ElectronicBudgetingApplication

Attorney User Manual

version 2.1

August 2025

Table of Contents

Introduction 4

Panel Management 4

Budget Submission 4

Browser Capability 4

Account Creation 4

Account Login 8

Autosave Feature 12

Automated Logout Feature 12

EBA Home Page 13

CJA Menu 13

Attorney Dashboard 14

New Representation 14

My Account 15

Log Out 16

Helpful Links 17

Budget Information Security and Confidentiality 17

Required Data Fields and Level of Detail 17

Types of Data Fields to Complete 18

Drop-Down Menus 18

Calendar Date Fields 19

Check Box Fields 21

Filled Dot Fields 21

Blank Data Fields 21

Multi-Selection Lists 21

Saving Your Progress Within A Draft Budget 22

Navigating Within A Draft Budget 22

Viewing Completion Progress Within A Draft Budget 23

Preparing A Budget In Multiple Online Sessions 23

Downloading A Draft Budget 24

Creating A New Representation 24

Budget Webform Selection 25

Representation Information 25

Appointment Information 30

Viewing, Editing or Deleting A New Representation 33
Creating A Budget for A New Representation 33
Electronic Budgeting Steps To Complete 34
Step 1: General Case Information 35
Step 2: Budget Justification 37
Step 3: Discovery 37
Step 4: Attorney Hours 40
Step 5: Service Providers and Experts 42
Step 6: Miscellaneous Expenses 44
Step 7: Travel Authorizations 45
Adding Multiple Trips or Additional Travelers 46
Deleting A Traveler or Trip 46
eVoucher and Ex Parte Requirements 46
Step 8: Budget Submission 47
Final Budget Review and Edits 47
Submitting Your Final Budget – Point of No Return 48
Viewing Your Submitted Budget 48
Downloading A Copy of Your Submitted Budget 49
Filing An Approved Budget with the Court 50
Receiving A Funding Authorization 50
Additional Electronic Budgeting Help 51

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

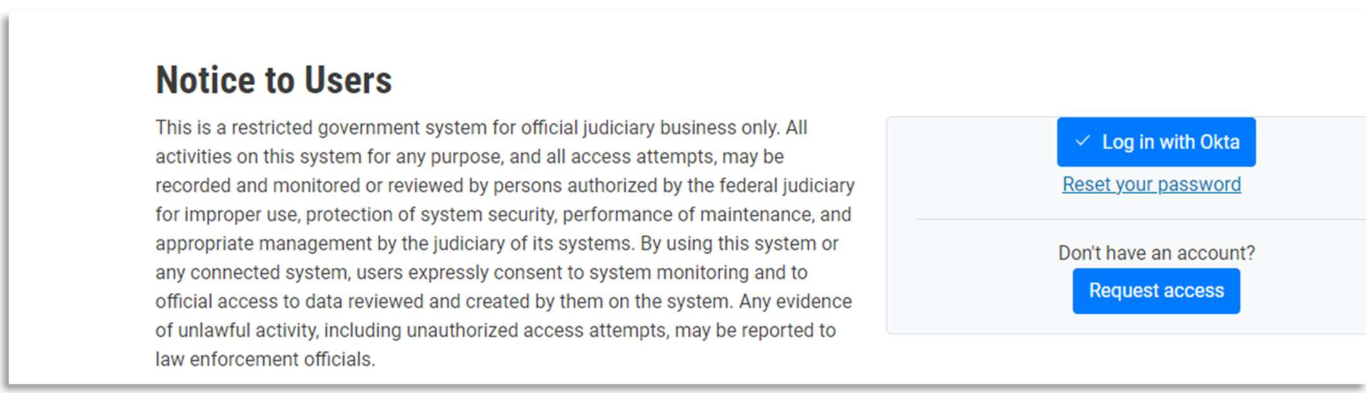
- Easy-to-follow budget building steps
- Ability to build a budget over multiple online sessions

Browser Capability

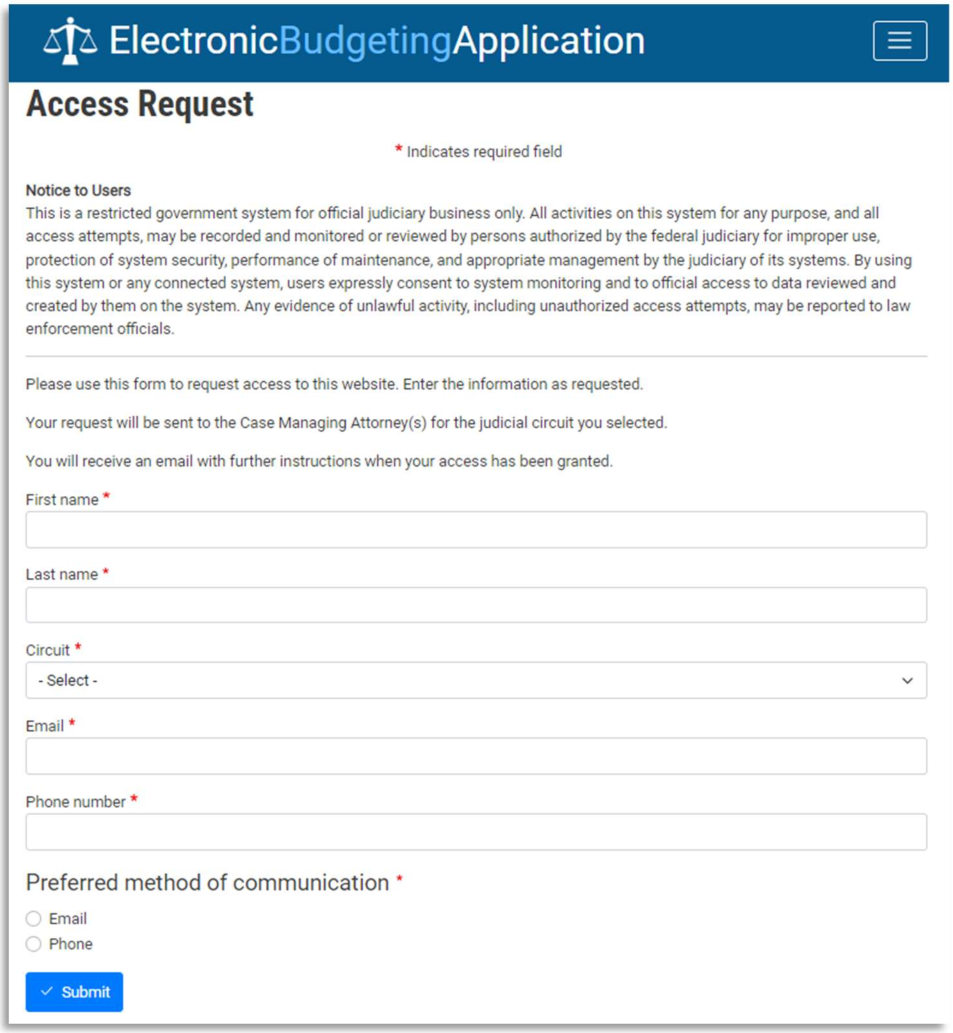
- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

Account Creation

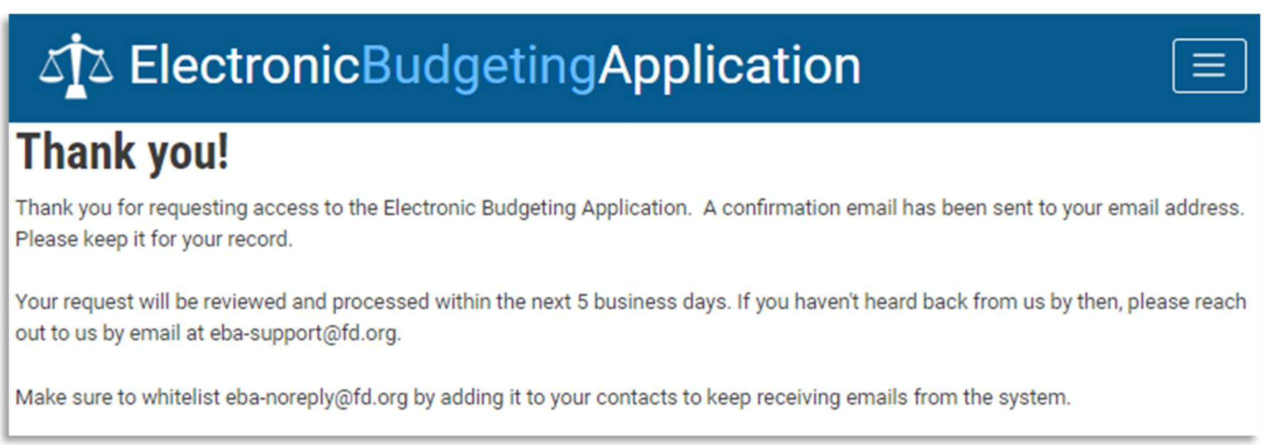
To create a new account, click on the **Request Access** button at the bottom right corner of the Login section on the Welcome page.



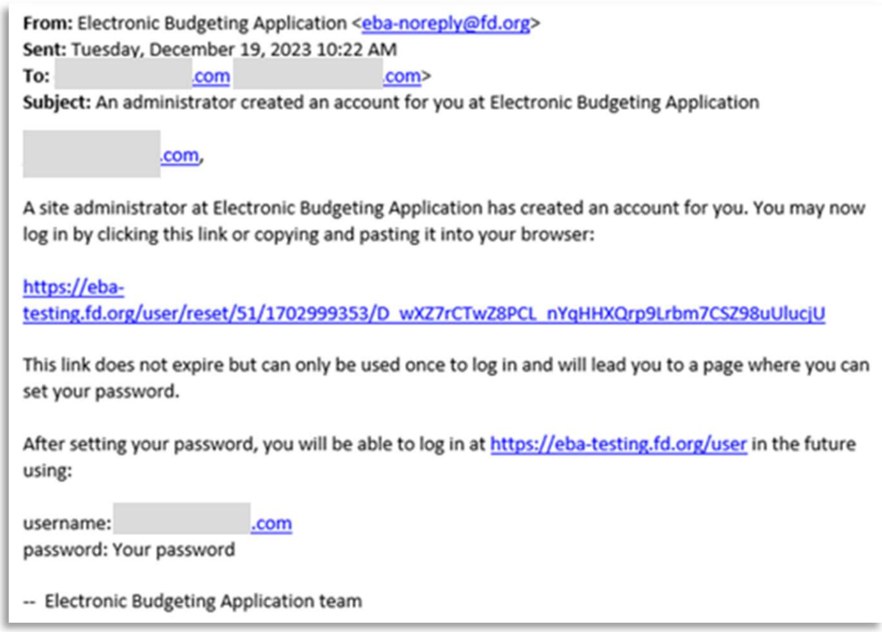
You will be taken to an **Access Request** page. Complete the data fields on the **Access Request** page with your First and Last Name, Circuit, Email address and Phone Number. Then select either Email or Phone as your preferred method of communication and click **Submit**.



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



Your **Access Request** will be routed to your Circuit's Case Budgeting Attorney for review and approval. 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. Users may consider whitelisting eba-noreply@fd.org in their email client to prevent communications from the system to be sent to their spam/junk folder.



From: Electronic Budgeting Application <eba-noreply@fd.org>
Sent: Tuesday, December 19, 2023 10:22 AM
To: .com .com>
Subject: An administrator created an account for you at Electronic Budgeting Application

.com,

A site administrator at Electronic Budgeting Application has created an account for you. You may now log in by clicking this link or copying and pasting it into your browser:

https://eba-testing.fd.org/user/reset/51/1702999353/D_wXZ7rCTwZ8PCL_nYqHHXQrp9Lrbm7CSZ98uUlucjU

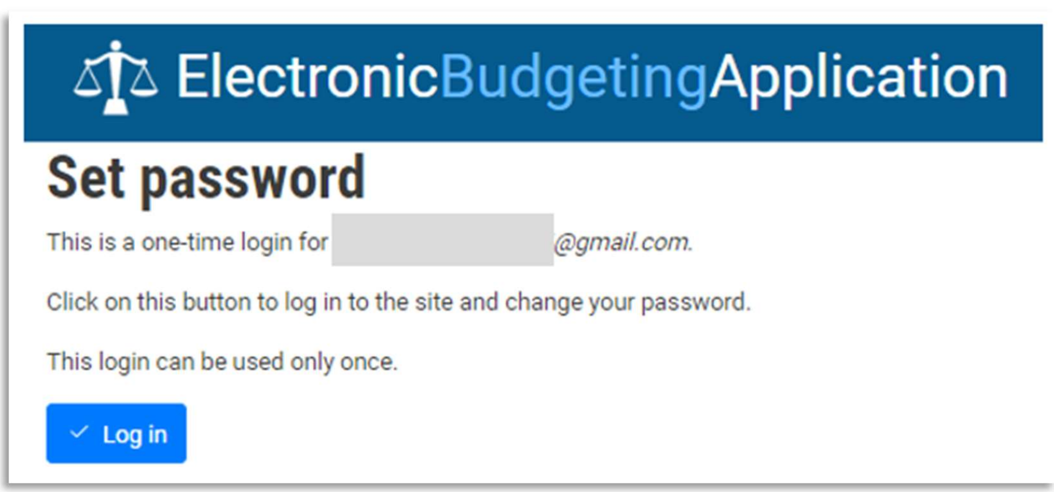
This link does not expire but can only be used once to log in and will lead you to a page where you can set your password.

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

username: .com
password: Your password

-- Electronic Budgeting Application team

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 finish setting up your new account.

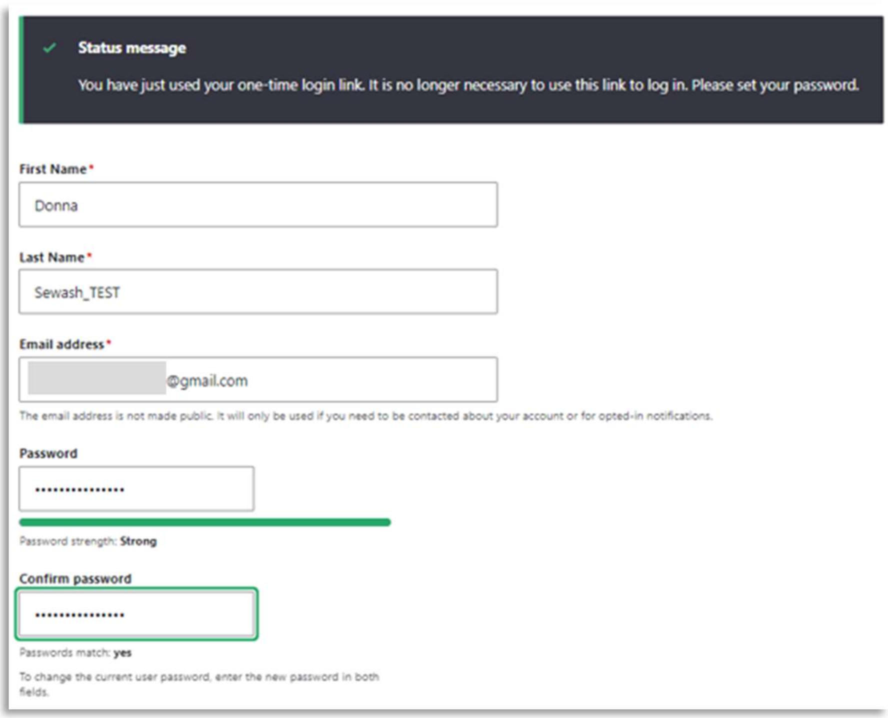


You will be directed to a new page to reset your password. The data fields for your first and last name, email address, phone number and Circuit will be prefilled. Your new password must:

- Be at least 10 characters in length.
- Cannot match any of the last 4 passwords used.
- Contain at least one character from <u>all</u> of the following four categories:
    - Uppercase letters.
    - Lowercase letters.
    - Numeric characters.
    - Special characters (punctuation - not white space or alphanumeric).
- 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 and a reminder will be sent to your email account first 30 days prior to expiration, then 15 days prior to expiration.

