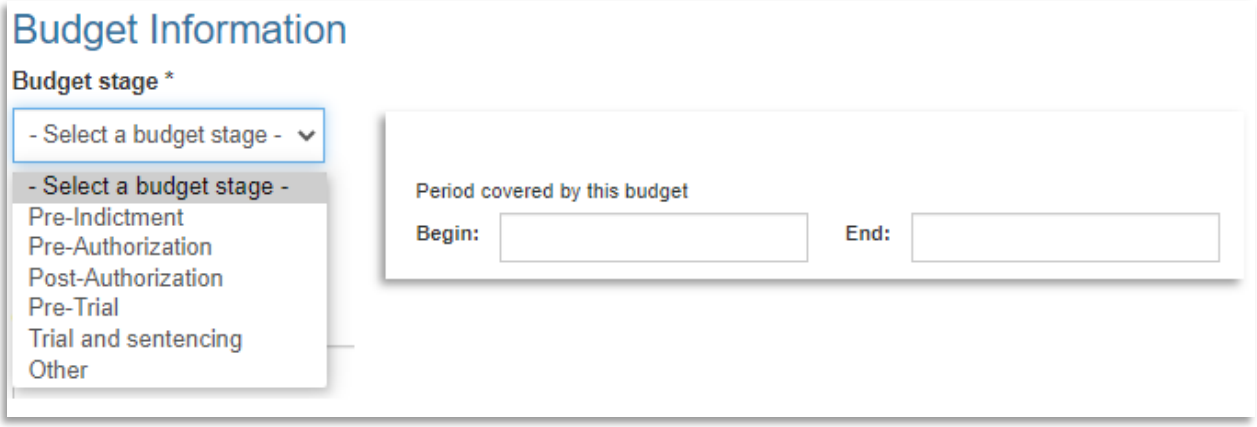
After you have completed and saved the initial **Step 1 – General Case Information** budget step, you can press any of these buttons to navigate instantly between budget steps. The application will autosave your progress whenever you navigate to another budget step. If preparing your budget during multiple online sessions, click the **Save** button again before exiting the application to ensure all progress has been saved.

Step 1: General Case Information

IMPORTANT: To save your budget in this application, you must complete this first budget step and click the **Save** button at the bottom of the screen. After you have clicked the **Save** button, you can navigate to and complete the other budget steps.

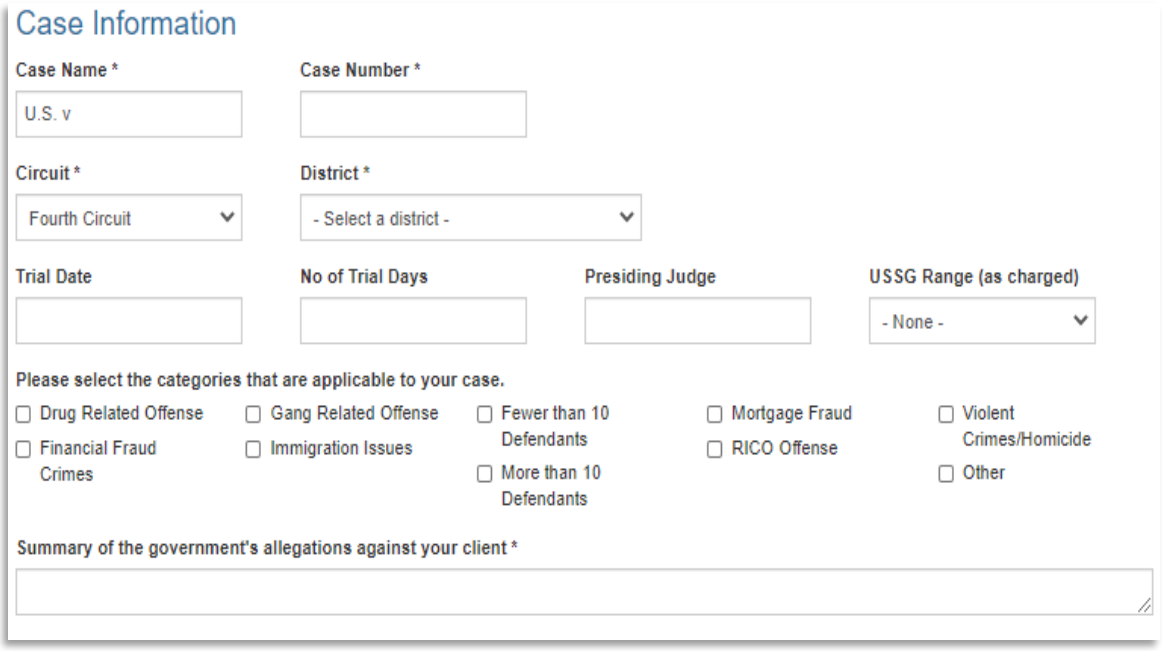
Budget Information

Select a **Budget Stage** from the drop-down list and select the beginning and ending dates for the **Budget Period** using the Calendar Date Fields.



Case Information

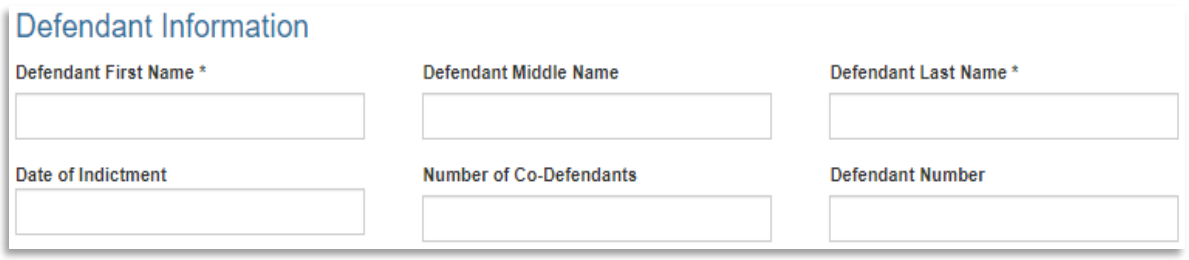
Type the **Defendant Name**, **Case Number**, **Trial Date**, **Number of Trial Days**, **Presiding Judge** and **Summary of Allegations** into those blank data fields. Complete the **Circuit**, **District** and **USSG Range** data fields by clicking on the drop-down menus and selecting the answer from the list. Select applicable **Case Categories** by clicking on all check boxes that apply.



Defendant Information

Type the **Defendant First Name**, **Defendant Middle Name**, **Defendant Last Name**, **Number of Co-Defendants** and **Defendant Number** into those blank data fields. Select the **Date of Indictment** using the Calendar Date Field.

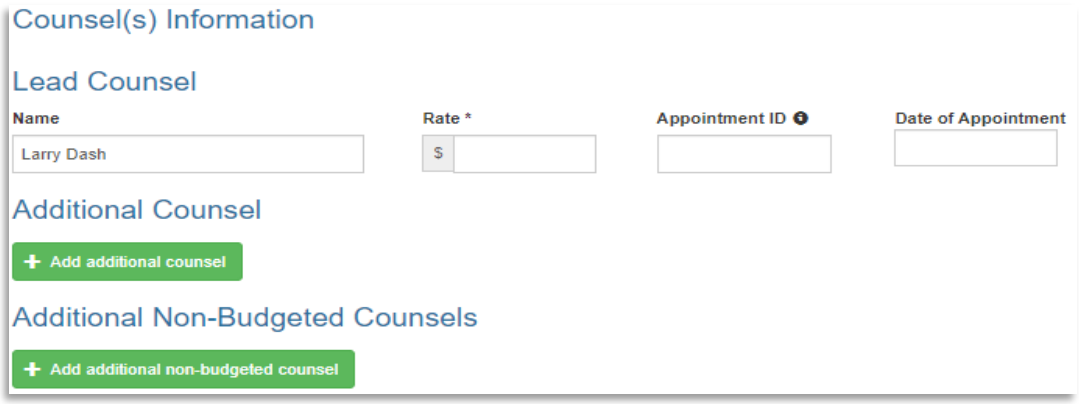
NOTE: Defendant First and Last Name are required fields.



Counsel Information

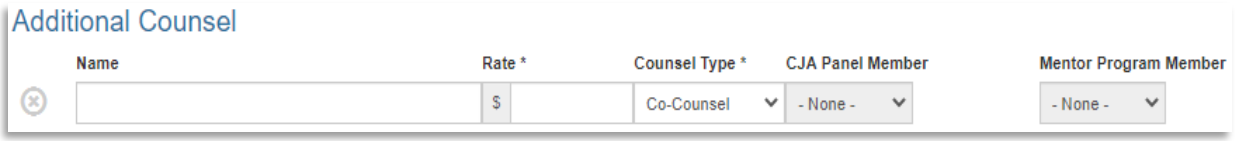
Type the name of **Lead Counsel**, **Rate** and **Appointment ID** into those blank data fields. Select the **Date of Appointment** using the Calendar Date Field.

