



ElectronicBudgetingApplication

Attorney User Manual

version 2.1

August 2025

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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

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.

Notice to Users

This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

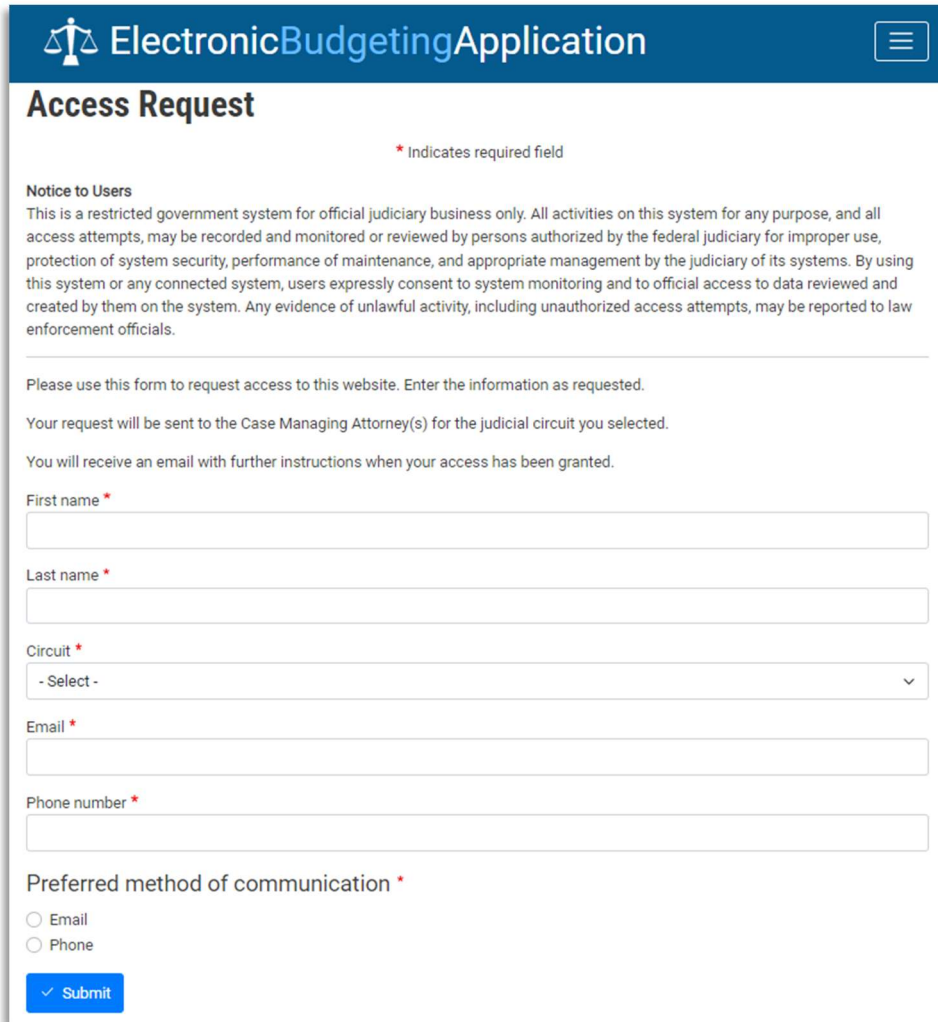
✓ Log in with Okta

[Reset your password](#)

Don't have an account?

[Request access](#)

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**.



Electronic Budgeting Application

Access Request

* Indicates required field

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Please use this form to request access to this website. Enter the information as requested.

Your request will be sent to the Case Managing Attorney(s) for the judicial circuit you selected.

You will receive an email with further instructions when your access has been granted.