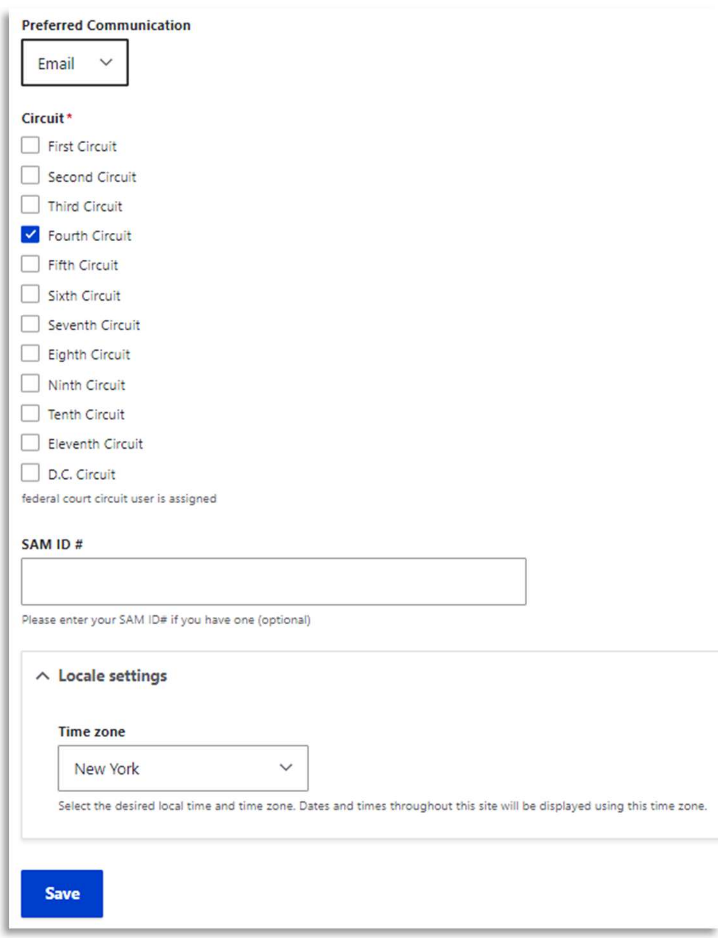
Enter your new password in the **Password** field, type it again in the **Confirm Password** field just beneath it and visually confirm that they match. If they match, the **Password Match** line just below the **Confirm Password** box will say **yes**.



Note the list of password character requirements just below the password data fields. All requirements will show as **Pass** or **Fail**, depending on your chosen password. EBA will only accept passwords that pass all listed requirements.

Policy	Status	Constraint
EBA Password Policy	Pass	Password character length of at least 10 characters
EBA Password Policy	Pass	Minimum password character types: 4

Select either Email or Phone as your **Preferred Communication** method, select your **Time Zone** field and click the **Save** button. If you do not have a SAM ID#, leave that field blank.

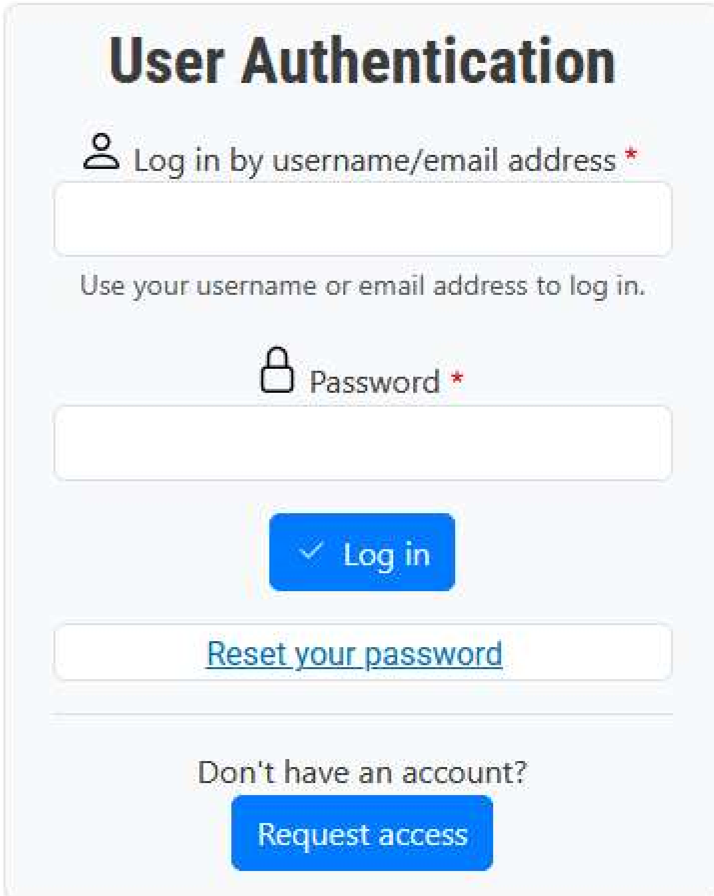


You will now be directed to the EBA home page to log in to your new account and begin preparing your first electronic budget.

Account Login

To log in to your new account for the first time, you will need to use your email address and password in the **User Authentication** block at the bottom left corner of the home page.

NOTE: you can also use your EBA username to log in. If you don't know your EBA username, we recommend using your email address.



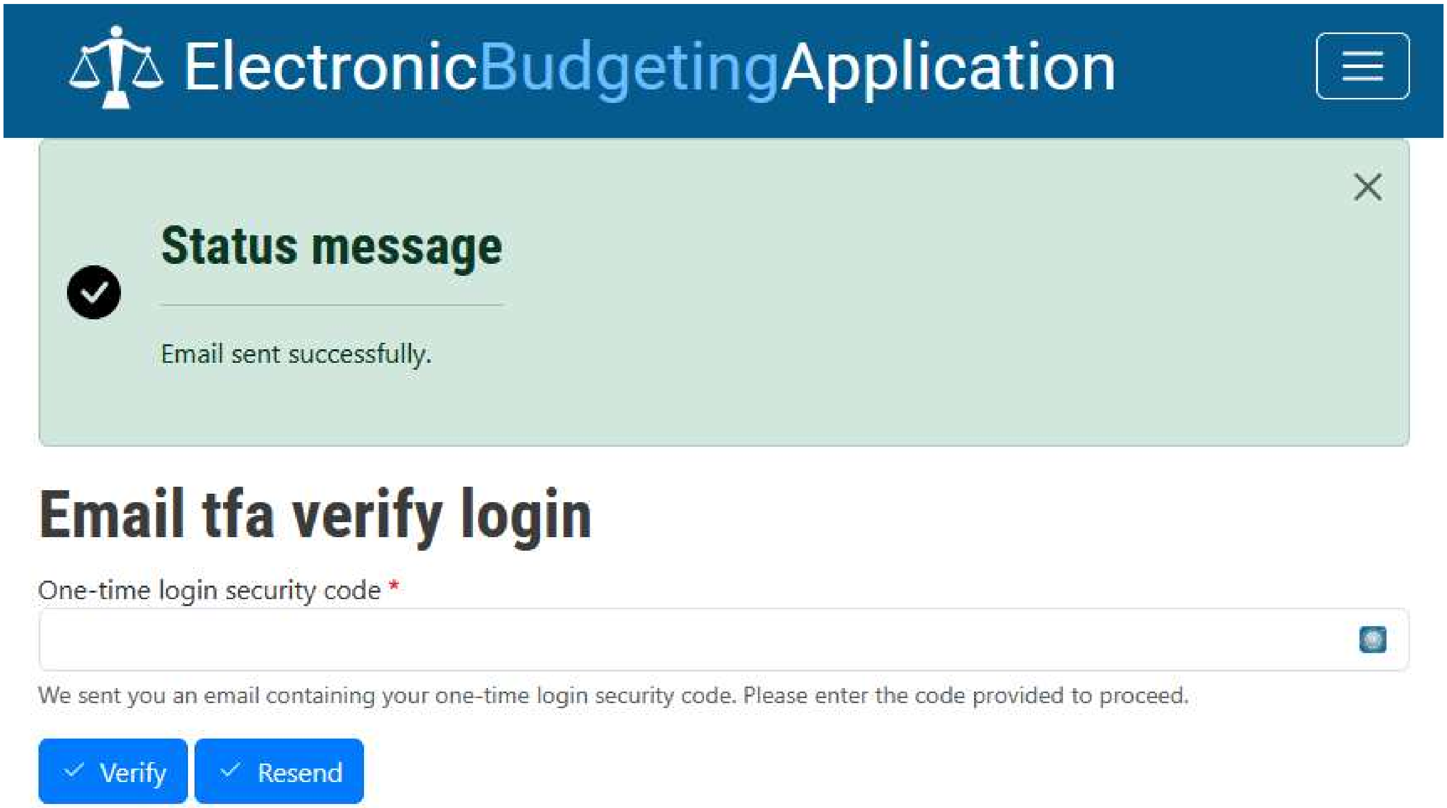
Verify your identity by entering your email address (or EBA username if you know it) in the **Log in by username/email address** field.

Enter your password in the corresponding field.

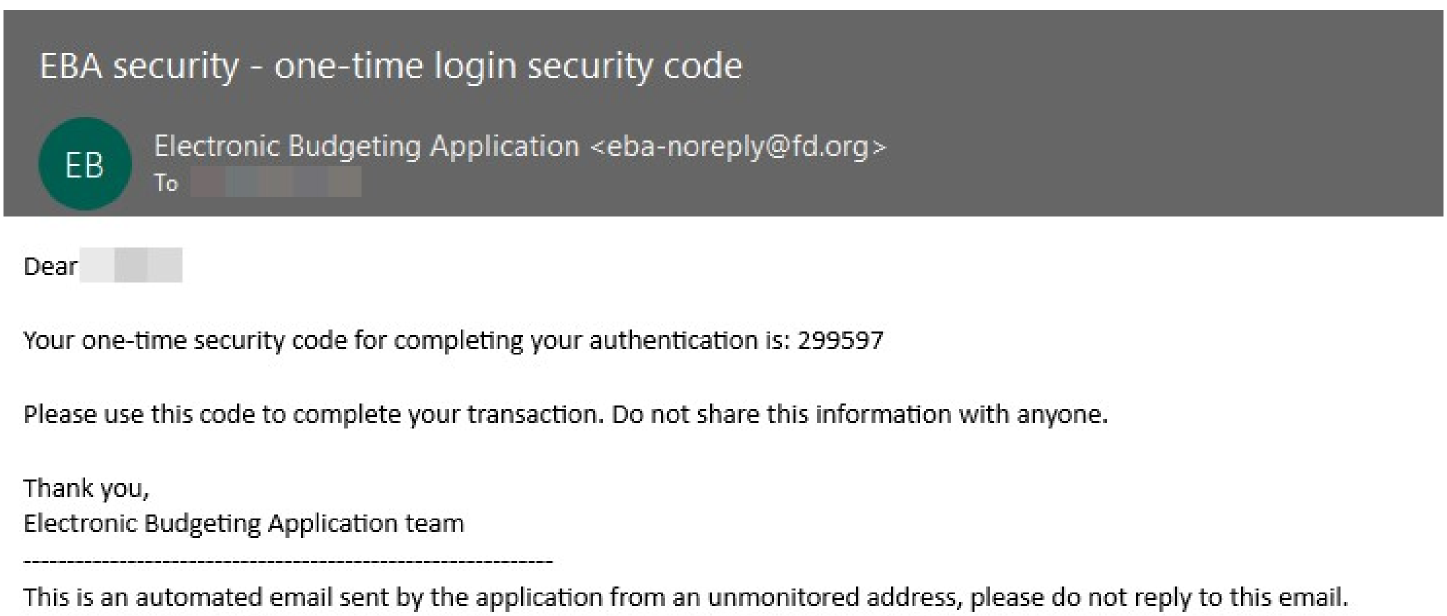
Upon clicking the **Log in** button, you will be redirected to a page titled “Email tfa verify login” with 2 parts:

- A system message that should confirm that an email was sent successfully.
- A single field form asking for a One-time login security code

The system message is here to indicate that an email has been sent to your inbox and it contains the security code that is needed to complete the authentication process.



Open the email with subject EBA security - one-time login security code and copy the 6-digit code provided.


EBA security - one-time login security code

EB Electronic Budgeting Application <eba-noreply@fd.org>
To

Dear

Your one-time security code for completing your authentication is: 299597

Please use this code to complete your transaction. Do not share this information with anyone.

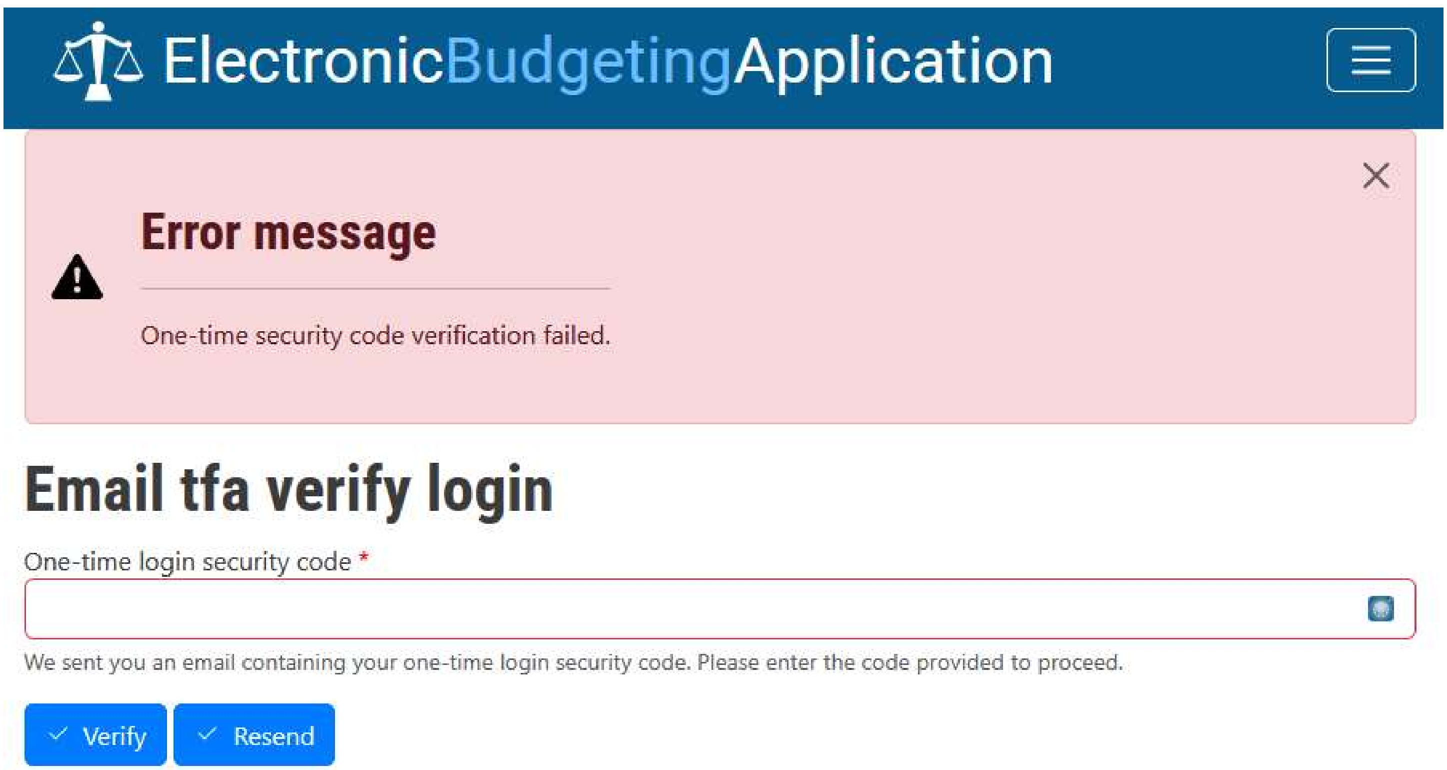
Thank you,
Electronic Budgeting Application team

This is an automated email sent by the application from an unmonitored address, please do not reply to this email.

Back to the site, paste that code in the form and click the **Verify** button.

If the verification is successful, you will be redirected to the front page of the site with a message like this one:

If the verification fails, you will see an error message like this one:



<u>NOTE</u>: If you do not verify the security code <u>within five minutes</u> of receiving this email, you will be prompted to restart the login process. If the verification form is still open, you can also generate a new code by clicking the Resend button.