NOTE: The **Appointment ID** is your ID as indicated in eVoucher.



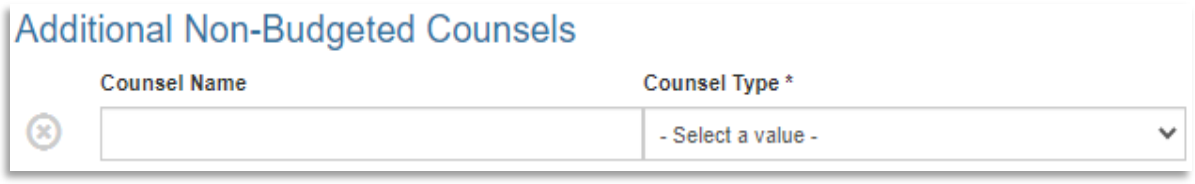
Additional Budgeted Counsel

If additional budgeted counsel will be working on the case, click on the **Add Additional Counsel** button and a new data row will appear. Type the attorney's **Name** and **Rate** into those blank data fields. Select the **Counsel Type** (Co-Counsel or Associate) from the drop-down menu. For the **CJA Panel Member** and **Mentor Program Member** data fields, select **Yes** or **No** from the drop-down menu.



Additional Non-Budgeted Counsel

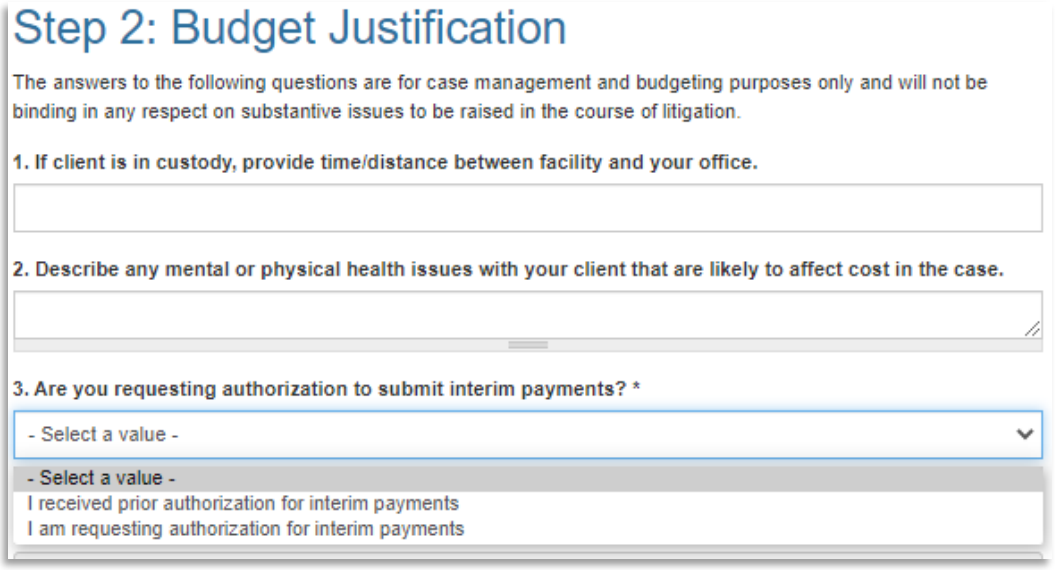
To add additional **Non-Budgeted Counsel**, click on the **Add Additional Non-Budgeted Counsels** box and a new data row will appear. Type the attorney's **Name** into the blank data field and the **Counsel Type** (Co-Counsel or Associate) from the drop-down menu.



IMPORTANT: Save this first budget step now by clicking the **Save** button, then click **Next** to move on to the next budget step.

Step 2: Budget Justification

Type your answers to questions 1 and 2 into those blank data fields and select the drop-down menu option that applies for question 3. Note that question 3 has an asterisk. All data fields marked with an asterisk are required fields.

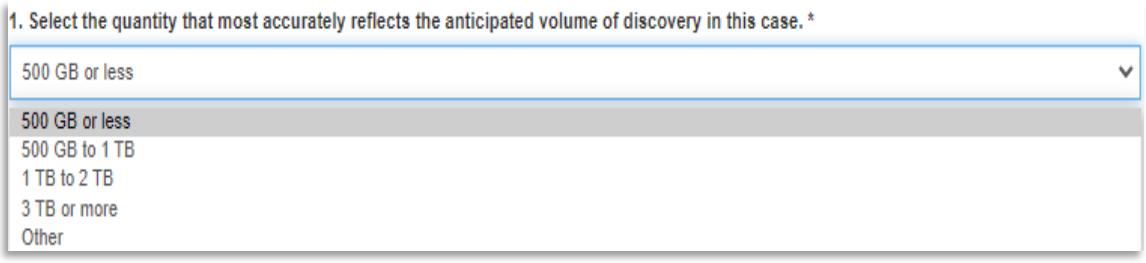


The application will autosave your progress when you navigate to the next budget step.

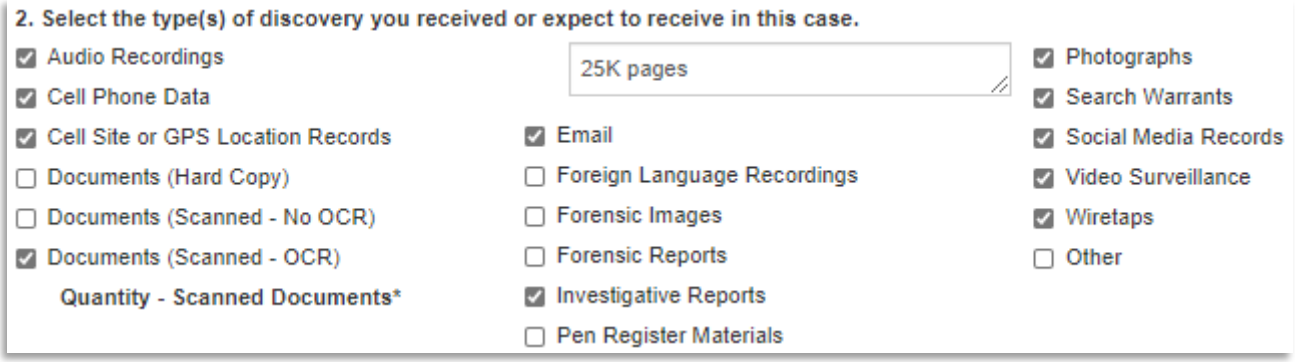
Step 3: Discovery

The **Discovery** budget step allows for detailed description of discovery quantity and types, any particular discovery-related needs or issues, discovery tools, discovery coordinator type (if one is used) and the nature of any assistance provided.

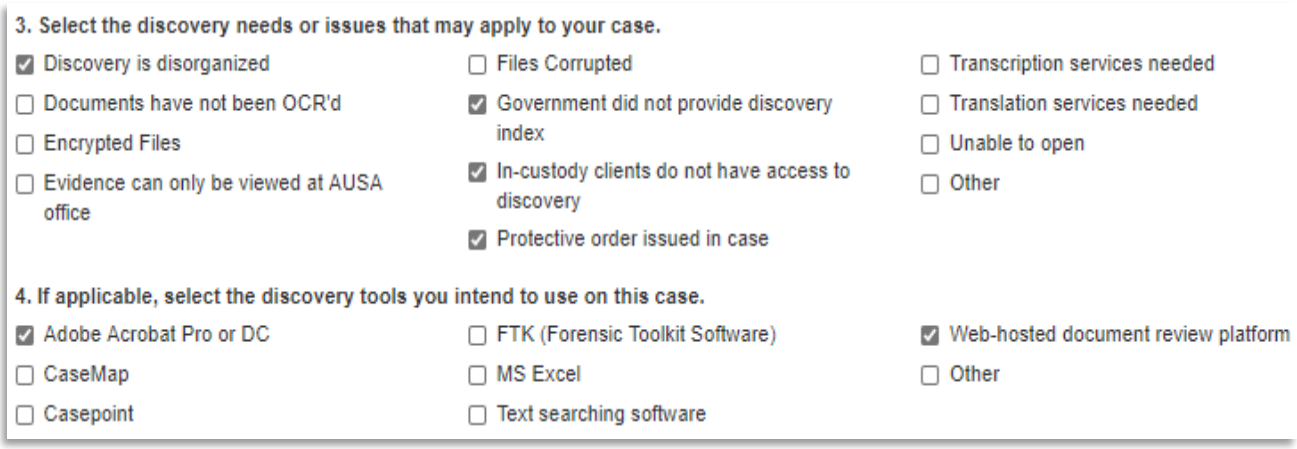
Question 1: Estimate your case's discovery volume by selecting the appropriate choice from the drop-down menu.