First name *

Last name *

Circuit *

- Select -

Email *

Phone number *

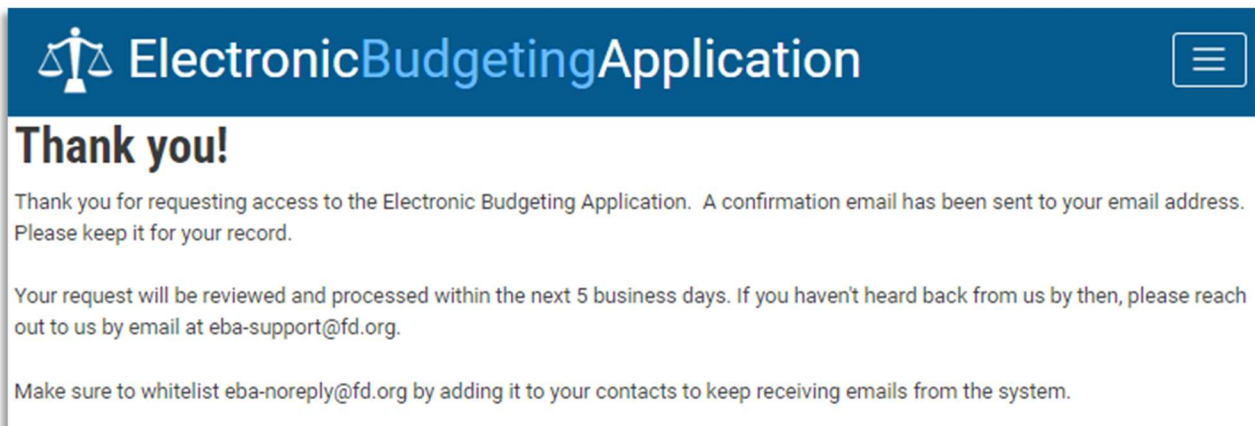
Preferred method of communication *

☐ Email

☐ Phone

✓ Submit

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



Electronic Budgeting Application

Thank you!

Thank you for requesting access to the Electronic Budgeting Application. A confirmation email has been sent to your email address. Please keep it for your record.

Your request will be reviewed and processed within the next 5 business days. If you haven't heard back from us by then, please reach out to us by email at eba-support@fd.org.

Make sure to whitelist eba-noreply@fd.org by adding it to your contacts to keep receiving emails from the system.

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: [redacted].com [redacted].com>
Subject: An administrator created an account for you at Electronic Budgeting Application

[redacted].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: [redacted].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.


 **ElectronicBudgetingApplication**

Set password

This is a one-time login for [redacted]@gmail.com.

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

This login can be used only once.



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 all 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**.

The screenshot shows a password reset form with the following elements:

- Status message:** A green checkmark icon followed by the text: "Status message. You have just used your one-time login link. It is no longer necessary to use this link to log in. Please set your password."
- First Name:** A text input field containing "Donna".
- Last Name:** A text input field containing "Sewash_TEST".
- Email address:** A text input field containing a redacted email address followed by "@gmail.com". Below the field, a note states: "The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications."
- Password:** A text input field containing ten asterisks. Below the field is a green progress bar and the text "Password strength: Strong".
- Confirm password:** A text input field containing ten asterisks, highlighted with a green border.
- Passwords match:** The text "yes" is displayed below the confirm password field.
- Footer text:** "To change the current user password, enter the new password in both fields."

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.

Preferred Communication

Email ▾

Circuit *

☐ First Circuit
☐ Second Circuit
☐ Third Circuit
☒ Fourth Circuit
☐ Fifth Circuit
☐ Sixth Circuit
☐ Seventh Circuit
☐ Eighth Circuit
☐ Ninth Circuit
☐ Tenth Circuit
☐ Eleventh Circuit
☐ D.C. Circuit

federal court circuit user is assigned

SAM ID #

Please enter your SAM ID# if you have one (optional)