Autosave Feature

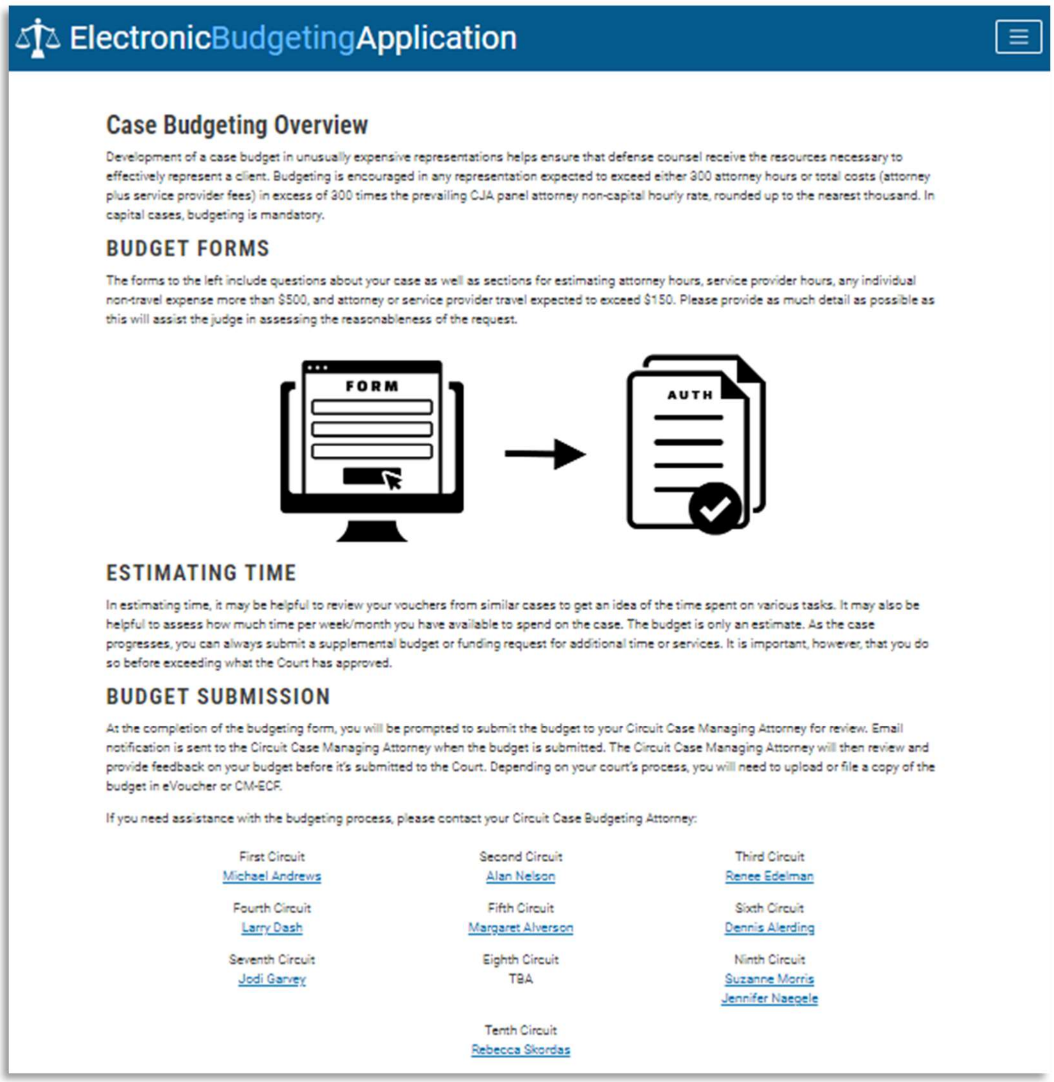
You must click the **Save** button at the bottom of the initial **Step 1 – General Case Information** budget step to save your new budget. After that, the application will **autosave** your progress whenever you navigate to another budget step. When preparing a budget during multiple online sessions,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

Automated Logout Feature

After a 30 minutes of inactivity has passed, users are given a configurable session expiration prompt. They can reset the timeout, logout, or ignore it, in which case they'll be logged out after the padding time (60 seconds) is elapsed.

EBA Home Page

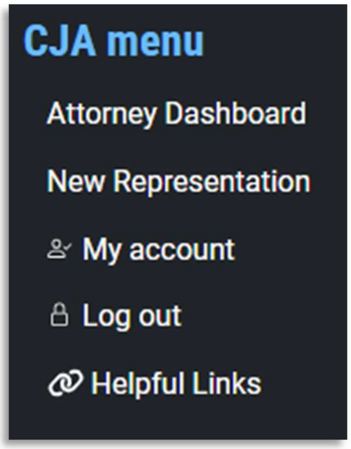
Clicking on the EBA banner at the top of the page will navigate you to the **Home** page. The **Home** page contains a brief overview of the electronic budgeting process and provides **Case Budgeting Attorney** contact information.



CJA Menu

The **CJA Menu** icon expands to reveal several EBA menu options. It is located at the far right corner of blue banner at the top of the screen.

Click the **CJA Menu** icon to reveal **Attorney Dashboard**, **New Representation**, **My Account**, **Log Out** and **Helpful Links** menu options. Click any of these menu options to navigate to those functions and information.



Attorney Dashboard

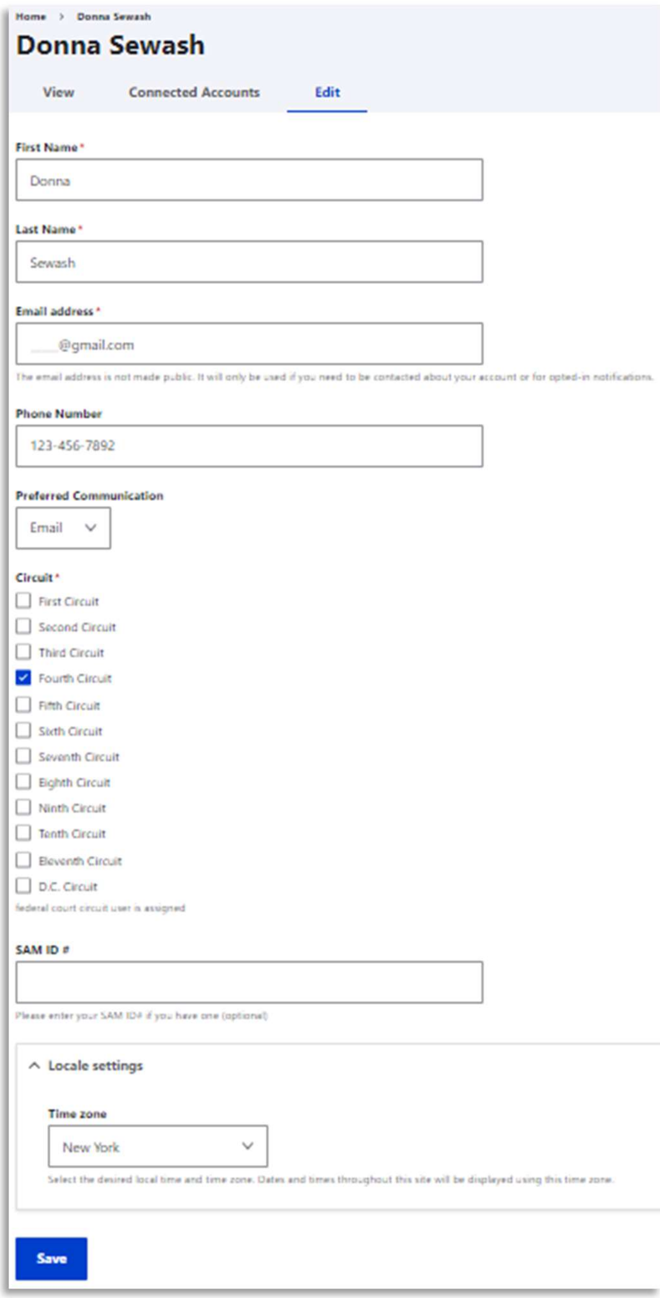
The **Attorney Dashboard** (also referred to as the **CJA Dashboard**) provides access to all of your capital and noncapital budgets, including budgets already submitted for Circuit approval and unsubmitted draft budgets still in progress.

New Representation

Creating a **New Representation** is the first step in creating and submitting a case budget in the Electronic Budgeting Application. For detailed information on creating a New Representation, follow the instructions in the **Creating A New Budget Using A Budget Webform** section of this manual.

My Account

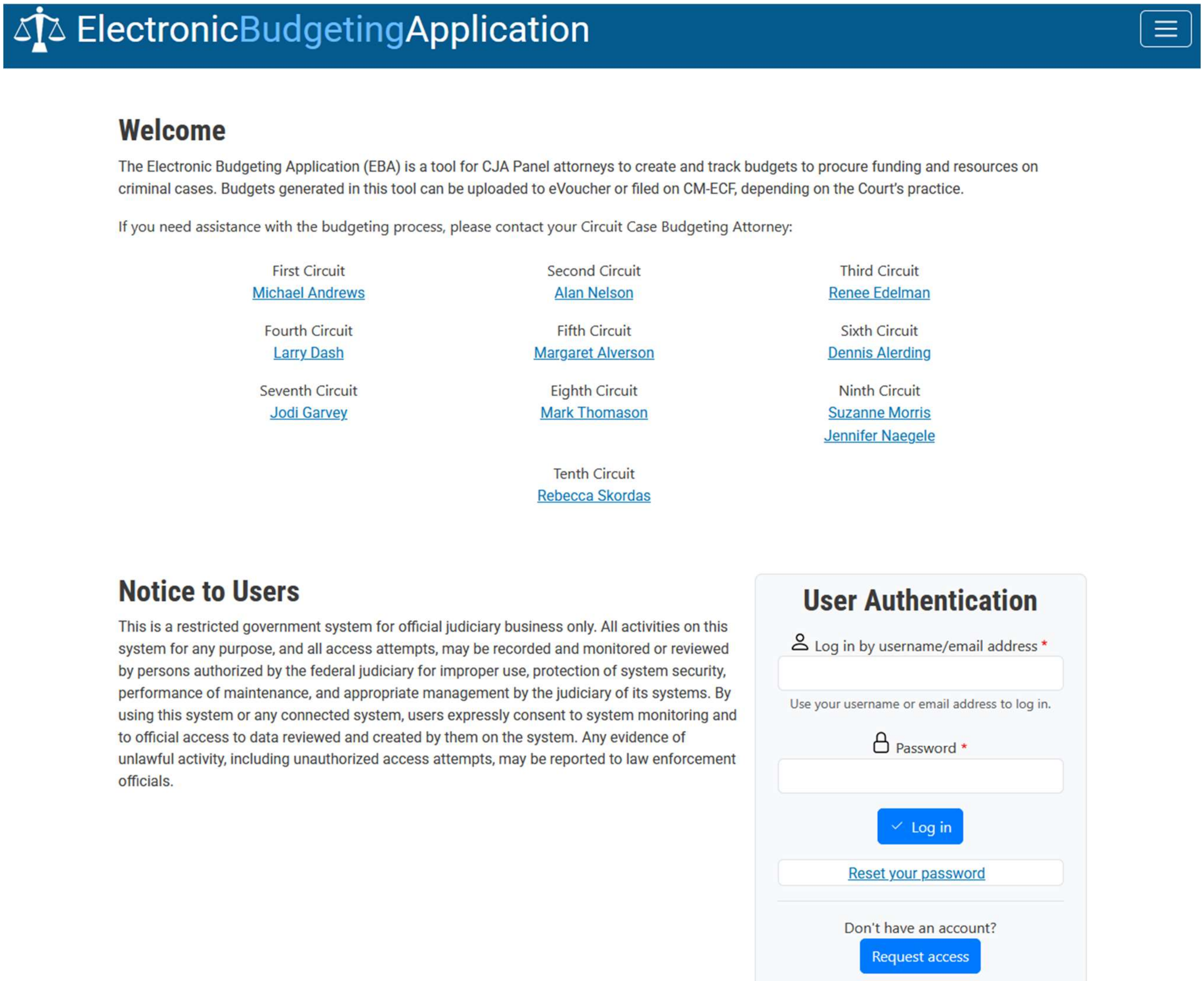
In the **My Account** section, the attorney can edit the **Preferred Communication**, **Name**, **Phone**, **Email**, and **Circuit** information. Make any desired edits to those data fields and click the **Save** button at the bottom of the screen.



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

Log Out

You can log out of your EBA account by clicking the **Log Out** option inside the **CJA Menu**. When you log out, you will be returned to the **Welcome Page**. You can log back in by using the login form available on the home page of the application at the bottom right corner of the screen.



Helpful Links

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

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.

Required Data Fields and Level of Detail

Required data fields are marked with a red 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

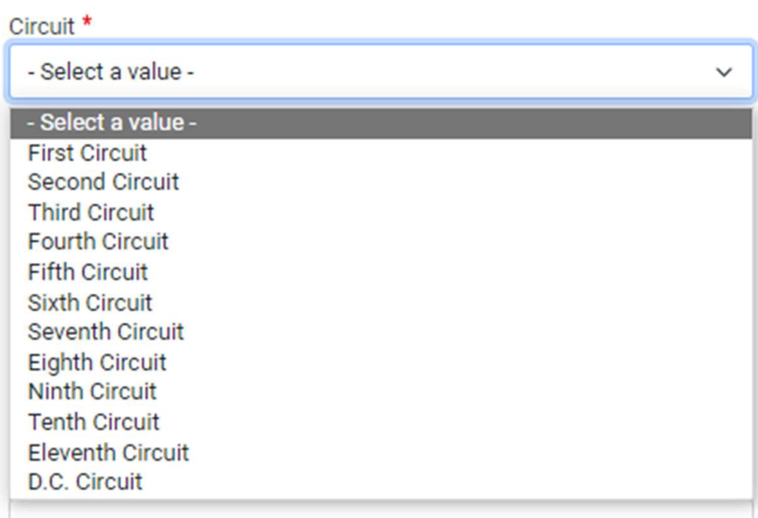
The online forms contain six kinds of data fields to complete:

- Drop-Down Menus
- Calendar Date Fields
- Check Box Fields
- Filled Dot Fields
- Blank Data Fields
- Multi-Selection Lists

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

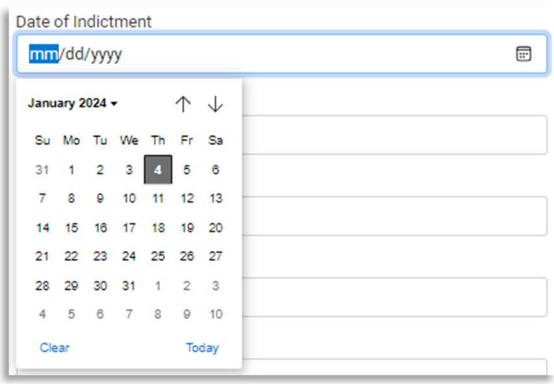
Drop-Down Menus

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.

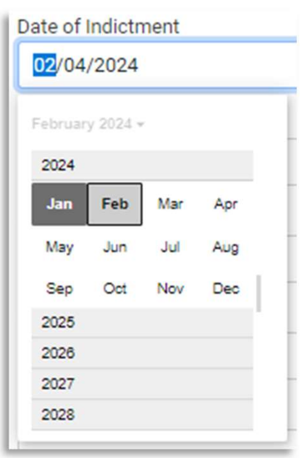


Calendar Date Fields

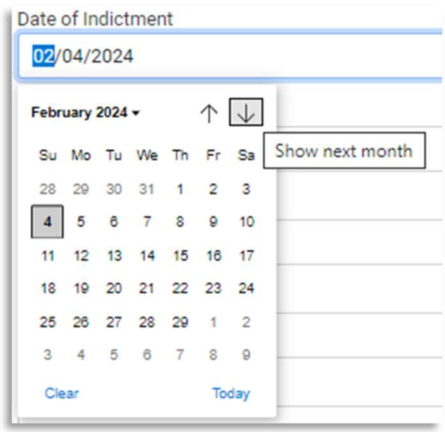
Calendar Date Fields allow for selection of a date. You can manually enter a date **(mm/dd/yyyy)** or select a date using the **Date Picker** graphic. You can select a date using the calendar month graphic, month and year drop-down menus and day boxes as shown below. The calendar month graphic will automatically highlight the current date before you select a date, as shown on the January 4, 2024 example below.



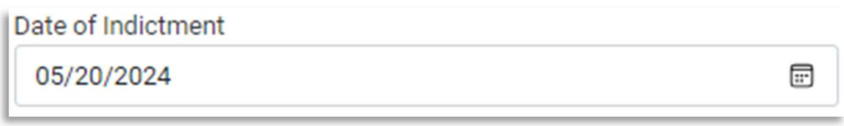
You can select future years by clicking the **Month and Year Dropdown Menu** and clicking on the desired month and year.



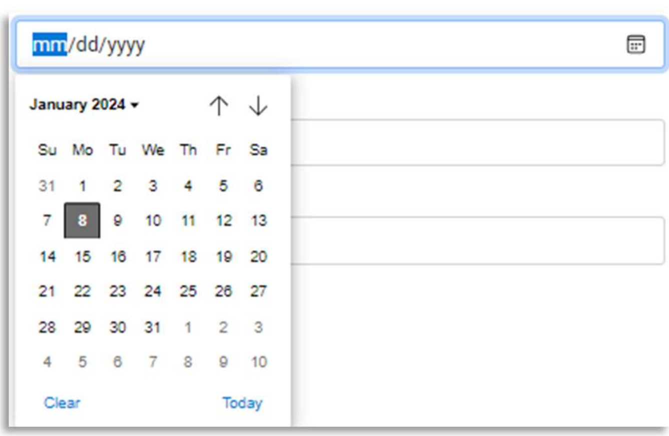
You can also navigate to the next or previous month of the current year by clicking the **Up and Down Arrows** at the top of the calendar month displayed.



Once you have selected a month, click on the desired **Day** of that month. The **Date** field will now be complete.

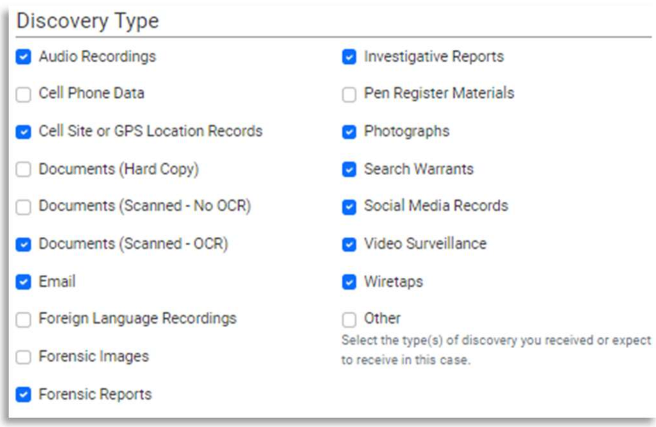


Clicking the **Clear** option at the bottom left will reset the **Date** field to a blank state. Clicking the **Today** option at the bottom right will select the <u>current</u> date. You can also change a date you have selected by clicking anywhere inside the **Date Picker** graphic and selecting a different month, year and day.