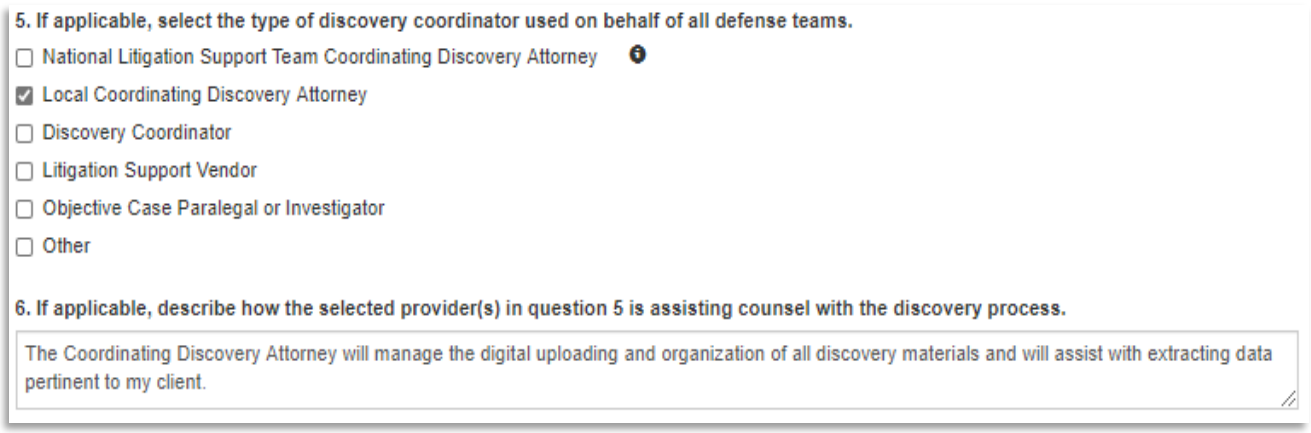
Question 2: Provide information on discovery type and page volume by (1) manually entering the estimated number of pages in the blank data field and (2) clicking on all of the appropriate discovery type checkboxes.



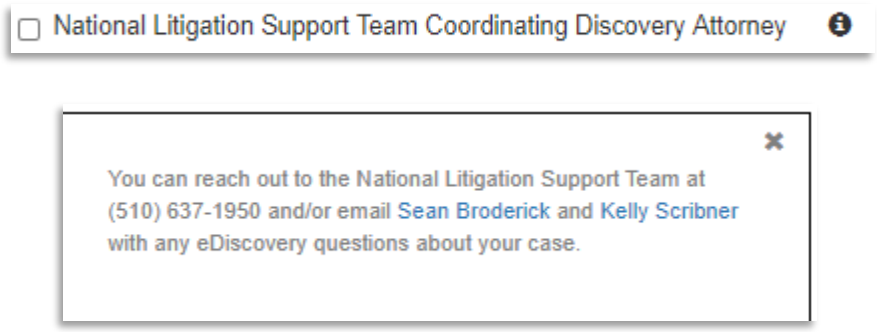
Questions 3 and 4: Describe your discovery needs and any related discovery tools you plan to use by clicking on the appropriate checkboxes.



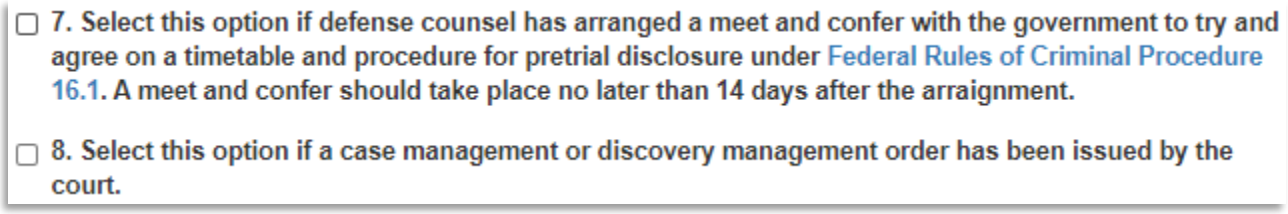
Questions 5 and 6: If using a Discovery Coordinator, (1) select the coordinator type by clicking on the appropriate checkboxes in Question 5 and (2) type a detailed description of the assistance your Discovery Coordinator will provide in the Question 6 blank data field.



NOTE: If you are receiving National Litigation Support Team assistance (the first checkbox for Question 5), clicking on the **Information** icon (lower case "I") to the far right side of that line item will display a text box with NLST telephone and email contact information.

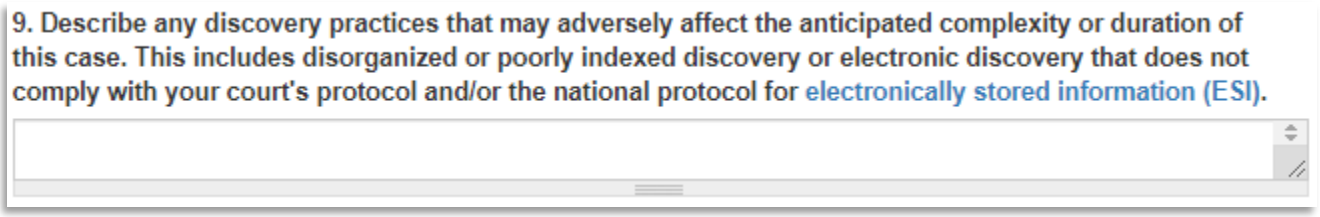


Questions 7 and 8: Provide the pretrial and case management information requested by clicking the boxes that apply.



NOTE: Question 7 contains a direct link to the **Federal Rules of Criminal Procedure 16.1** (noted by the text in blue) for attorney reference.

Question 9: Complete the blank data field and describe in detail any discovery issues that you expect to adversely affect your case's complexity or duration.



NOTE: Question 9 contains a direct link to the **Electronically Stored Information (ESI)** national protocol (noted by the text in blue) for attorney reference.

The application will autosave your progress when you navigate to the next budget step.

Step 4: Attorney Hours

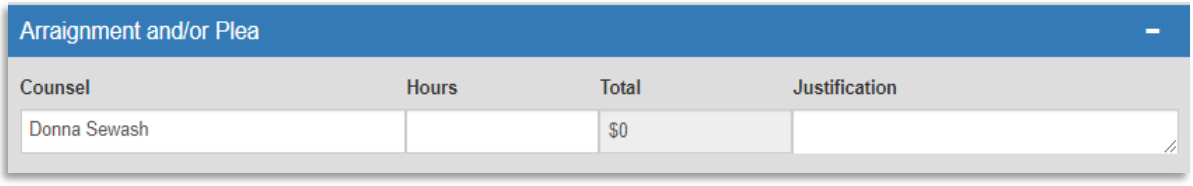
The **Attorney Hours** budget step contains data fields to (1) estimate your attorney time and (2) provide justification for those estimated hours for the following **Attorney Hours** categories:

- Unbilled Attorney Hours (Nunc Pro Tunc)
- Arraignment and/or Plea
- Bail and Detention Hearings
- Motion Hearings
- Trial
- Sentencing Hearings
- Revocation Hearings
- Appeals Court
- Other
- Interviews and Conferences
- Obtain and Review Records
- Legal Research and Writing
- Travel
- Investigative and Other Work
- Budget Preparation

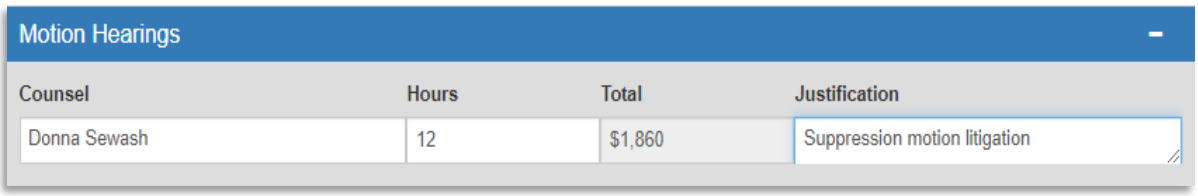
Your name will appear automatically in the **Counsel** field. To complete the **Attorney Hours** categories within this budget step, type your total estimated hours and justification for each category into those blank data fields. If you are not requesting any funding for certain **Attorney Hours** categories, leave those data fields blank.