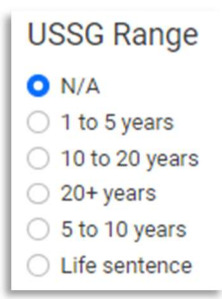
Check Box Fields

Check Box Fields allow for the selection of multiple options in a group of choices. Click the check box for each item you want to select and it will display as blue with a check mark inside. To unselect a check box, click it again and it will revert to a blank state.



Filled Dot Fields

Filled Dot Fields allow for the selection of <u>one</u> option from a list of multiple options. The <u>default</u> option is **N/A**. To select a different option from the list, click the unfilled dot to the left of the desired option. That dot will now display as blue-filled. To deselect an option you have checked, click the **N/A** option at the top of the list.



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.

Multi-Selection Lists

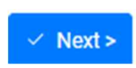
Multi-Selection Lists allow you to select both single and multiple options from a long list of choices. Use the **Up and Down Arrow Scrollbar** to the right end of that data field to view all available choices.

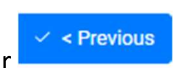
To select a single option, simply click on it to highlight it. To select multiple options, click on the first desired option, then select any additional ones by clicking on them while also pressing your keyboard's **Ctrl** button. All options you have selected should now be highlighted. You can also deselect an option you did not mean to highlight by clicking on it while pressing the **Ctrl** key.

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 Draft** 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 

or 

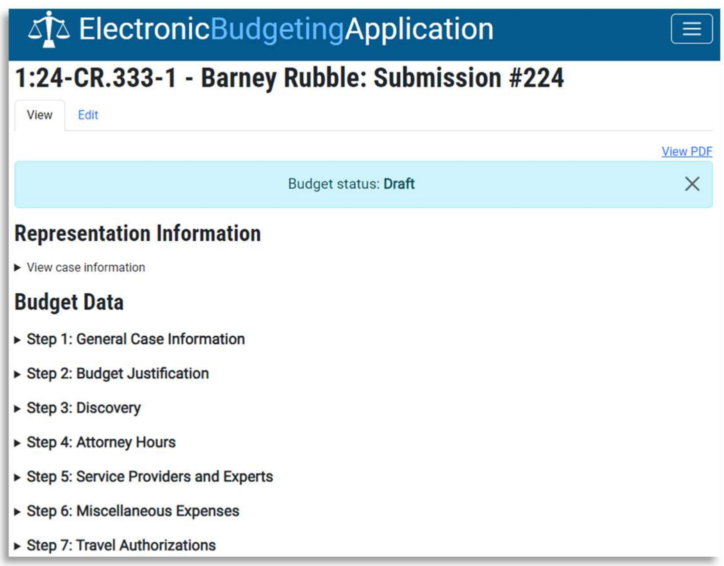
buttons at the bottom of each budget step. You can also click any of the budget step buttons at the top of the budget step you are working on as shown below.

NOTE: You must click the **Save Draft** button once while still in the initial **Step 1 – General Case Information** budget step to create/save your budget. Be sure to save at this step before navigating to the other budget steps.

Viewing Completion Progress Within A Draft Budget

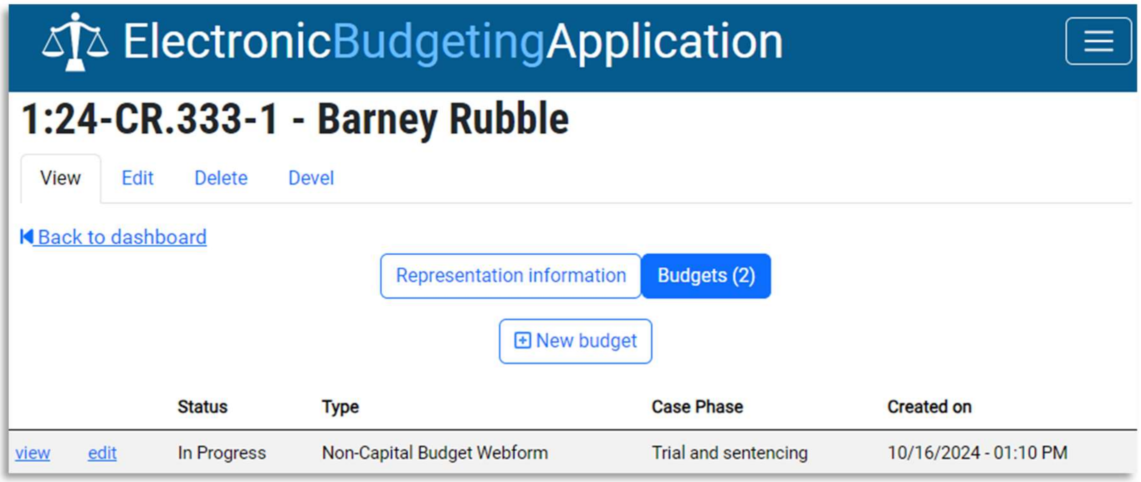
View your overall progress while working inside a draft budget by clicking the **View** tab at the top left area of the page, next to the **Edit** function tab.

A summary of the full draft budget will now display. You can view or hide the details of any budget step by clicking on the **black arrow** on the left end of that budget step. To exit this view and return to editing your draft budget, simply click the **Edit** function tab at the top of the page.



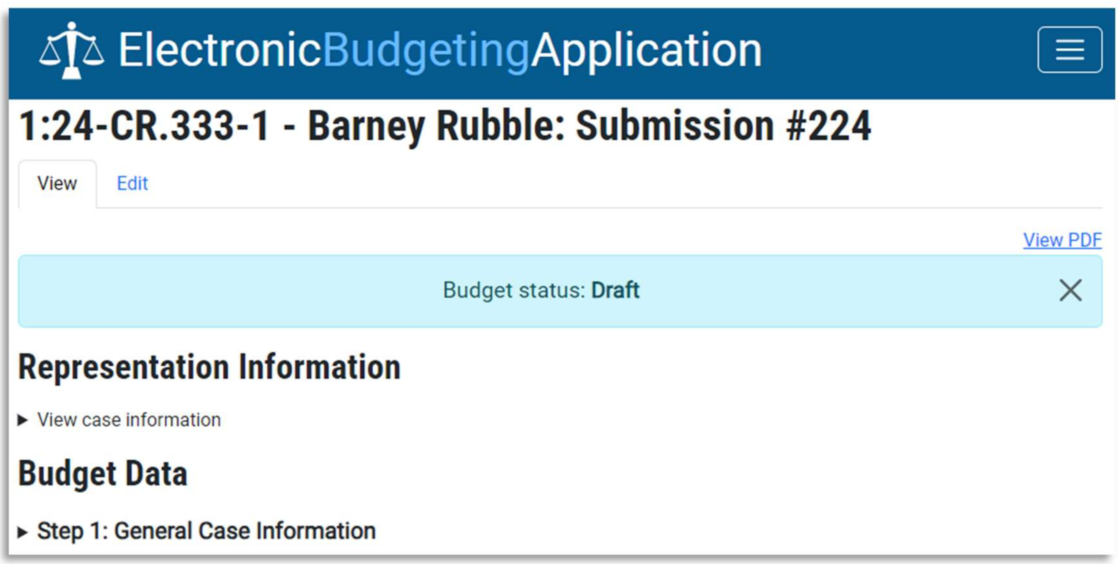
Preparing A Budget In Multiple Online Sessions

You can prepare a budget in stages during multiple online sessions. If you have created a **Representation**, started a new **Budget** and saved your progress at any point, you can click on that **Representation** and then click the **Budget** hyperlink there to view that draft budget. The draft budget's status will display as **In Progress**. You can log out, come back later, log back in and click the **Edit** function tab to continue working on a budget until it is completed and ready to submit. The application will autosave your draft budget progress whenever you navigate to another budget step.



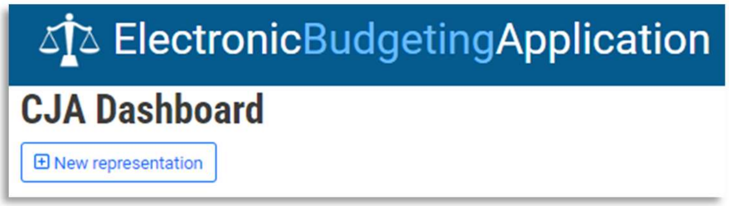
Downloading A Draft Budget

While viewing a summary of a draft budget using the **View** tab, you can download a pdf by clicking on the **View PDF** hyperlink at the top right corner of the page.

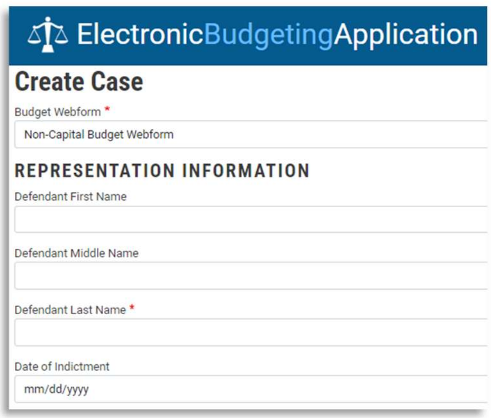


Creating A New Representation

Before you can create a budget for a particular case, you first need to create a **New Representation** with detailed information about that case. To add a **New Representation** to your **CJA Dashboard**, click the **New Representation** button at the top left corner of the dashboard.

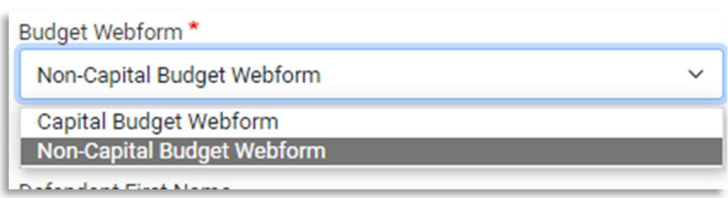


When you click the **New Representation** button, a **Create Case** window will appear with several data fields to complete. Enter all case information required for your case budget on this webform and click the **Save** button at the bottom of that page. Required data fields are noted by a red asterisk.



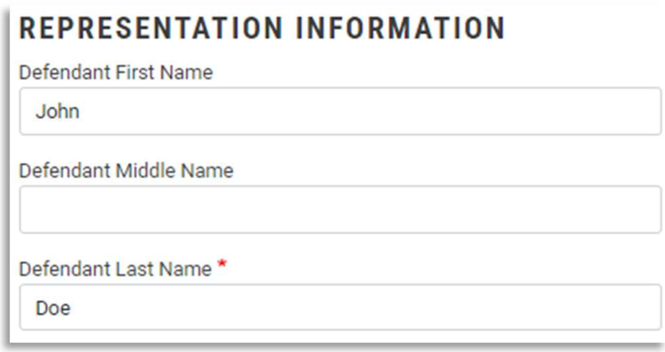
Budget Webform Selection

To begin, click the dropdown arrow at the right end of the Budget Webform data field and select either a **Capital Budget** or **Non-Capital Budget** webform.

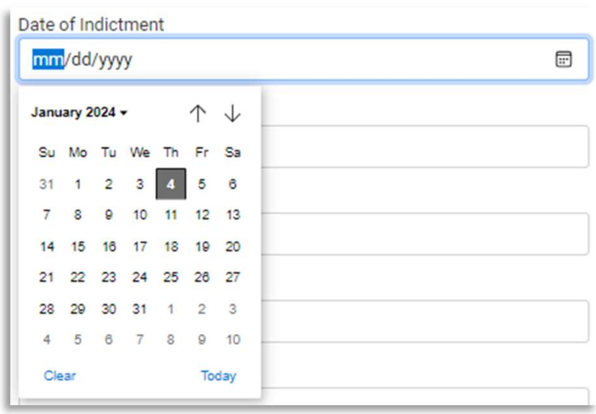


Representation Information

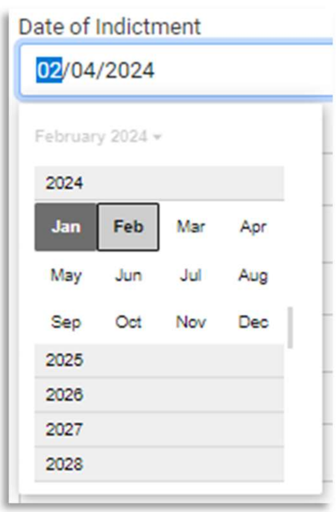
Next, begin completing the **Representation Information** section by entering the Defendant's **First**, **Middle** and **Last Names** into those data fields.



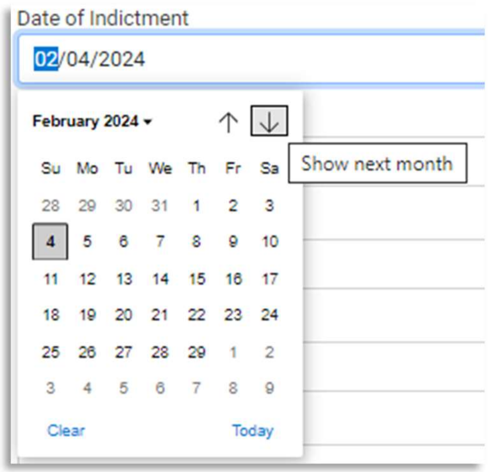
Select the **Date of Indictment** using the **Date Picker** icon at the far right end of that data field.



You can select future years by clicking the **Month and Year Dropdown Menu** and clicking on the desired month and year.

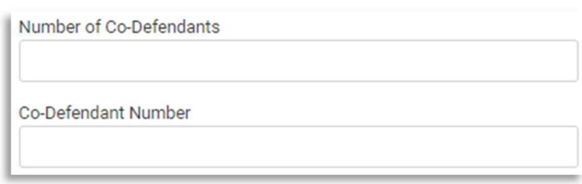


You can also navigate to the next or previous month of the current year by clicking the **Up and Down Arrows** at the top of the calendar month displayed.



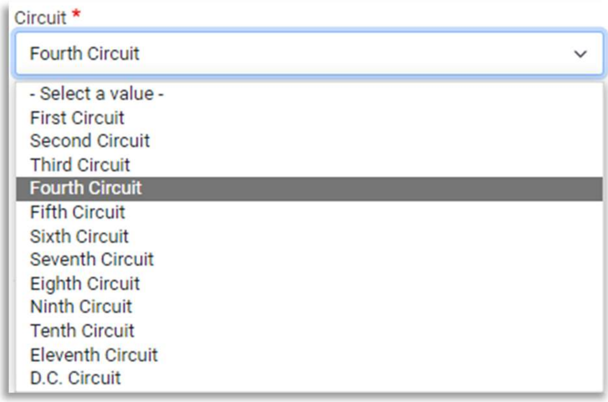
Once you have selected a month, click on the desired **Day** of that month. The **Date of Indictment** field will now be complete.

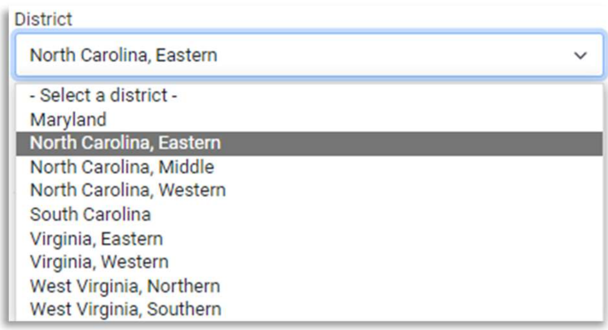
Next, enter the **Number of Co-Defendants** and the **Co-Defendant Number** of your client into those data fields.



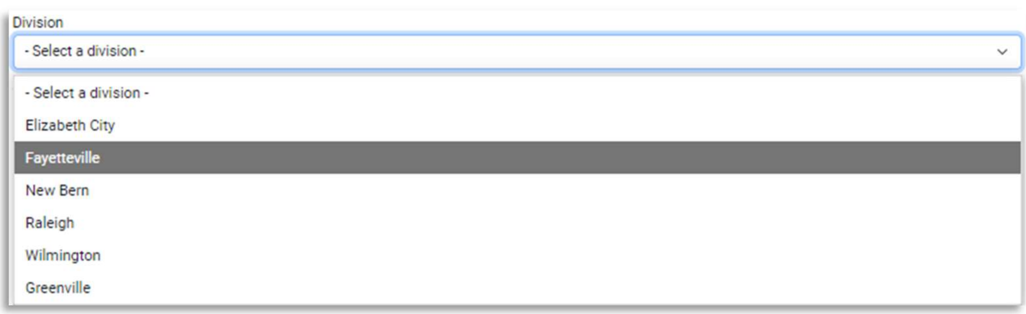
Enter the **Case Name** and **Case Number** into those data fields.

Select your **Circuit** and **District** using those dropdown menus.





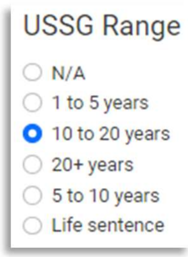
Below **District** is a **Division** dropdown menu. The division choices will correspond with the district you selected.



Next, select the **Trial Date** using the **Date Picker,** just as you did for the **Date of Indictment** data field.

Enter the **Number of Trial Days** and **Presiding Judge** into those data fields.

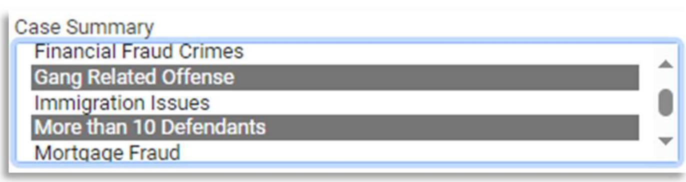
Select a **USSG Range** by clicking one of the options listed.



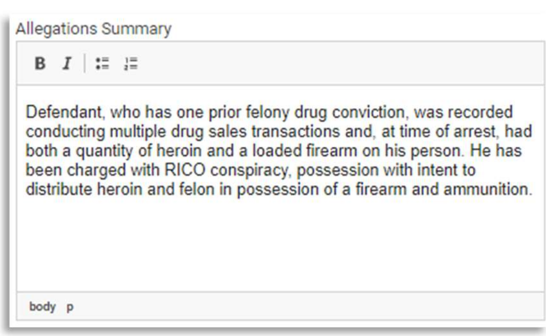
Select all **Case Categories** from that list which apply to your case. Use the **Up and Down arrow scrollbar** on the right end of that data field to view all available choices.

To select multiple **Case Categories**, click on the first one, then select any additional ones by clicking on them while also pressing your keyboard's **Ctrl** button. All **Case Categories** you select should be highlighted. You can also deselect a **Case Category** you did not mean to highlight by clicking on it while pressing the **Ctrl** key.

Next, select all **Case Summary** descriptors which apply to your case, using the same selection method as described for the preceding **Case Categories** data field.



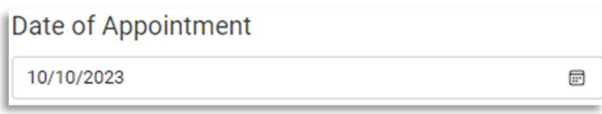
Now, enter the **Allegations Summary** details into that data field.



Appointment Information

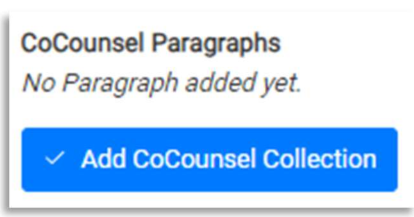
Enter the **Lead Counsel's First Name, Middle Name and Last Name** into those data fields.

Do not attempt to complete the **Date of Appointment** and **Time of Appointment** data fields. Those fields automatically generate with the date and time when you save the **New Representation**.

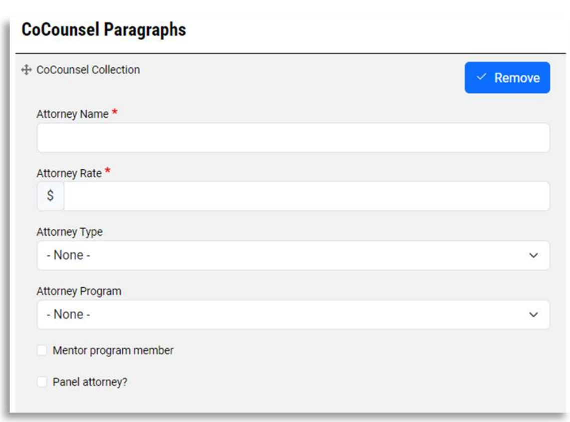


Enter the **Lead Counsel Rate** into that data field.

If your case has a co-counsel, click the **Add Co-Counsel Collection** button that appears beneath the **Lead Counsel Rate** data field.

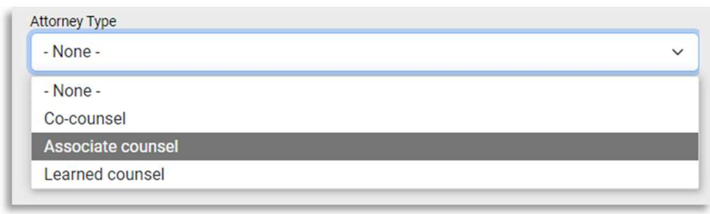


Co-Counsel data fields will now appear for **Attorney Name**, **Attorney Rate**, **Attorney Type**, **Attorney Program**, **Mentor Program Member** and **Panel Attorney**.

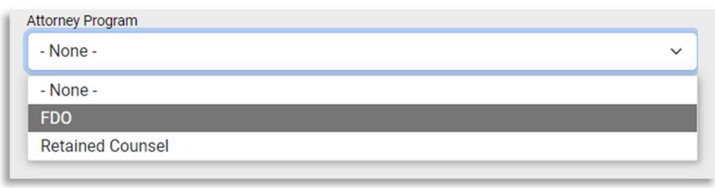


Enter the **Attorney Name** and **Attorney Rate** into those data fields.

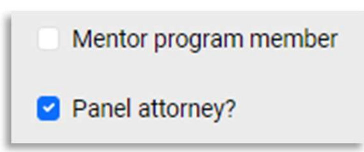
Select the **Attorney Type** from that dropdown menu.



Select the **Attorney Program** from that dropdown menu, if applicable.

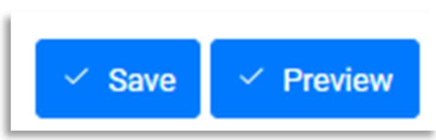


Click on the **Mentor Program Member** and/or **Panel Attorney** checkboxes if applicable.

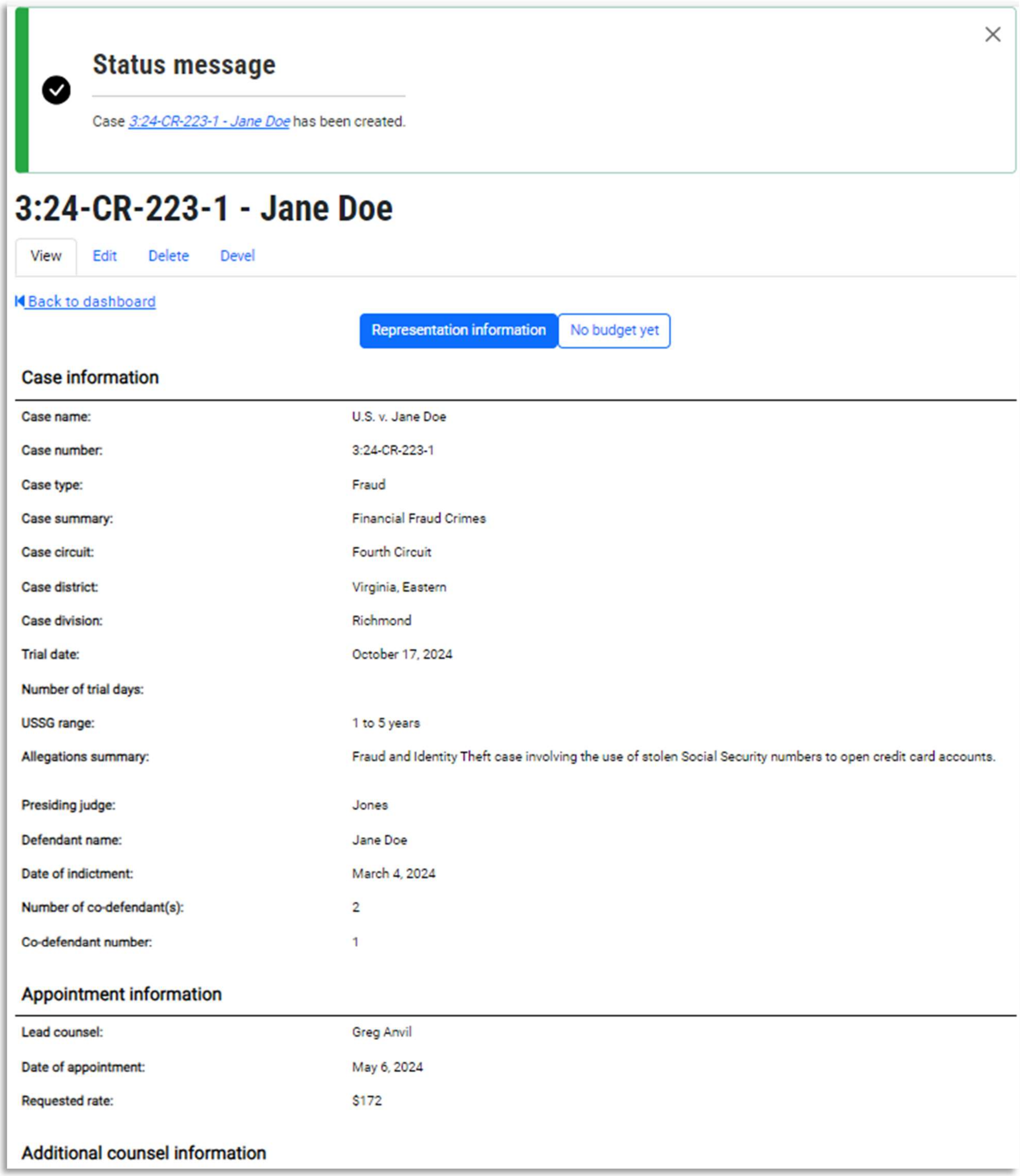


To <u>remove</u> a Co-Counsel from your case, click the **Remove** button at the top right corner of the **Co-Counsel** data area, then click the **Save** button.

After you finish completing all pertinent **Representation**, **Appointment** and **Co-Counsel** data fields, click the **Save** button to save the **New Representation** you have created. You can also <u>preview</u> the representation at any time during the creation process by clicking the **Preview** button.

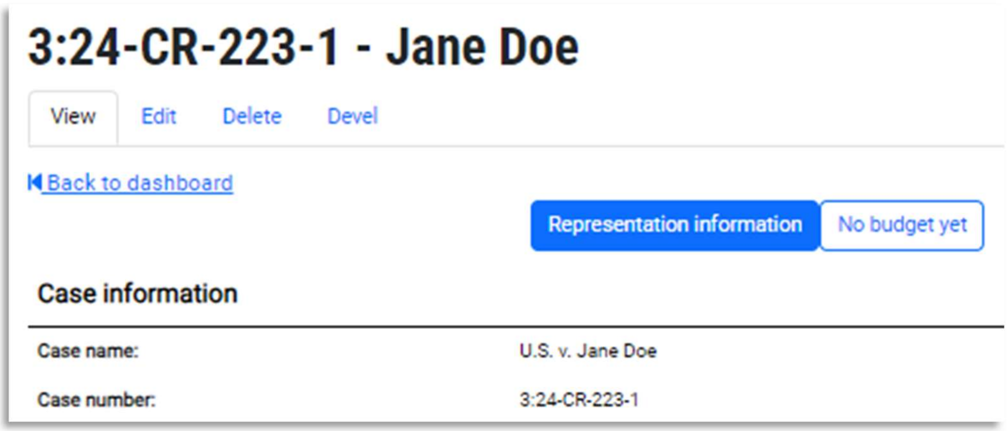


Once you click the **Save** button, your case will be created. A new **Representation Information** page will display with all entered case information and a case creation notification will appear at the top of the window.



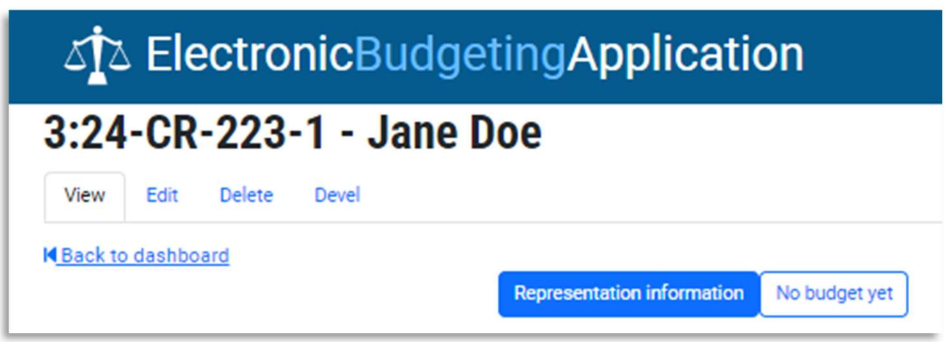
Viewing, Editing or Deleting A New Representation

The **New Representation** page has a row of function tabs at the top of the page. You will automatically land on the **View** function tab when you create the representation. You can make and save new changes to the representation by clicking the **Edit** function tab or delete the representation altogether by clicking the **Delete** function tab.

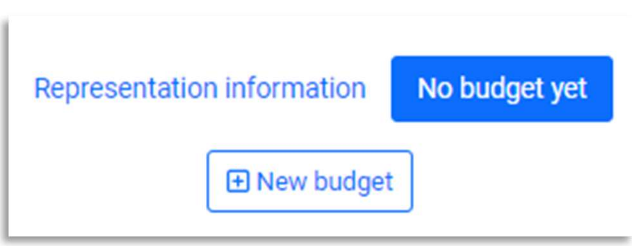


Creating A Budget for A New Representation

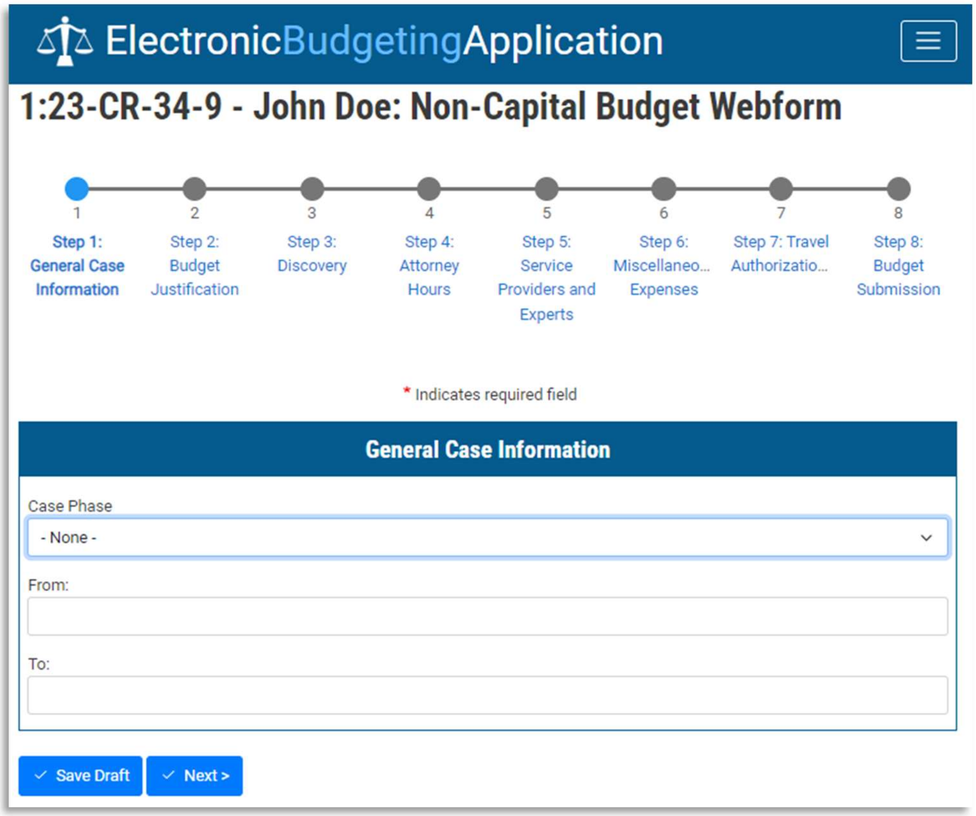
To get started, click the **No Budget Yet** button on the right end of the **New Representation** page.



Next, click the **New Budget** button that appears just below.

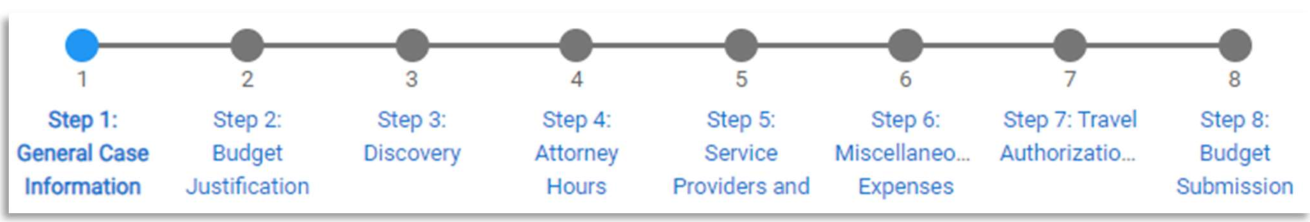


You will navigate to a budget creation page with numbered steps to complete for your new case budget.