For categories where you estimate high **Attorney Hours**, type your detailed **Justification** into those data fields.

Blank Attorney Hours Category:

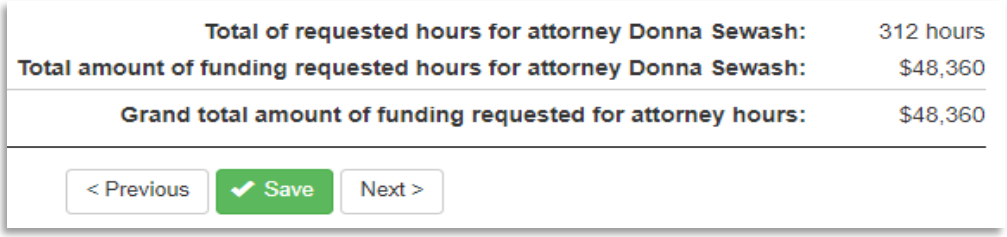


Completed Attorney Hours Category:



When you type a number into an **Attorney Hours** data field, the application will automatically calculate funding subtotals inside each category, as shown above.

Grand total calculations of budgeted **Attorney Hours** and **Funding Requested** will also appear at the bottom of this budget step, as shown below.

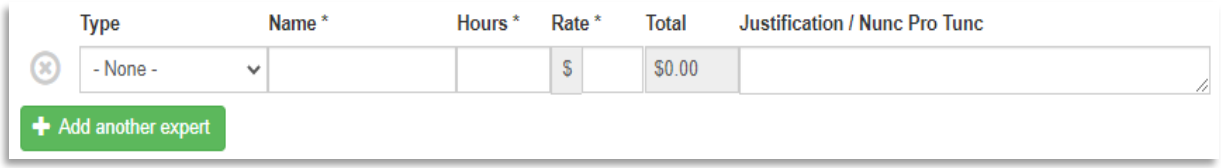


NOTE: The **Attorney Hours** budget step contains **NO** required data fields, so make sure you have entered all hours and justification that you intend to include in your case budget before advancing to the next step.

The application will autosave your progress when you navigate to the next budget step.

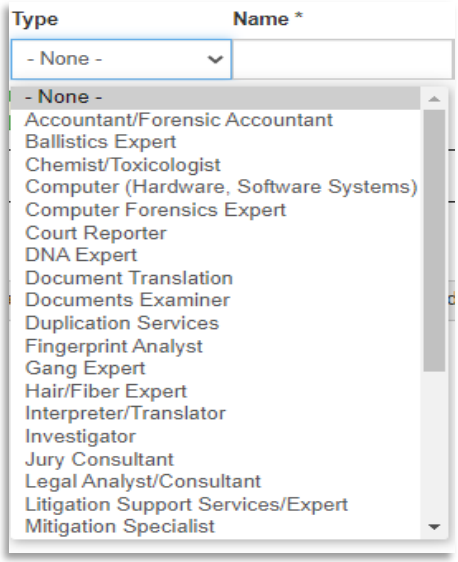
Step 5: Service Providers and Experts

Identify the service providers and experts you intend to use in this budget step and enter their estimated hours, rates and justification information. This budget step contains one line item row for you to add your first service provider or expert. Click on the **Add Another Expert** button under this line item row to add more service providers or experts.

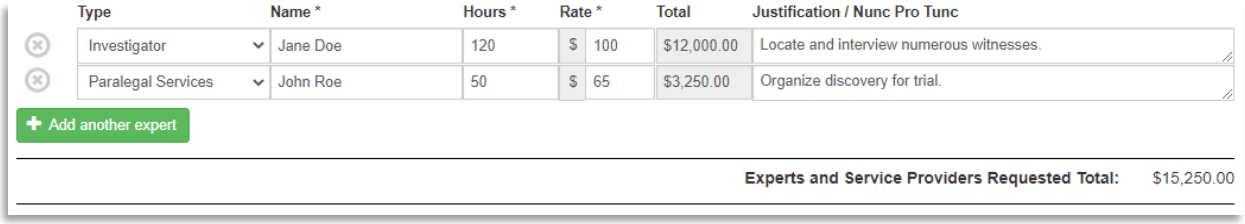


NOTE: **Name**, **Hours** and **Rate** are required data fields as noted by an asterisk.

The **Type** drop-down menu contains an extensive list of service provider types. If none of these options describe your service provider, select **Other** at the bottom of the list. A popup box will appear. Type the additional details you want to provide in that box.



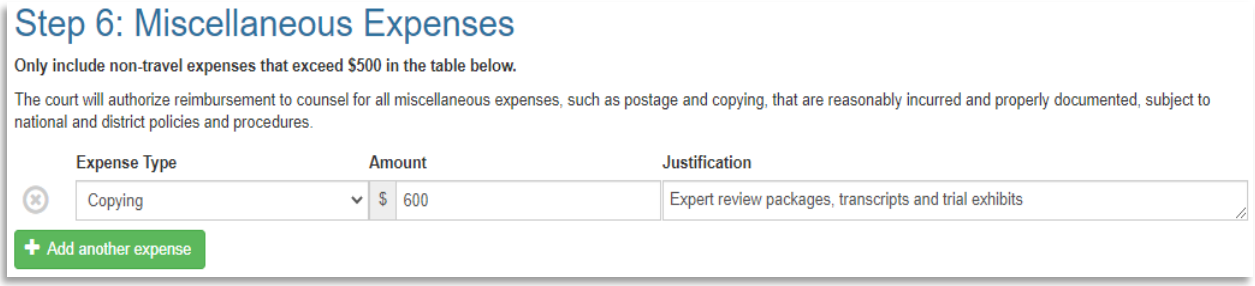
The application will automatically calculate a running **Experts and Service Providers Requested Total** in the bottom right area of this budget step. When you have added all service providers or experts you intend to use, click the **Save** button before advancing to the next budget step.



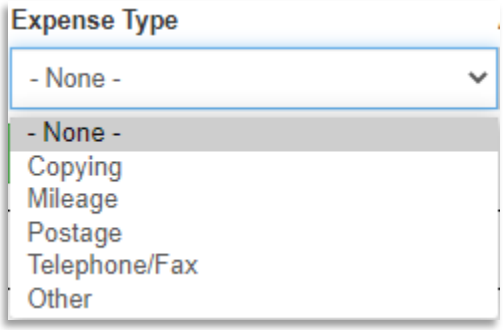
The application will autosave your progress when you navigate to the next budget step.

Step 6: Miscellaneous Expenses

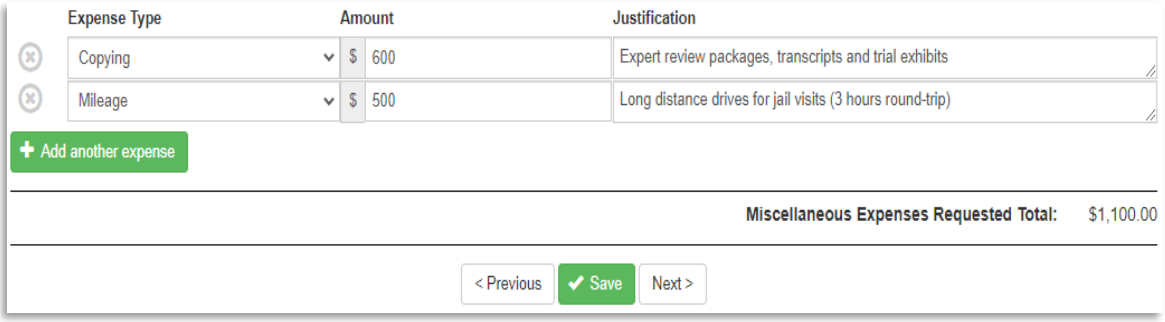
Identify any estimated **Miscellaneous Expenses** expected to exceed $500 in this budget step, excluding travel expenses other than mileage. This budget step contains one line item row for you to add your first **Miscellaneous Expense**. Click on the **Add Another Expense** button to add multiple **Miscellaneous Expenses**.



For each expense, click the **Expense Type** drop-down menu and select the type. If you have a non-travel expense that does not fall into one of these categories, select **Other**. A popup box will appear. Type the additional details you want to provide in that box.



The application will automatically calculate a running **Miscellaneous Expenses Requested Total** in the bottom right area of this budget step. When you have finished adding all **Miscellaneous Expenses**, click the **Save** button before advancing to the next budget step.

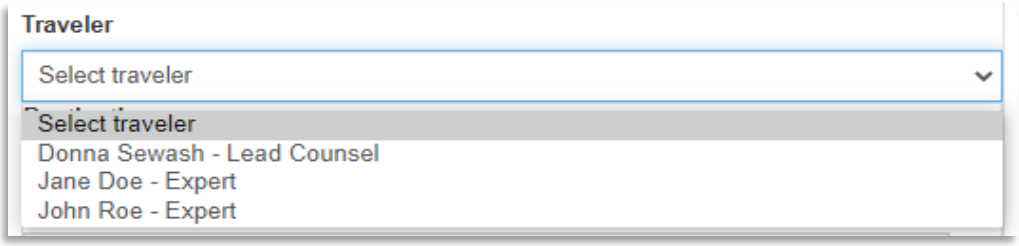


The application will autosave your progress when you navigate to the next budget step.

Step 7: Travel Authorizations

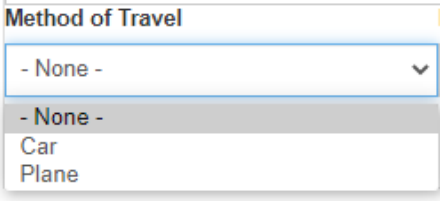
Record any out-of-district or overnight travel for your counsel and/or service providers in the **Travel Authorizations** budget step. Begin by adding a **Traveler**.

Select the **Traveler** from the drop-down menu. All attorneys and service providers you have added to your budget will automatically appear on this list.

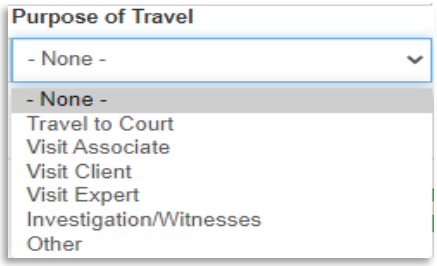


Next, type the **Destination**, **No. of Trips** and **No. of Nights** into the blank data fields for the **Traveler** you selected.

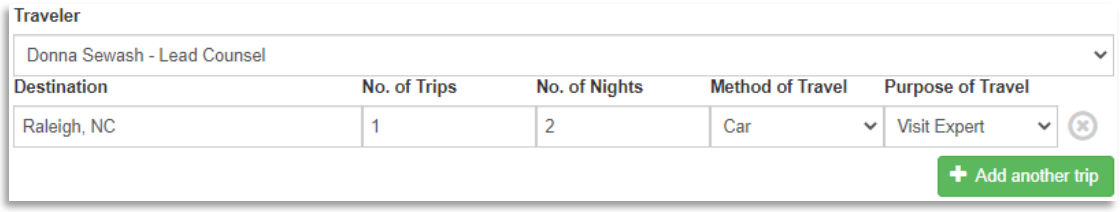
Select the **Method of Travel** from the drop-down menu.



Select the **Purpose of Travel** from the drop-down menu.



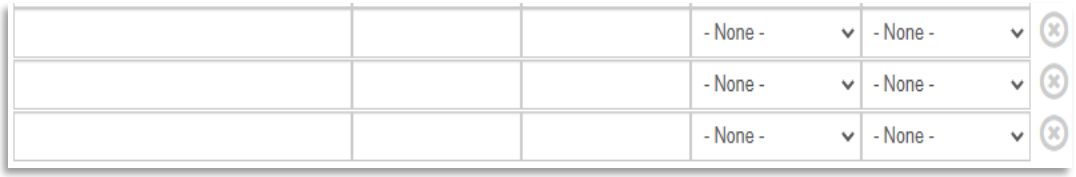
Your **Traveler** and trip will now be recorded as shown below.



Adding Multiple Trips for A Traveler

To add more trips for this same **Traveler**, click the **Add Another Trip** button directly below the completed trip row on the far right as shown above.

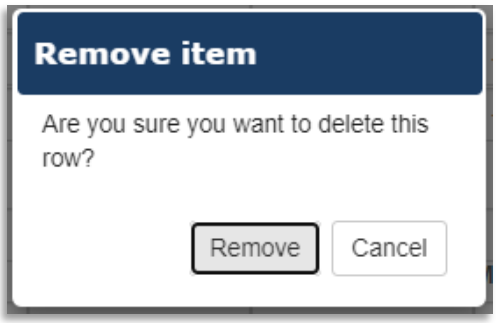
A new blank trip row will appear just below the first row. You can click the **Add Another Trip** button multiple times to add as many trips for your **Traveler** as needed.



Deleting A Trip

To **DELETE** a trip you have added, hover your cursor over the gray "X" at the far right end of that row. The "X will now turn red. Click the red "X".

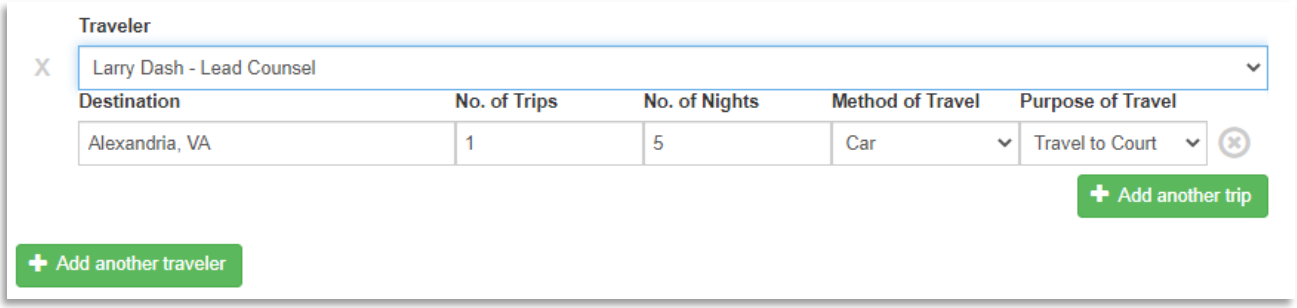
A **Remove Item** prompt will then pop up to confirm whether you want to delete that trip. Click either **Remove** to delete the trip or **Cancel** to keep it.



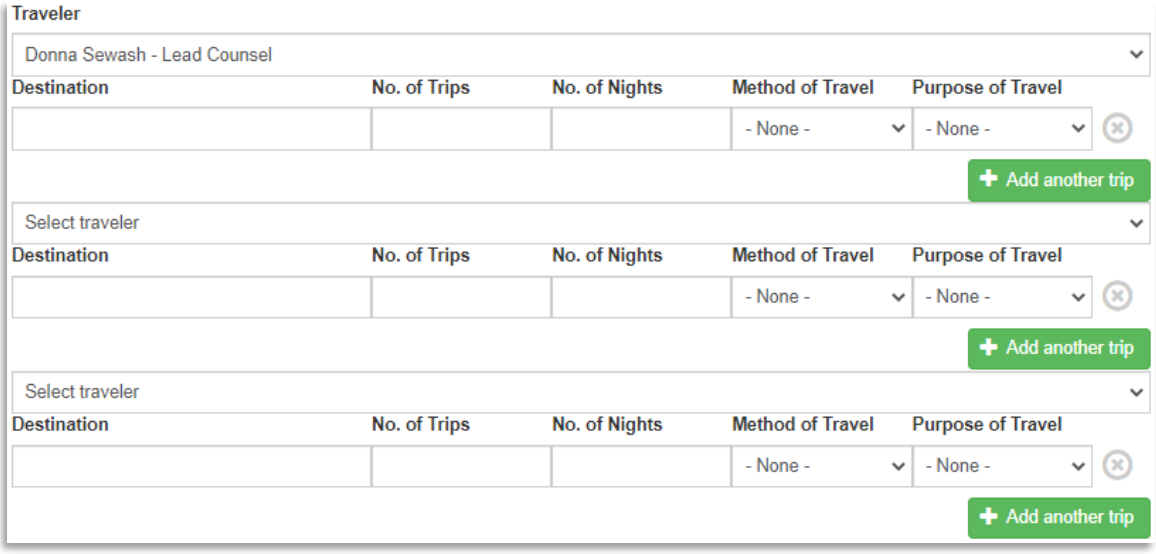
If your **Traveler** has multiple trips recorded, make sure you have selected the correct the trip to delete before clicking **Remove**. If you are not sure, click **Cancel**, go back and double check.

Adding Multiple Travelers

To add another **Traveler**, click the **Add Another Traveler** button just below your first **Traveler** line item row on the left.