Electronic Budgeting Steps To Complete

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



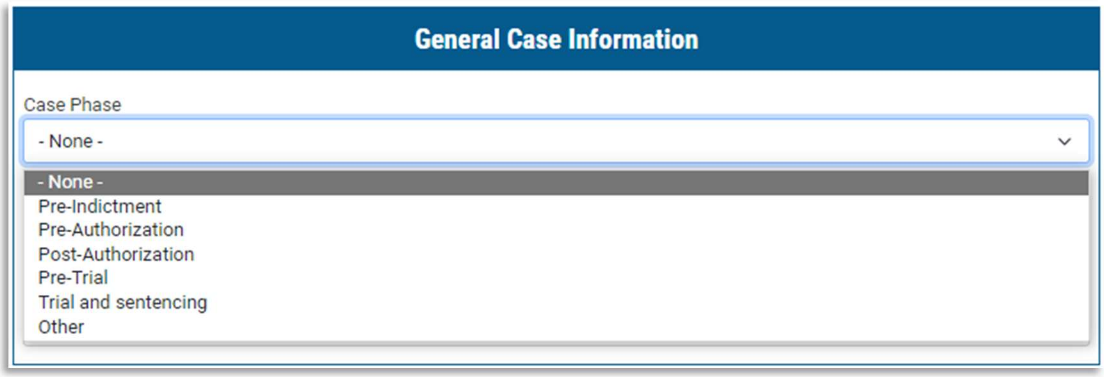
After you have completed and saved the initial **Step 1 – General Case Information** budget step, you can click any of these step headers to navigate instantly between budget steps. The application will autosave your progress whenever you navigate to another budget step. If preparing your budget during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

Step 1: General Case Information

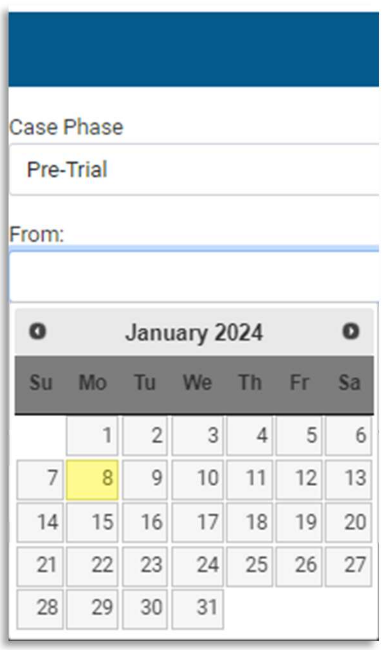
<u>IMPORTANT</u>: To save your budget in this application, you <u>must complete this first budget step and click the **Save Draft** button</u> at the bottom of the screen. After you have clicked the **Save Draft** button, you can navigate to and complete the other budget steps.

<u>General Case Information</u>

Select a **Case Phase** from the drop-down list provided.

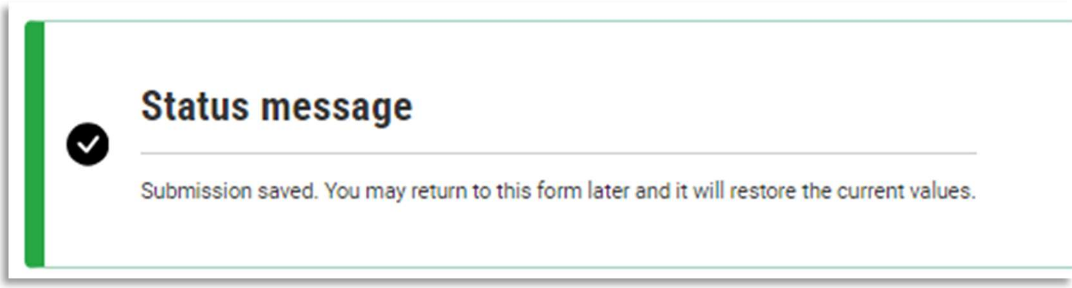


Type the beginning and ending dates for the **Budget Period** into the **From:** and **To:** data fields using the **Calendar Date** graphic. The <u>current</u> date will display as highlighted in yellow.

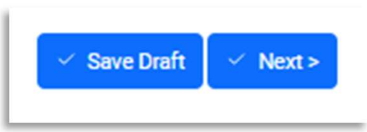


<u>IMPORTANT</u>: Click the **Save Draft** button at the bottom left corner of the page to <u>save Step 1</u> of your budget.

After you click the **Save Draft** button, a **Status Message** will appear confirming that your budget webform with the Step 1 information you have entered has been saved.



To move on to the next budget step, click the **Next** button to the right of the **Save Draft** button at the bottom of the page.



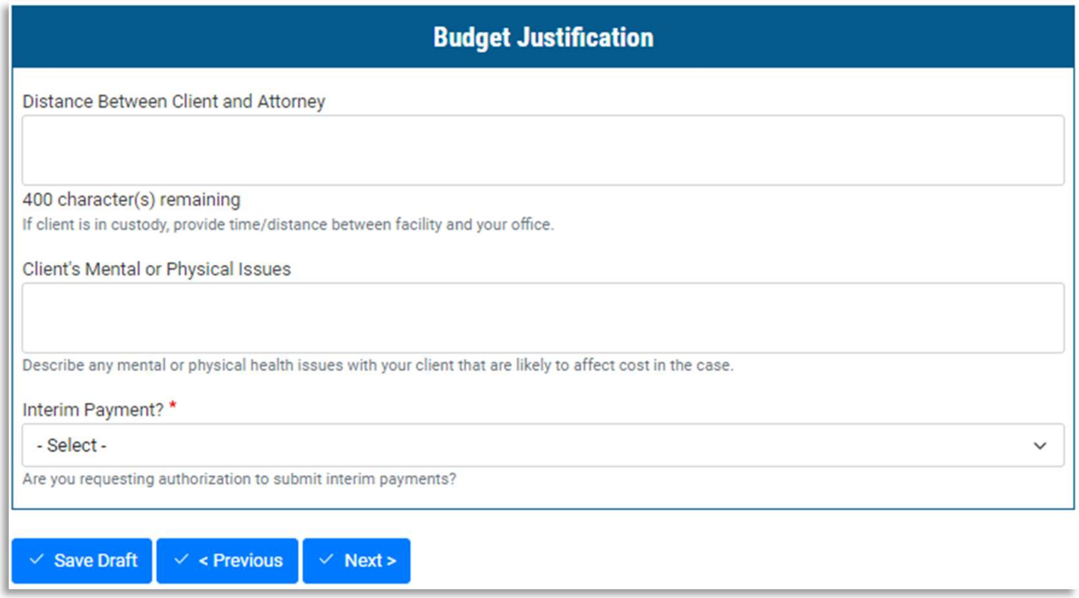
Whenever you complete a budget step and move on to the next one, the **circle** above the completed step will fill with color. A **green circle** indicates that a step has been **completed and saved**. A **blue circle** indicates the step you are currently completing.

If you skip or navigate away from a budget step containing mandatory data fields (marked with a red asterisk) without completing those mandatory data fields, the **circle** above the skipped or viewed/not completed step will display as **red**. When you complete the mandatory data fields, the circle will turn black until you move to another budget step, after which it will turn green.

This feature helps attorneys to remember where they left off when building a budget during multiple online sessions. Your budget will be ready to submit only when green circles appear above all eight budget steps.

Step 2: Budget Justification

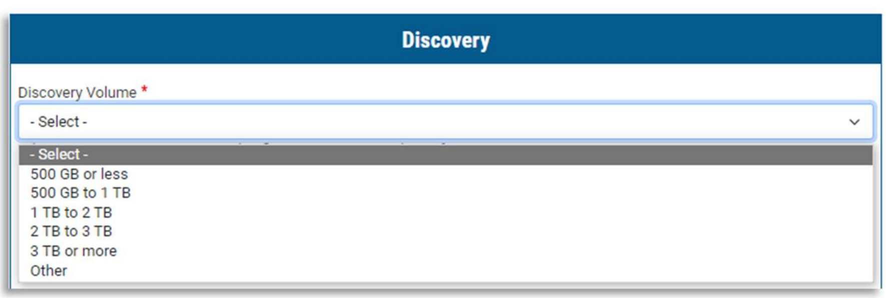
Type your answers to the **Distance Between Client and Attorney** and the **Client's Mental or Physical Issues** data fields and select the drop-down menu option that applies for the **Interim Payment** data field. Then either click the **Save Draft** button or click the **Next** button to move on from **Step 2: Budget Justification** to **Step 3: Discovery**.



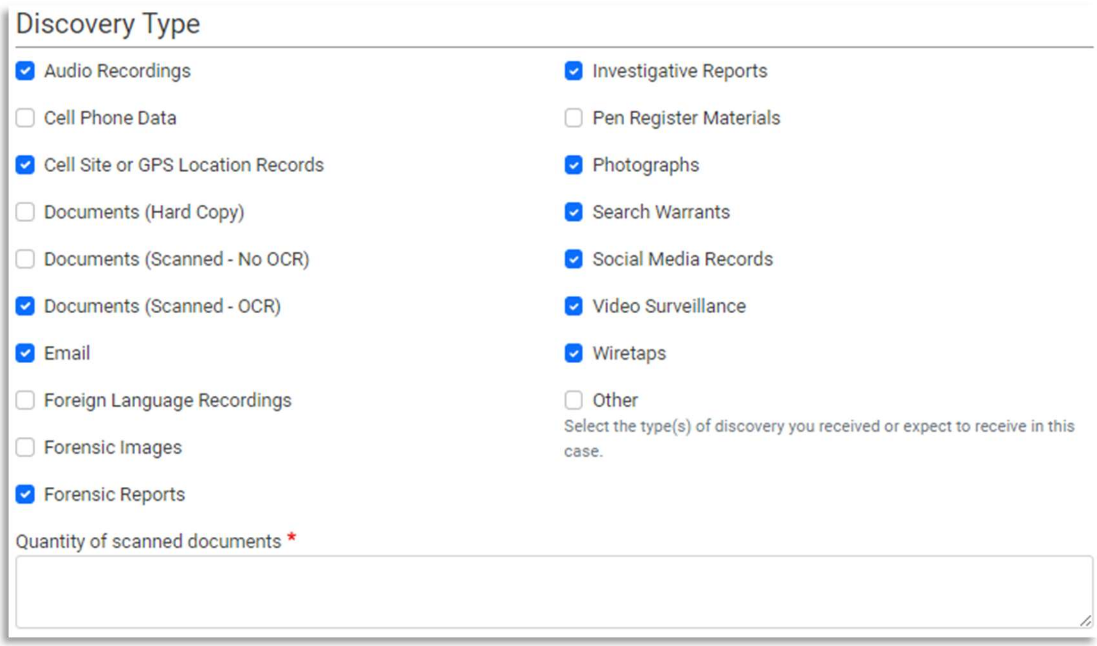
Step 3: Discovery

The **Discovery** budget step allows for detailed description of discovery volume and types, any particular discovery-related needs or issues, discovery tools, discovery coordinator type (if one is used) and discovery practices adversely impacting the complexity or duration of your case.

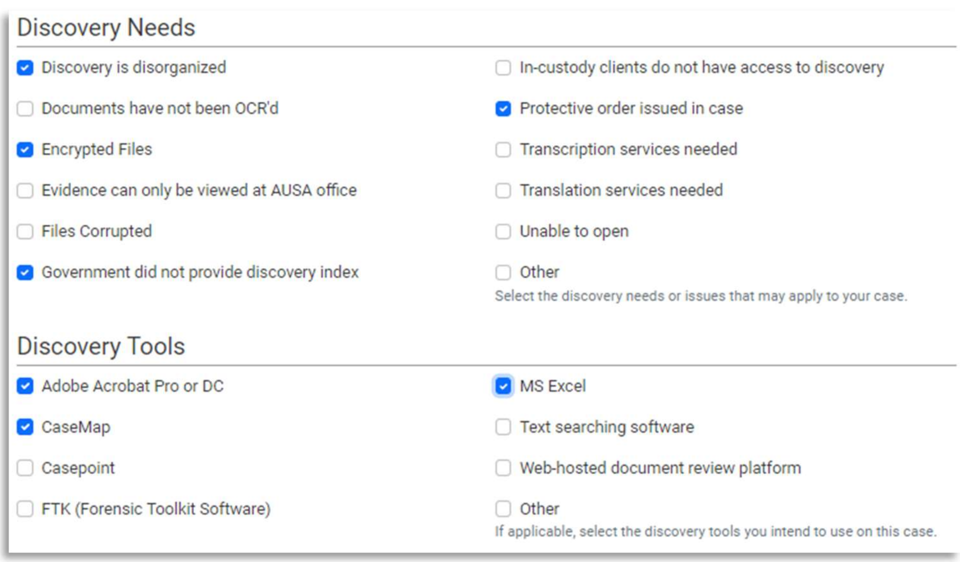
Discovery Volume: Estimate your case's discovery volume by selecting the appropriate choice from the drop-down menu.



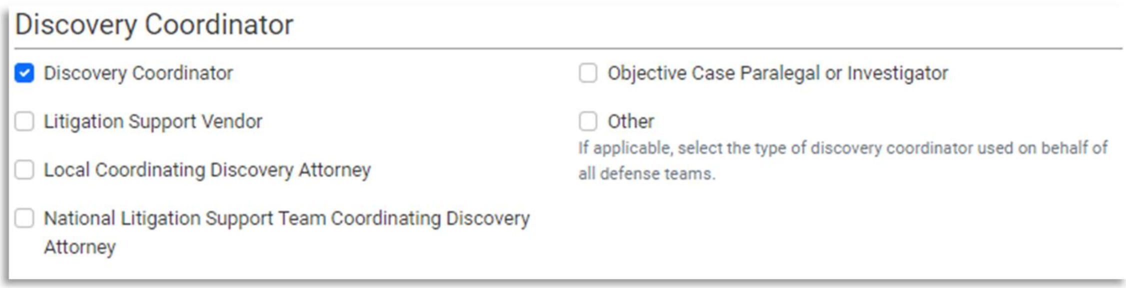
Discovery Type: Provide information on discovery type and page volume by clicking on all of the appropriate discovery type checkboxes which apply. Then manually type a response into the **Quantity of Scanned Documents** data field.



Discovery Needs and Discovery Tools: Describe your discovery needs and any related discovery tools you plan to use by clicking on the appropriate checkboxes.

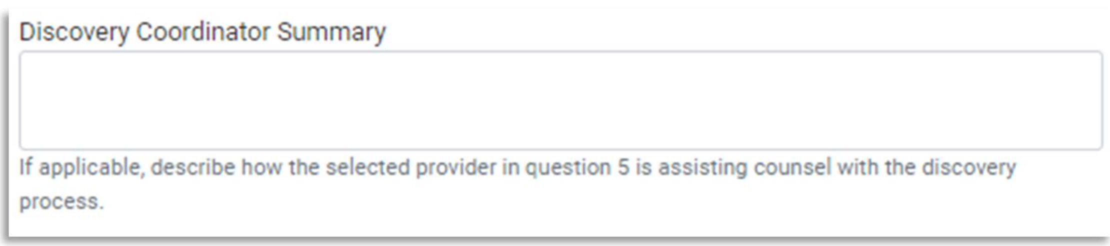


Discovery Coordinator: If you are using a **Discovery Coordinator**, select the coordinator type by clicking on the appropriate checkboxes.

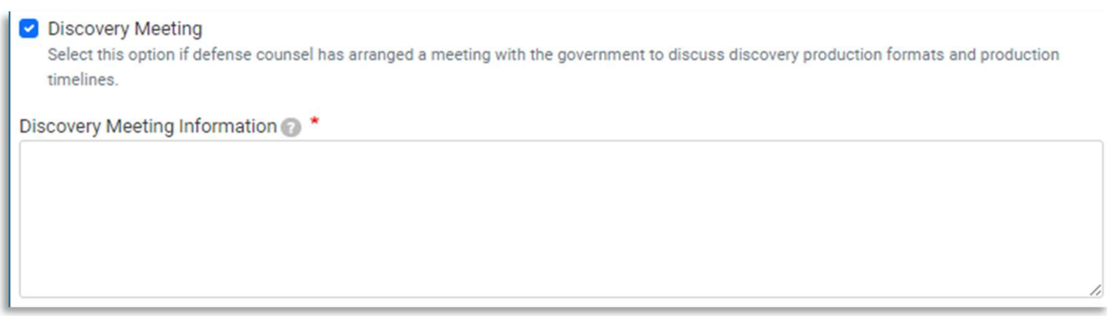


Discovery Coordinator Summary:

Next, type a detailed description of the assistance your Discovery Coordinator will provide in the **Discovery Coordinator Summary** data field.

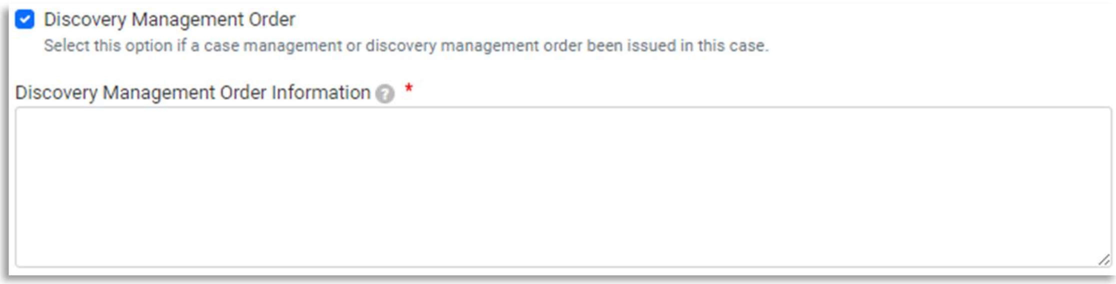


Discovery Meeting: If a **Discovery Meeting** has been scheduled, click that box and complete the blank **Discovery Meeting Information** data field that appears.



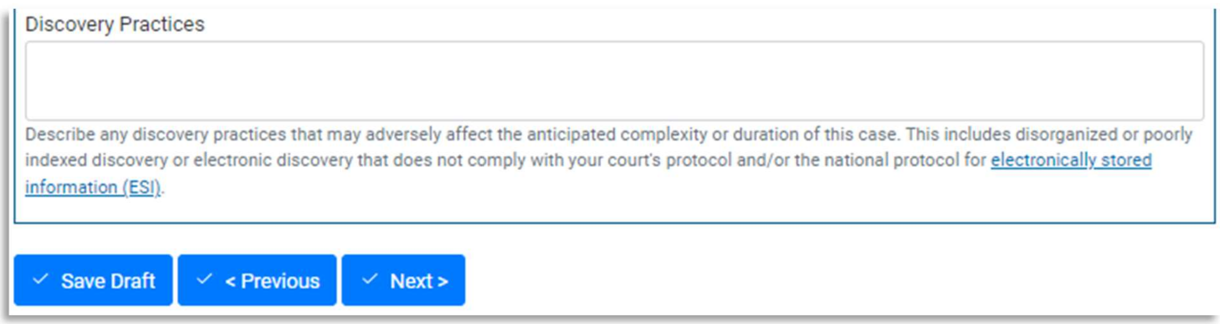
Discovery Management Order:

If the case is subject to a **Discovery Management Order**, click that box and complete the blank **Discovery Management Information** data field that appears.



Discovery Practices:

Complete the **Discovery Practices** blank data field and describe in detail any discovery issues that you expect to adversely affect your case's complexity or duration. Then click the **Save Draft** button or the **Next** button in the lower left corner of the page to save your progress and move on to the next budget step.



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

Step 4: Attorney Hours

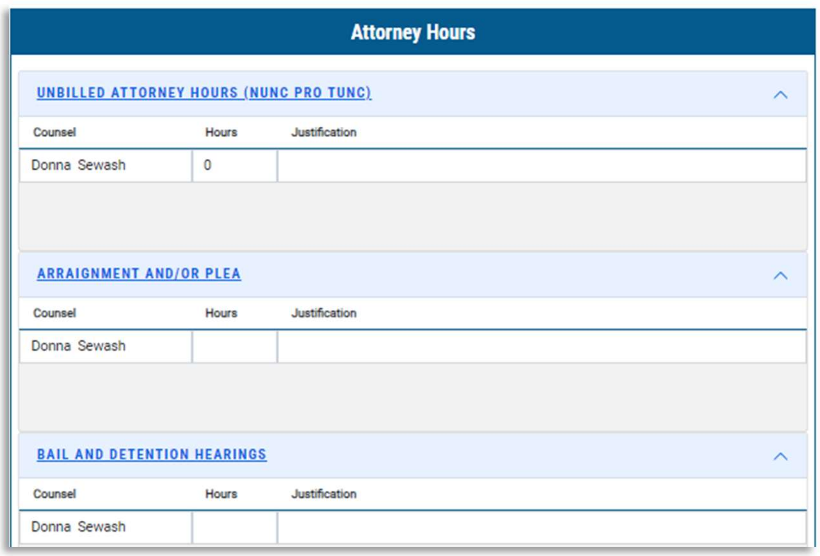
The **Attorney Hours** budget step contains data fields to (1) estimate your attorney time and (2) provide justification for those estimated hours for the following **Attorney Hours** categories:

- 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

The **Counsel Name**, **Counsel Rate**, **Counsel Type** and **Total** will appear automatically in the **Attorney Rates** matrix at the top of the page. Note that as you complete the **Attorney Hours** categories within this budget step, the **Total** in the **Attorney Rates** matrix will automatically update the dollar total.

Complete the **Attorney Hours** section under the **Attorney Rates** matrix by typing 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. You can collapse and expand data fields by clicking the arrow at the right end of any **Attorney Hours** data field.

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



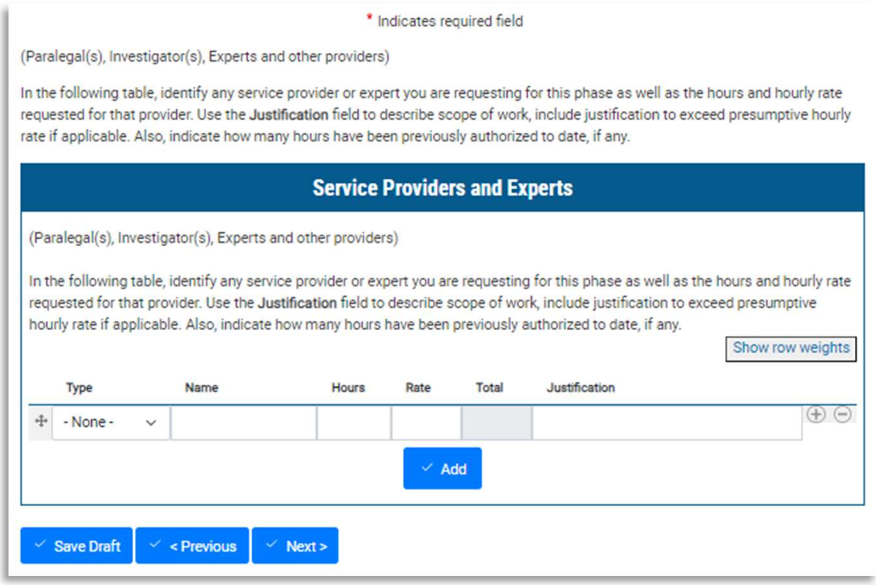
When you have completed all necessary Attorney hours data fields, click the **Save Draft** button at the bottom left of the page. You can scroll back up to the **Attorney Rates** matrix at top of the page to view the updated attorney fees **Total** based on the **Attorney Hours** you have estimated.

After confirming your intended **Attorney Hours** and **Attorney Rates** total, click the **Next** button to move on to the next budget step.

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.

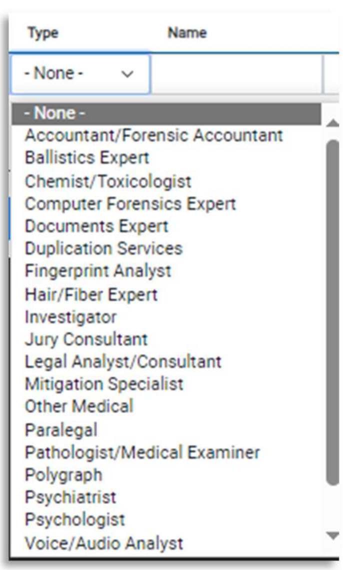
Step 5: Service Providers and Experts

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** button under this line item row to add more service providers or experts.

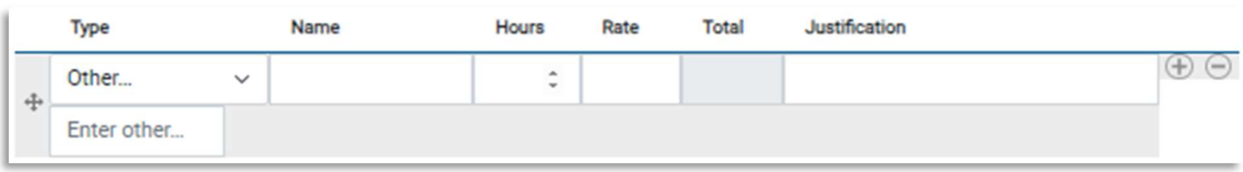


NOTE: Required data fields are noted by a red asterisk.

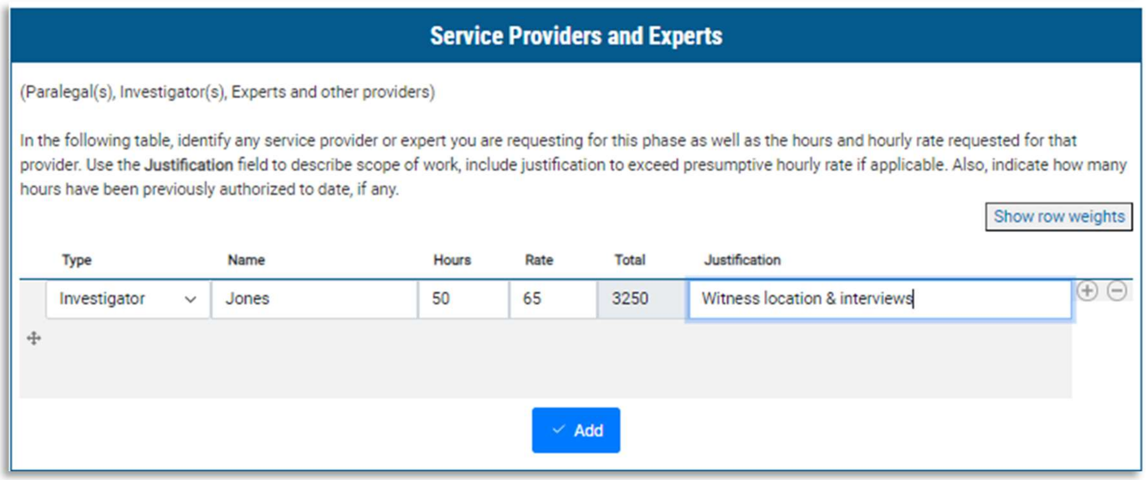
The **Type** drop-down menu contains an extensive list of service provider types. Click on the desired service provider type to select it.



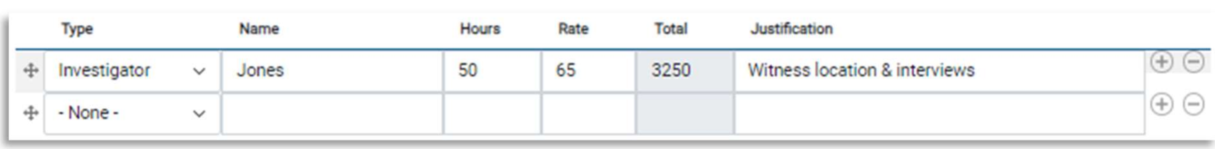
If none of these options describe your service provider, select **Other** at the bottom of the list. A popup box will appear. Type the provider type into that box and complete the **Name**, **Hours**, **Rate** and **Justification** data fields in that row. The **Total** data field will automatically update with the total when you enter the service provider's rate and hours.



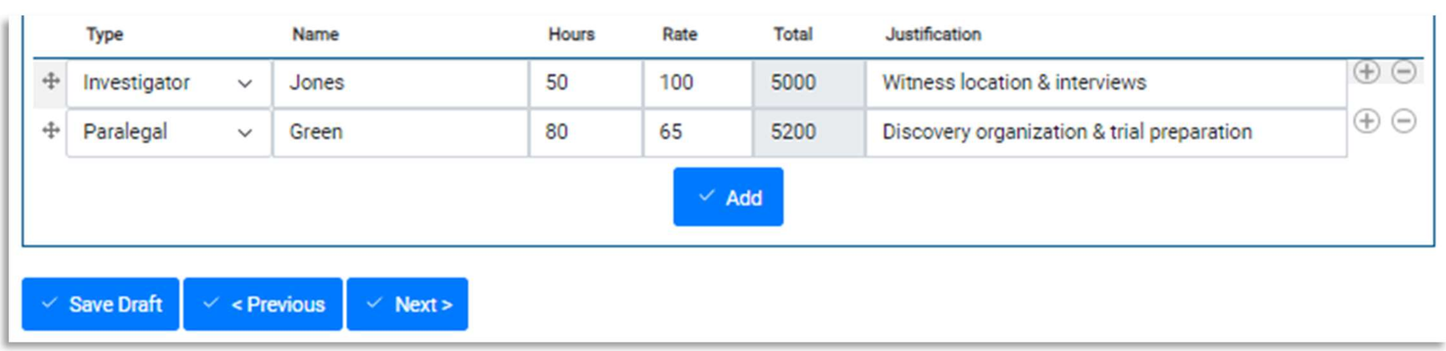
To add an additional service provider, click the **Add** button at the bottom of that matrix.



Another blank row will appear under the row of the service provider you just added. Complete the new row as you did with the first service provider. You can use the **Plus and Minus Icons** at the right end of each row to delete a service provider or add a new one under the current row.

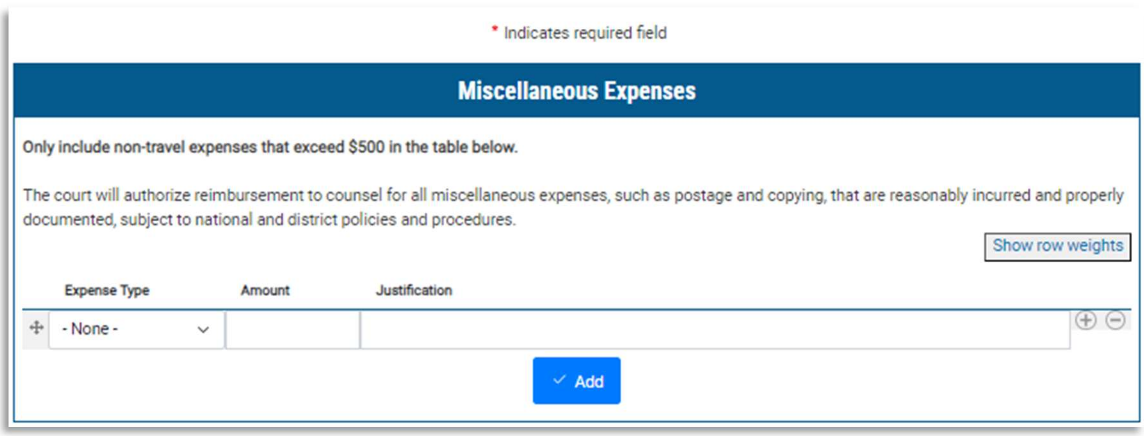


When you have added all service providers or experts you intend to use, click the **Save Draft** button in the lower left corner of the page, then click the **Next** button to move on to the next budget step.

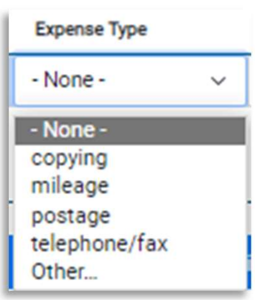


Step 6: Miscellaneous Expenses

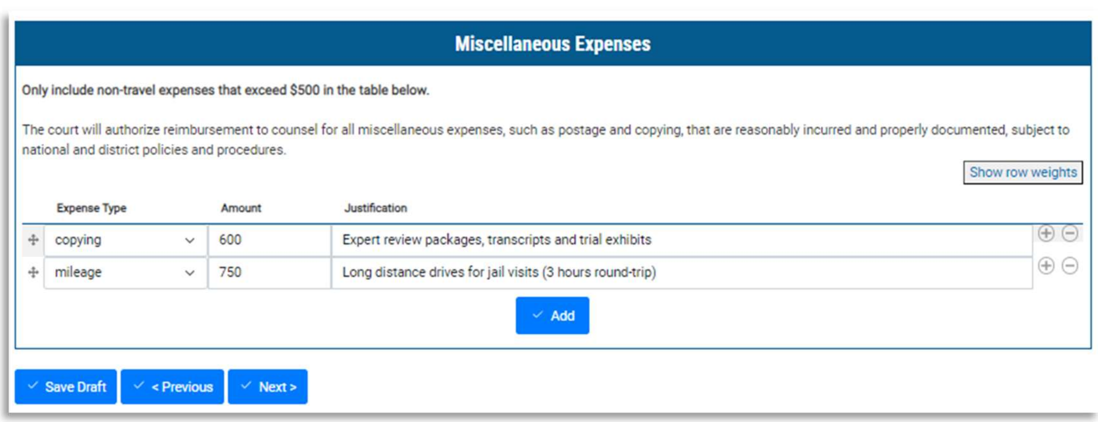
Identify any estimated **Miscellaneous Expenses** expected to exceed $500 in this budget step, excluding travel expenses other than mileage. This budget step contains one line item row for you to add your first **Miscellaneous Expense**. Click the **Add** button to add multiple **Miscellaneous Expenses**.



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.



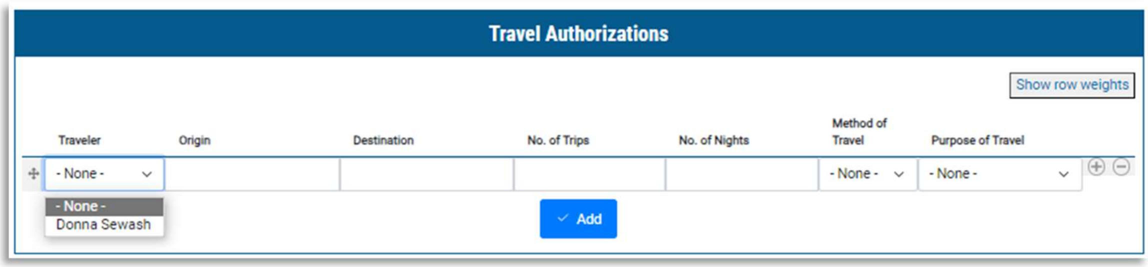
To add additional expenses, click the **Plus Icon** at the far right end of the row. Another blank expense row will appear for you to complete. When you have finished adding all **Miscellaneous Expenses**, click the **Save Draft** button before advancing to the next budget step.