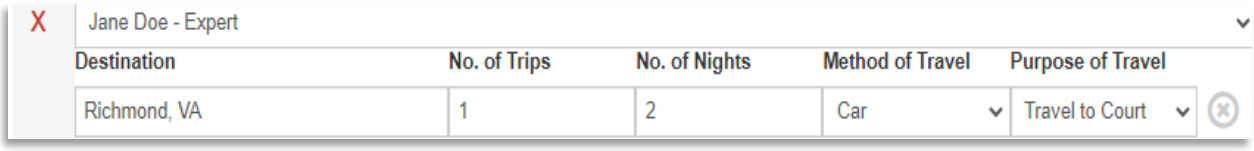


A new blank row will appear for another **Traveler** and trip. You can add as many new **Traveler** rows as needed.

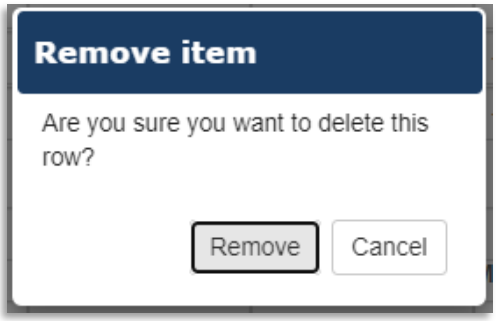


Deleting A Traveler

To **DELETE** a **Traveler** you have added, hover your cursor over the gray "X" at the far left end of that row. The "X will now turn red. Click the red "X".



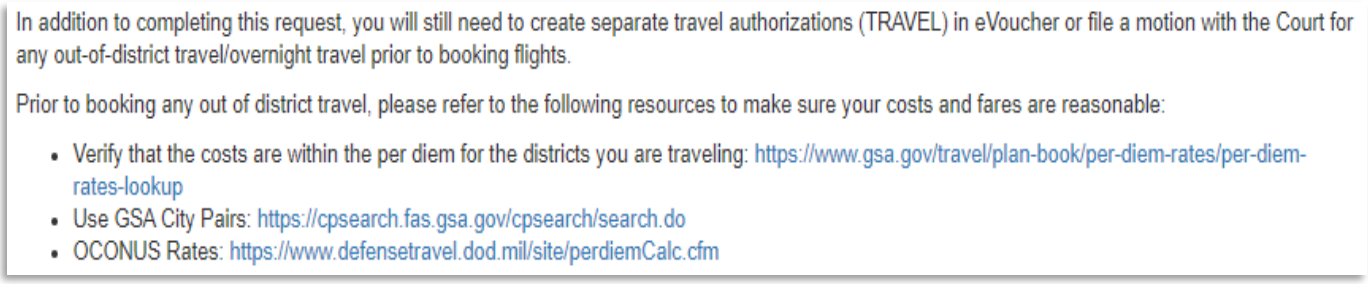
A prompt box will then pop up to confirm whether you want to delete the **Traveler**. Click either **Remove** to delete the **Traveler** and or **Cancel** to keep it.



NOTE: If you delete a **Traveler**, all trips you have recorded for that **Traveler** will also be deleted. If you only want to delete a trip for a **Traveler**, see the **Deleting A Trip** instructions located earlier in this section of the manual.

eVoucher and Ex Parte Requirements

You will still be required to create a separate travel authorization in eVoucher or file a motion with the court prior to making your out-of-district/overnight travel reservations. Reference links with guidance on **Per Diem Costs**, **GSA City Pairs** and **OCONUS Rates** appear at the bottom of this budget step.

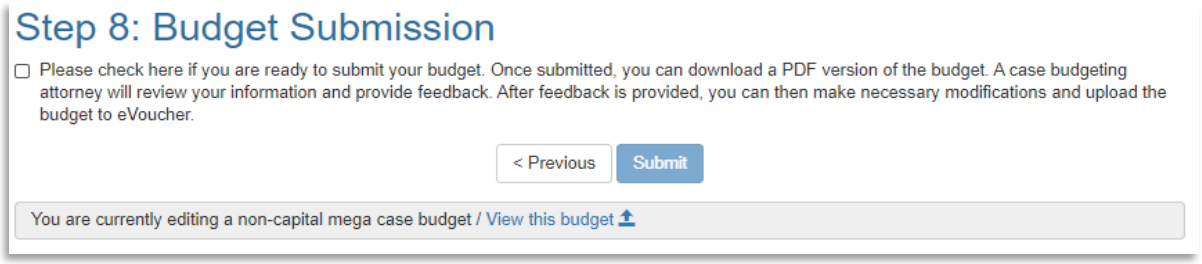


The application will autosave your progress when you navigate to the next budget step.

Step 8: Budget Submission

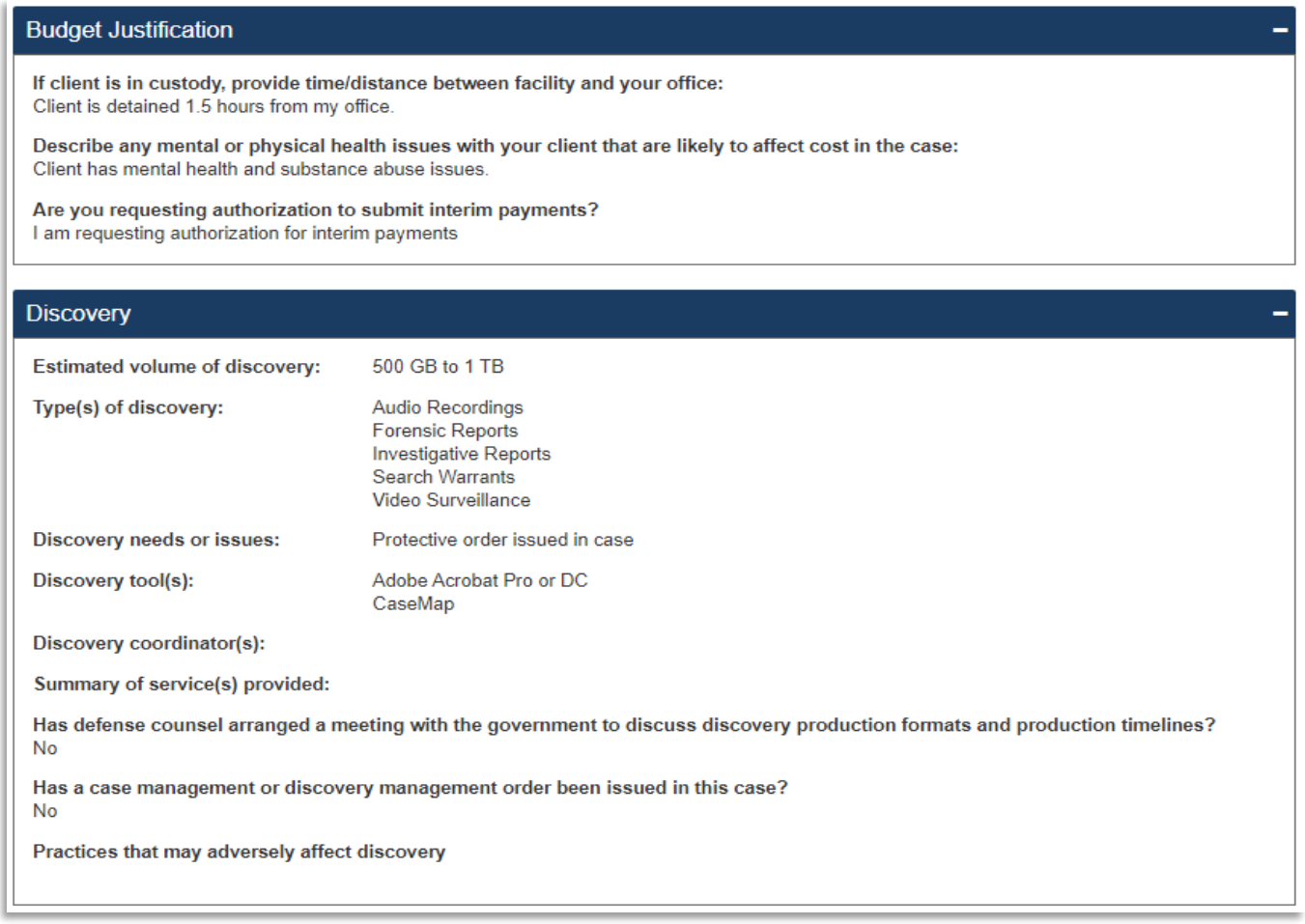
Congratulations! You have finished entering your case budget information and are ready to finalize and submit your budget.

Before submitting your budget, click the **View This Budget** link at the bottom of this budget step to make sure it is complete, all progress has been saved and no further changes are needed.



Final Review and Edits

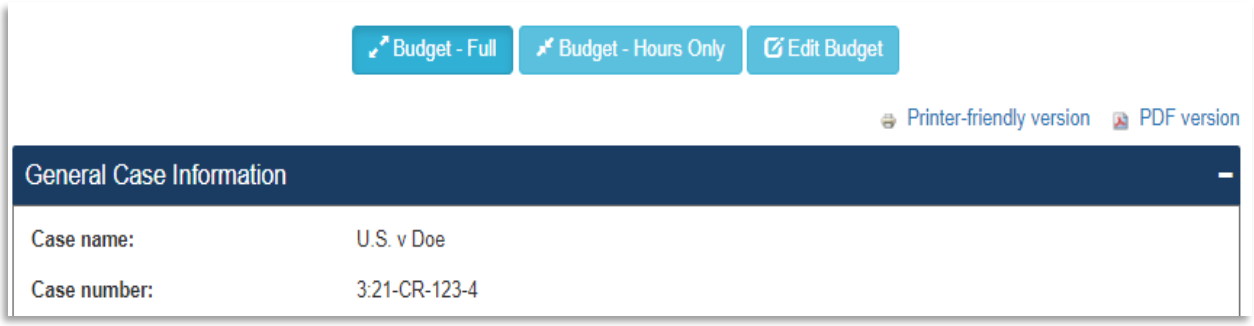
When you click **View This Budget**, a full summary of your budget will display with all entered information and funding subtotals in Steps 1-7. Below are partial samples of how your budget summary will display:



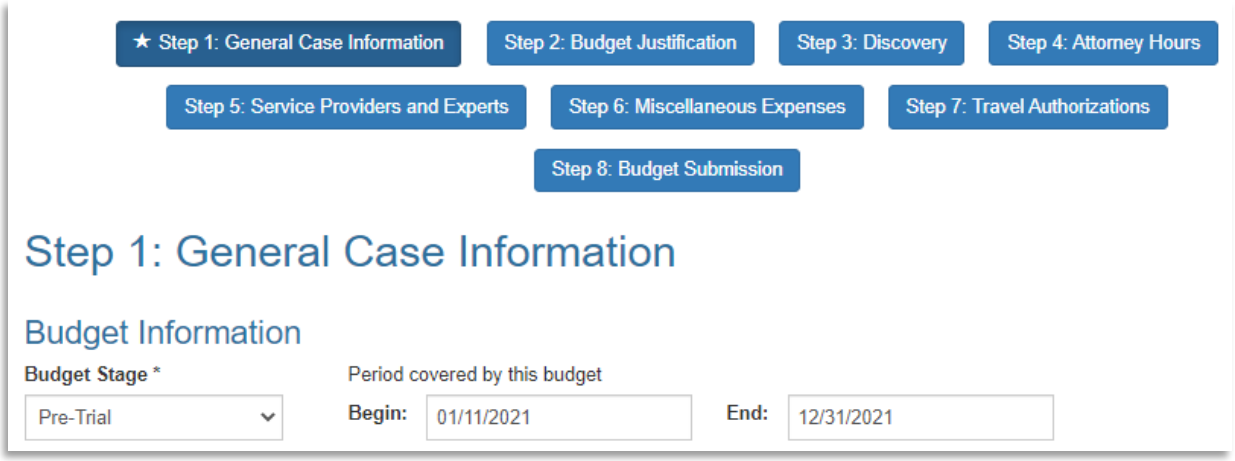
Requested Service Providers

Name	Type	Requested Hours	Requested Rate	Justification
Jane Doe	Investigator	120	$100	Locate and interview numerous witnesses.
John Roe	Paralegal Services	50	$65	Organize discovery for trial.
Total Requested Service Providers		$15,250		

Review all budget information for completeness and accuracy. If you need to add or edit any information, click the blue **Edit Budget** button on the top right area of the screen.



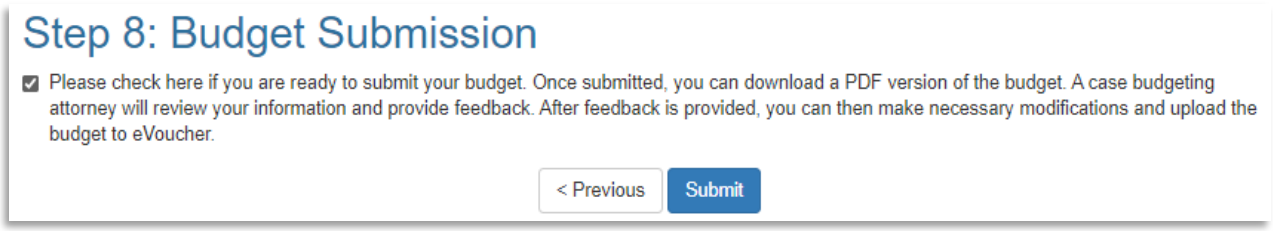
When you click the **Edit Budget** button, you will be taken back to **Step 1: General Case Information** at the beginning of your budget. Navigate to the budget step(s) you need to edit using the blue buttons at the top. When you have finished making all desired revisions, click the **Save** button at the bottom of the screen.



When you are satisfied that your budget is ready to submit, close the **View This Budget** window in your browser to return to the **Budget Submission** page.

Submitting Your Final Budget – Point of No Return

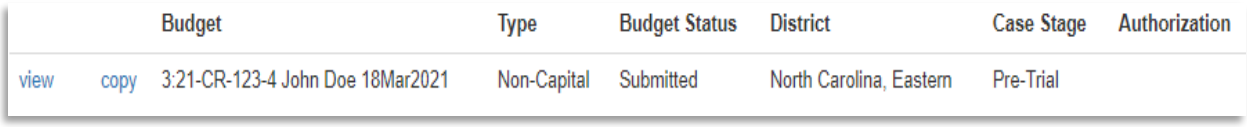
To submit your budget, select the check box on the left and click the **Submit** button. ***THIS IS THE POINT OF NO RETURN***. After clicking **Submit**, the **Edit** button will no longer function and your submitted budget will be locked to prevent any further changes.



NOTE: Your Case Budgeting attorney will now be able to view your submitted budget. Your Case Budgeting Attorney can unlock your submitted budget if needed to allow you to make any recommended revisions and to resubmit. If your Case Budgeting Attorney unlocks your submitted budget, its status in your **My Budgets** dashboard will change from **Submitted** to **In Progress**.

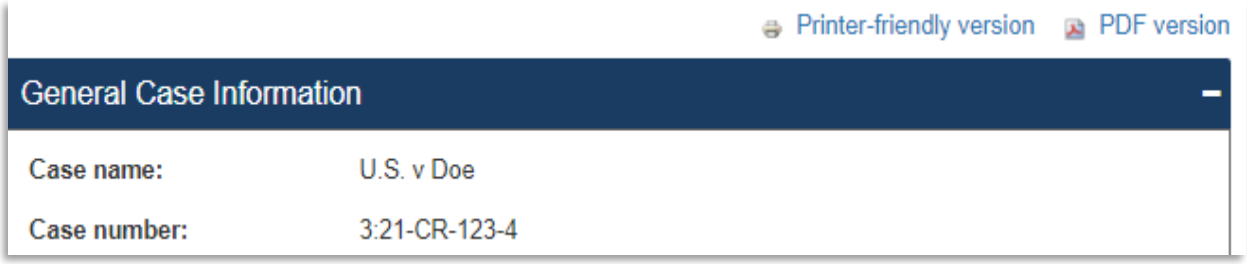
Viewing Your Submitted Budget

To view your submitted budget, click on the **My Budgets** button at the top of the home page and then click **View** on the far left side of that budget row. Your submitted budget will then display.



Downloading A Copy of Your Submitted Budget

While viewing a submitted budget, you can download either a **Printer-Friendly Version** or a **PDF Version** by clicking either of those options on the top right corner of the screen just above your budget.



Filing An Approved Budget with the Court

After your Case Budgeting Attorney approves your budget, the next step is to submit your budget to the Court for final approval. You can file your budget with the Court one of two ways:

- Submit the budget to the Court as an ex parte under seal filing via CM/ECF.
- Create and submit an eVoucher BudgetAUTH.

Once the District Court and the Circuit have approved your budget, your Case Budgeting Attorney will create and/or edit a Funding Authorization based on the amounts actually approved. Depending on District Court and/or individual judge preferences, your Case Budgeting Attorney will then either (1) enter an ex parte order or (2) attach the Funding Authorization to your approved BudgetAUTH in eVoucher.