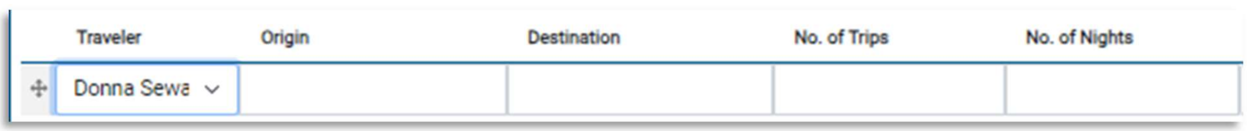
Step 7: Travel Authorizations

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

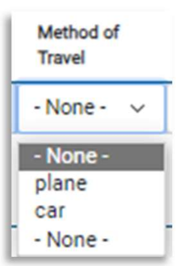
Select the **Traveler** from the drop-down menu at the left end of the row. All attorneys and service providers you have added to your budget will automatically appear on this list.



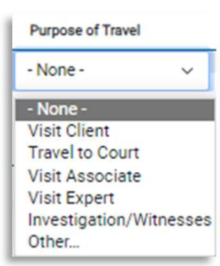
Next, type the **Origin, Destination**, **No. of Trips** and **No. of Nights** into the blank data fields for the **Traveler** you selected.



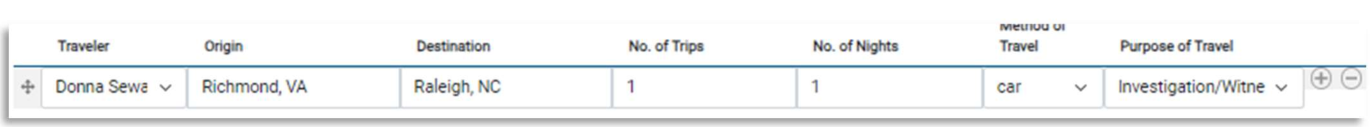
Select the **Method of Travel** from the drop-down menu.



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



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



Adding Multiple Trips or Additional Travelers

To add more trips for this same **Traveler** or to add additional travelers/trips, click the **Plus Icon** at the far right end of the completed trip row.

Purpose of Travel
Investigation/Witne

A new blank trip row will appear just below the first row. You can click the **Plus Icon** multiple times to add as many trips for your **Traveler** or to add as many additional travelers as needed.

Traveler	Origin	Destination	No. of Trips	No. of Nights	Method of Travel	Purpose of Travel
Donna Sewa	Richmond, VA	Raleigh, NC	1	1	car	Investigation/Witne
- None -					- None -	- None -
- None -					- None -	- None -

Deleting A Traveler or Trip

To **DELETE** a traveler or trip you have added, click the **Minus Icon** at the far right end of the row for that traveler or trip. When you click the **Minus Icon**, that row will instantly be deleted without a confirmation prompt. Make sure you have selected the correct traveler or trip to delete before clicking the **Minus Icon**.

Traveler	Origin	Destination	No. of Trips	No. of Nights	Method of Travel	Purpose of Travel
Donna Sewa	Richmond, VA	Raleigh, NC	1	1	car	Investigation/Witne

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.

In addition to completing this request, you will still need to create separate travel authorizations (TRAVEL) in eVoucher or file a motion with the Court for any out-of-district travel/overnight travel prior to booking flights.

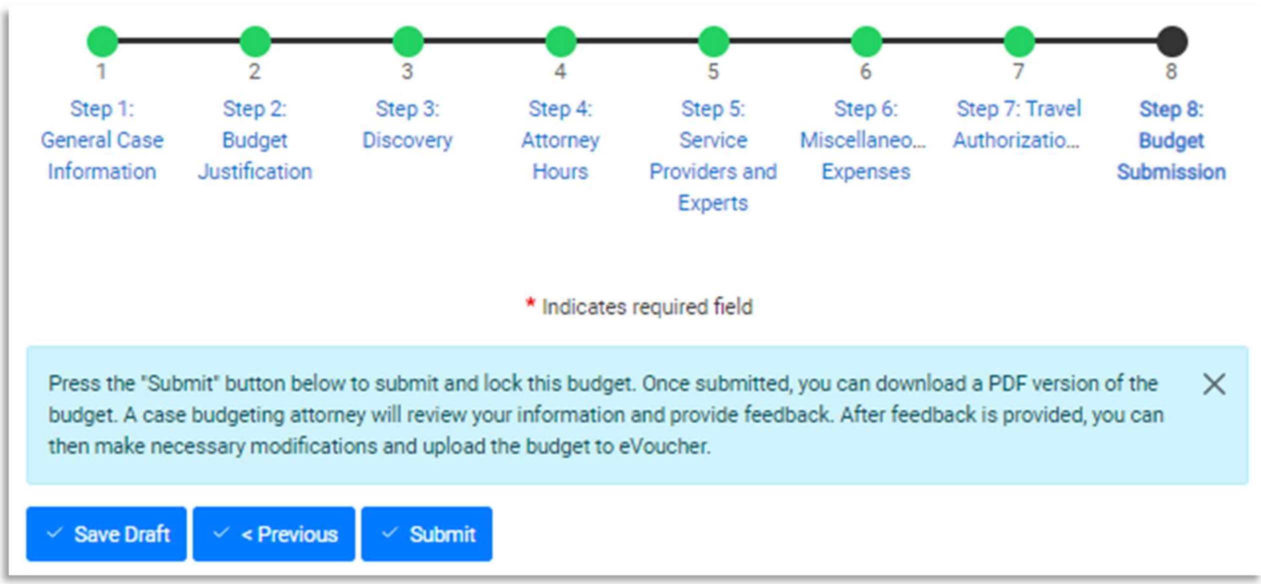
Prior to booking any out of district travel, please refer to the following resources to make sure your costs and fares are reasonable:

- Verify that the costs are within the per diem for the districts you are traveling: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup
- Use GSA City Pairs: https://cpsearch.fas.gsa.gov/cpsearch/search.do
- OCONUS Rates: https://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Click the **Save Draft** button before clicking the **Next** button to move on 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. When you click on the **Step 8: Budget Submission** step, a light blue text box will appear with final budget submission and download instructions.



Before submitting your budget, Click the **Save Draft** button, then return to Step 1 of your budget. Carefully review the first seven budget steps in detail one last time to ensure that it is complete, all progress has been saved and that no further changes are needed. When you are satisfied that your budget is ready to submit, return to Step 8: Budget Submission.

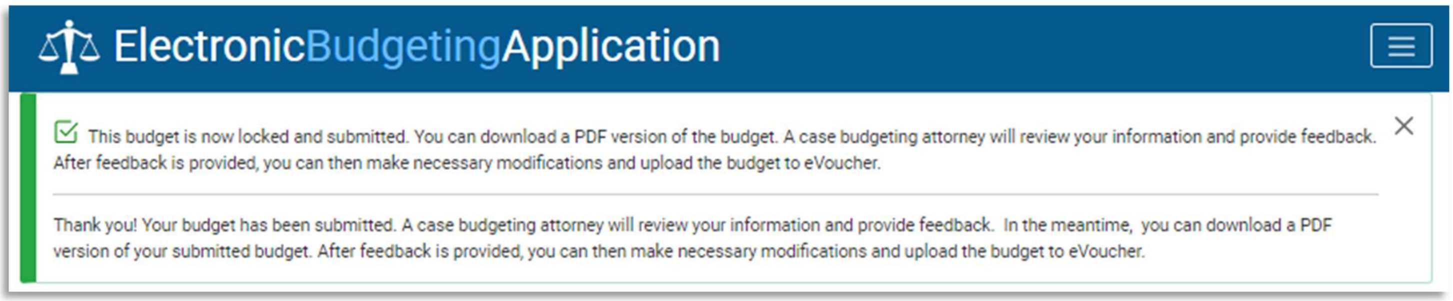
Final Budget Review and Edits

Return to Step 1 of your budget and carefully review the first seven budget steps in detail one last time to ensure that it is complete, all progress has been saved and that no further changes are needed. When you are satisfied that your budget is ready to submit, return to Step 8: Budget Submission.

Submitting Your Final Budget – Point of No Return

To submit your budget, click the **Submit** button at the bottom of the **Step 8: Budget Submission** page. ***THIS IS THE POINT OF NO RETURN***. After clicking **Submit**, the **Edit** function tab will no longer function and your submitted budget will be locked to prevent any further changes.

You will be returned to the **CJA Dashboard** and the following budget submission notifications will appear at the top of the page.



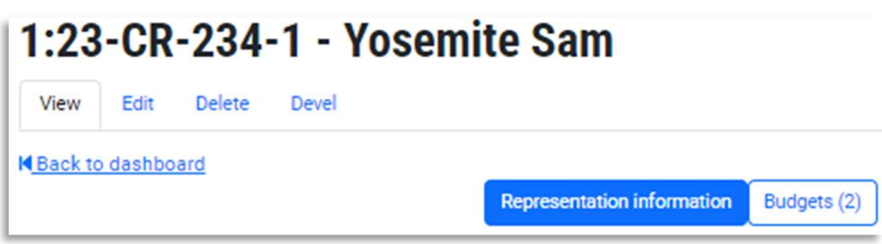
NOTE: Your Case Budgeting attorney will now be able to view your submitted budget. Your Case Budgeting Attorney can unlock your submitted budget if needed to allow you to make any recommended revisions and to resubmit. If your Case Budgeting Attorney unlocks your submitted budget, its status in your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

Viewing Your Submitted Budget

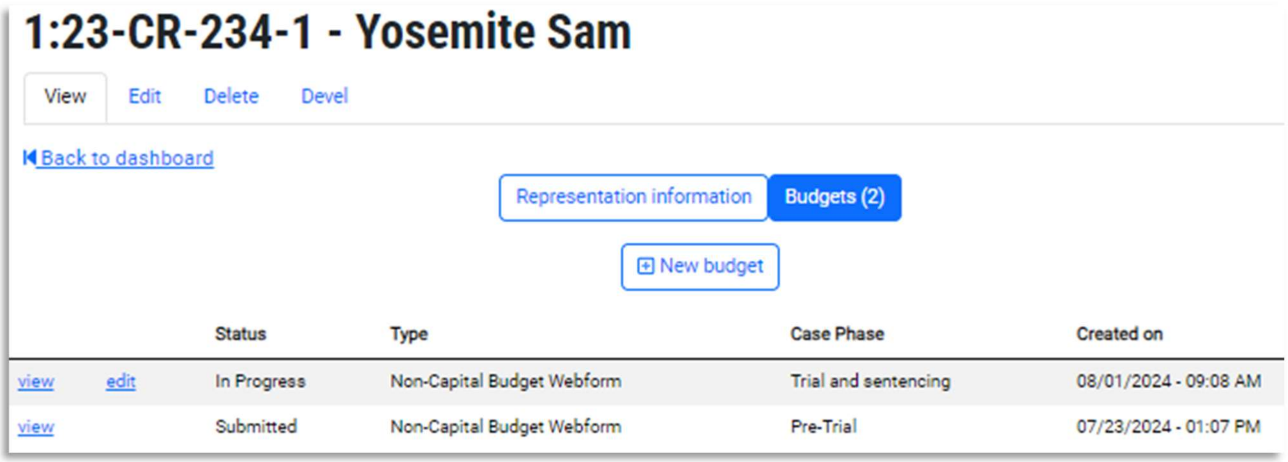
To view your submitted budget, click on the desired **Representation** on your CJA Dashboard, then click the **Internal Representation Title** on the far left end of that representation row.

Internal Representation Title	Case Name	Case Number	Defendant	District	Budgets
1:23-CR-234-1 - Yosemite Sam	U.S. v. Yosemite Sam	1:23-CR-234-1	Yosemite Sam	Virginia, Eastern	2
1:24-CR.333-1 - Barney Rubble	USA v. Rubble	1:24-CR.333-1	Barney Rubble	Virginia, Eastern	1
1:24-CR-27-1 - George Jetson	U.S. v. Jetson	1:24-CR-27-1	George Jetson	North Carolina, Eastern	1

You will be taken to the **Representation Information** view. Next to the **Representation Information button** at the top of the window is a **Budgets button** showing in parentheses the total number of budgets for that case.

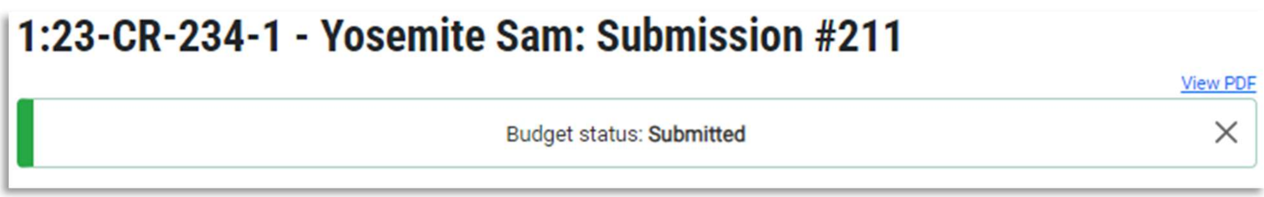


Click the **Budgets button** to display a list of all in progress (draft) and submitted budgets you have created for that representation. Click the **View** link at the far left end of the row to view the desired budget.

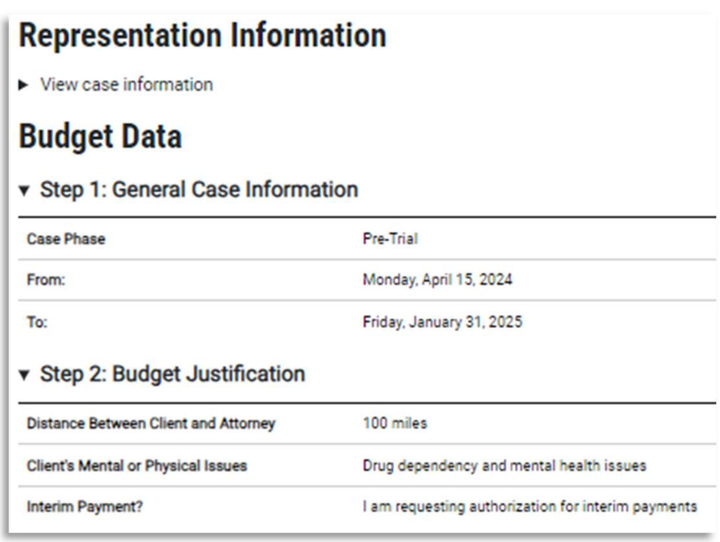


Downloading A Copy of Your Submitted Budget

While viewing a submitted budget, you can view a **PDF Version** by clicking the **View PDF link** at the top right of the window.



To view your budget **Representation Information** and/or **Budget Step** details, click the arrow at the far left end of the desired section to expand or collapse it.



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 in 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.

Receiving A Funding Authorization

When your Case Budgeting Attorney approves your budget, he/she will create a **Funding Authorization** and will email it to you in pdf format. **Funding Authorizations** are not transmitted to panel attorneys or displayed inside the **Electronic Budgeting Application**. The pdf you receive from your **Case Budgeting Attorney** will include all **Funding Authorization** details with **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 have a similar format to your **Submitted Budget**. A partial image of a **Funding Authorization** is shown below.

UNITED STATES DISTRICT COURT
District of Virginia, Eastern
BUDGET FUNDING AUTHORIZATION

Defendant: Barney Rubble

Circuit: Fourth Circuit

Counsel: Bugs Bunny

Case Number: 1:24-CR.333-1

Time Period: From 03/18/2024 to 03/24/2025 or to the conclusion of the representation.

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

Attorney Hours					
Task	Bugs Bunny		Road Runner		Comments
	Req'd	App'd	Req'd	App'd	
Unbilled Attorney Hours (Nunc Pro Tunc)	300	300	300	300	
Arraignment and/or Plea	4	4	4	4	
Bail and Detention Hearings	2	2	2	2	
Motion Hearings	12	12	12	12	
Trial	100	75	100	100	
Sentencing Hearings	4	4	4	4	
Revocation Hearings	0	0	0	0	
Appeals Court	0	0	0	0	
Other	2	2	2	2	
Interviews and Conferences	40	40	40	40	
Obtain and Review Records	120	120	120	120	
Legal Research and Brief Writing	60	60	60	60	
Travel	40	40	40	40	
Investigative and Other Work	60	60	60	60	
Budget Preparation	3	3	3	3	
TOTAL ATTORNEY HOURS	747	722	747	747	
TOTAL FEES PER ATTY	$164,340.00	$158,840.00	$164,340.00	$164,340.00	

Additional Electronic Budgeting Help

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