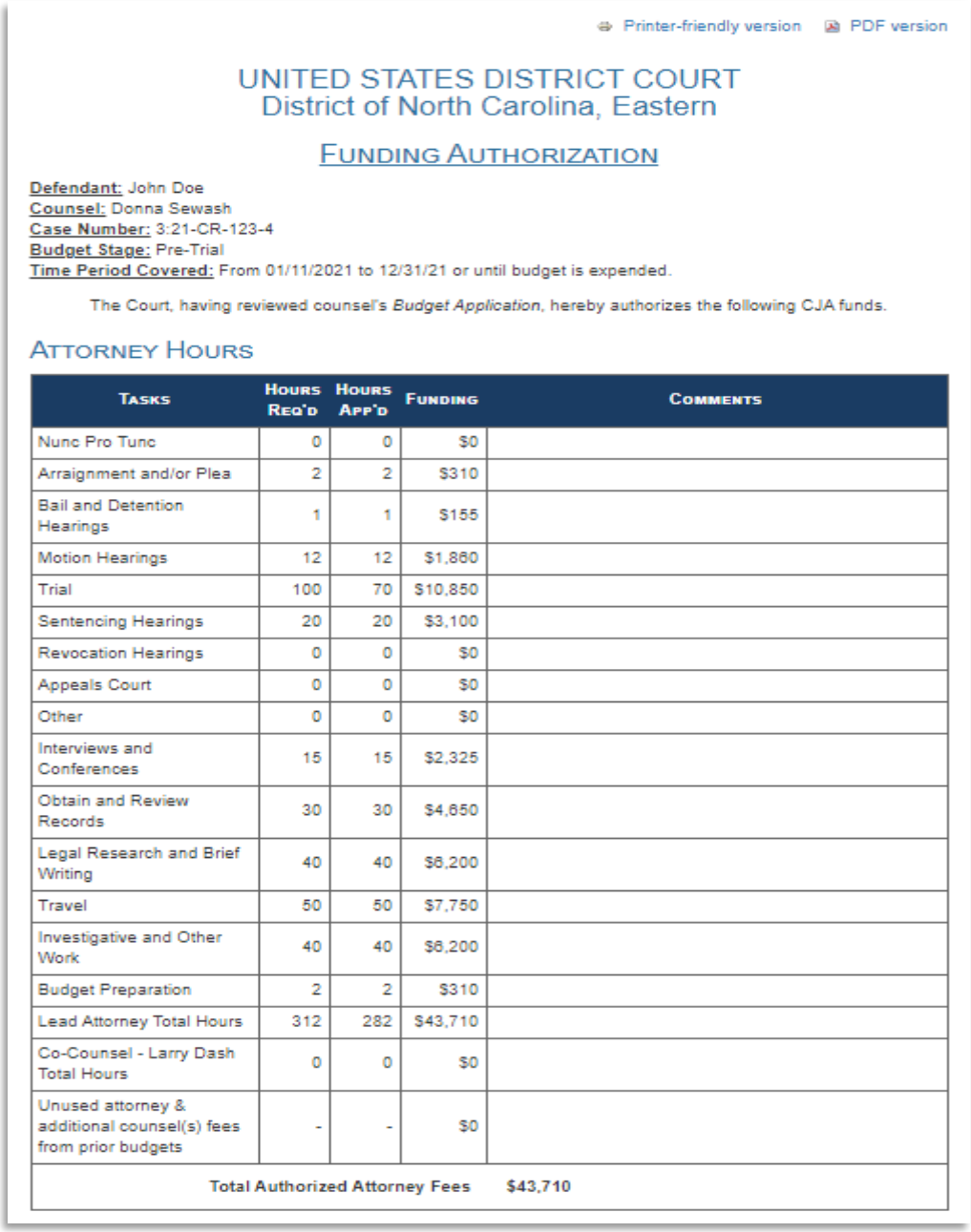
Accessing A Funding Authorization

When your Case Budgeting Attorney approves your budget, he/she will create a **Funding Authorization**. You can access the **Funding Authorization** from the **My Budgets** dashboard by clicking the **View** link to the far right of that budget row under the **Authorization** column.

		Budget	Type	Budget Status	District	Case Stage	Authorization
view	edit	4:20-CR-25-3 Joe Capital 16Apr2021	Capital	In Progress	Virginia, Eastern	Pre-Authorization	
view	copy	3:21-CR-123-4 John Doe 18Mar2021	Non-Capital	Submitted	North Carolina, Eastern	Pre-Trial	view

Clicking the **View** link will display the entire **Funding Authorization** with the **Attorney Hours**, **Service Providers**, **Miscellaneous Expenses**, **Travel Expenses** sections (if included) and the **Authorization Conditions** established by your Case Budgeting Attorney. **Authorization Conditions** will vary based on your Case Budgeting Attorney's discretion and the particulars of your case.

The **Funding Authorization** will display in a similar format to your **Submitted Budget**. A partial image of a **Funding Authorization** is shown below.



Printer-friendly version PDF version

UNITED STATES DISTRICT COURT
District of North Carolina, Eastern

FUNDING AUTHORIZATION

Defendant: John Doe
Counsel: Donna Sewash
Case Number: 3:21-CR-123-4
Budget Stage: Pre-Trial
Time Period Covered: From 01/11/2021 to 12/31/21 or until budget is expended.

The Court, having reviewed counsel's *Budget Application*, hereby authorizes the following CJA funds.

ATTORNEY HOURS

Tasks	Hours Req'd	Hours App'd	Funding	Comments
Nunc Pro Tunc	0	0	$0	
Arraignment and/or Plea	2	2	$310	
Bail and Detention Hearings	1	1	$155	
Motion Hearings	12	12	$1,860	
Trial	100	70	$10,850	
Sentencing Hearings	20	20	$3,100	
Revocation Hearings	0	0	$0	
Appeals Court	0	0	$0	
Other	0	0	$0	
Interviews and Conferences	15	15	$2,325	
Obtain and Review Records	30	30	$4,650	
Legal Research and Brief Writing	40	40	$6,200	
Travel	50	50	$7,750	
Investigative and Other Work	40	40	$6,200	
Budget Preparation	2	2	$310	
Lead Attorney Total Hours	312	282	$43,710	
Co-Counsel - Larry Dash Total Hours	0	0	$0	
Unused attorney & additional counsel(s) fees from prior budgets	-	-	$0	
Total Authorized Attorney Fees			**$43,710**	

As with a case budget, you can print or download a pdf of the **Funding Authorization** using the links on the top right.

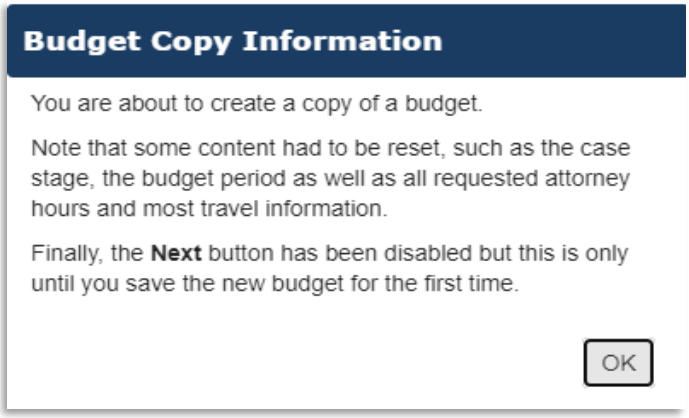
Copying A Submitted Budget to Create A New Budget

You can copy a previously submitted budget to create a new budget. Just click the **Copy** link directly to the left of the budget you want to copy. The newly copied budget, which is fully editable, will now appear in the list of budgets in your **My Budgets** dashboard.

Before clicking the **Copy** link:

		Budget	Type	Budget Status	District	Case Stage	Authorization
view	copy	1:21-CR-123-1 John Doe 11Mar2021	Non-Capital	Submitted	Virginia, Eastern	Pre-Indictment	

After clicking the **Copy** link, a **Budget Copy Information** box will pop up to confirm that your budget will be copied and to tell you which information will be reset in the copied budget. Click **OK**.



After you click **OK**, you will be taken directly to the **Step 1: General Case Information** section of your newly copied budget to begin entering and editing information.

Reset Data Fields In A Copied Budget

While most entered case information will transfer from a submitted budget to a copied budget, some data fields will be reset. You will need to recomplete some information for these budget steps:

Step 1: General Case Information

In this budget step, you will need to recomplete the **Budget Stage** and **Budget Period** information. You must then click the **Save** button at the bottom of the screen to create the new budget. After saving here, you will be able to navigate to and complete the other budget steps.

Step 4: Attorney Hours

In this budget step, you will need to recomplete all **Attorney Hours** estimates, including attorney time and justification information.

Step 7: Travel Authorizations

In this budget step, you will need to recomplete all **Travel Authorizations** information for **Travelers** and trips.

Additional Electronic Budgeting Help

For additional guidance on preparing an electronic budget, contact your Case Budgeting Attorney.