^ Locale settings

Time zone

New York ▾

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

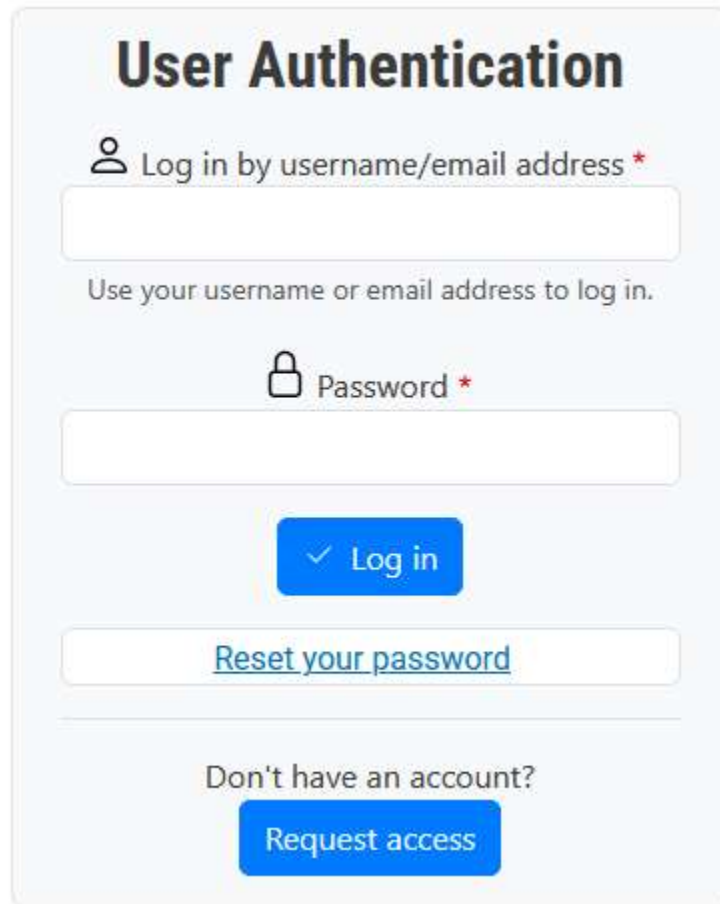
Save

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.



The image shows a 'User Authentication' form with a light blue background. At the top, the title 'User Authentication' is in bold black text. Below it is a user icon and the text 'Log in by username/email address *'. There is a white input field for this. Below the input field is the text 'Use your username or email address to log in.' followed by a lock icon and the text 'Password *'. There is another white input field for the password. Below the password field is a blue button with a white checkmark and the text 'Log in'. Below the button is a white button with the text 'Reset your password' in blue. At the bottom, there is a link 'Don't have an account?' and a blue button with the text 'Request access'.

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.



Status message



Email sent successfully.

Email tfa verify login

One-time login security code *



We sent you an email containing your one-time login security code. Please enter the code provided to proceed.

✓ Verify

✓ Resend

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



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

To [redacted]

Dear [redacted]

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

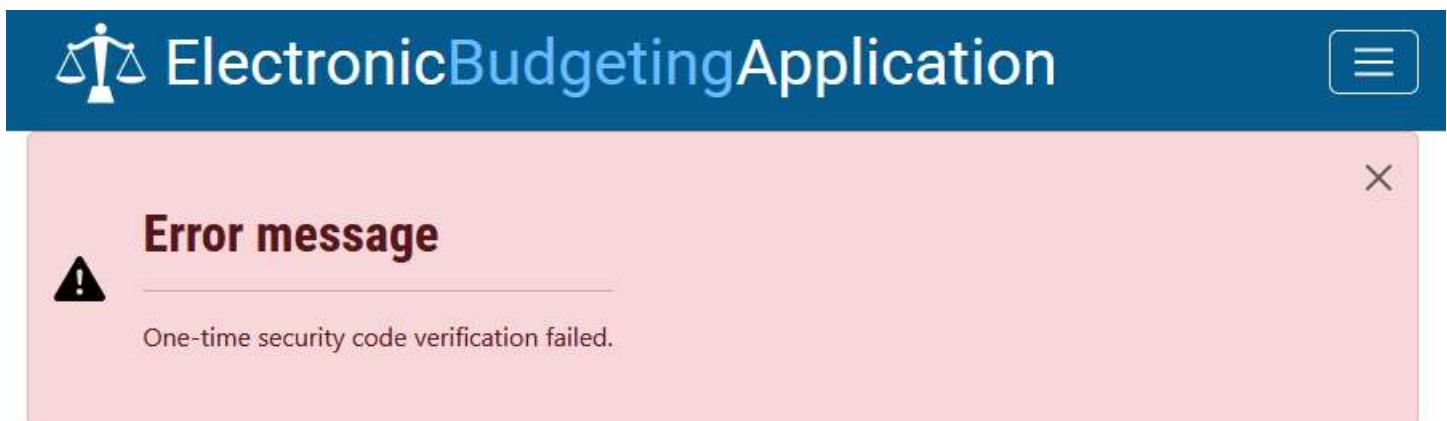
This is an automated email sent by the application from an unmonitored address, please do not reply to this email.

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:



Email tfa verify login

One-time login security code *

We sent you an email containing your one-time login security code. Please enter the code provided to proceed.

NOTE: If you do not verify the security code within five minutes 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

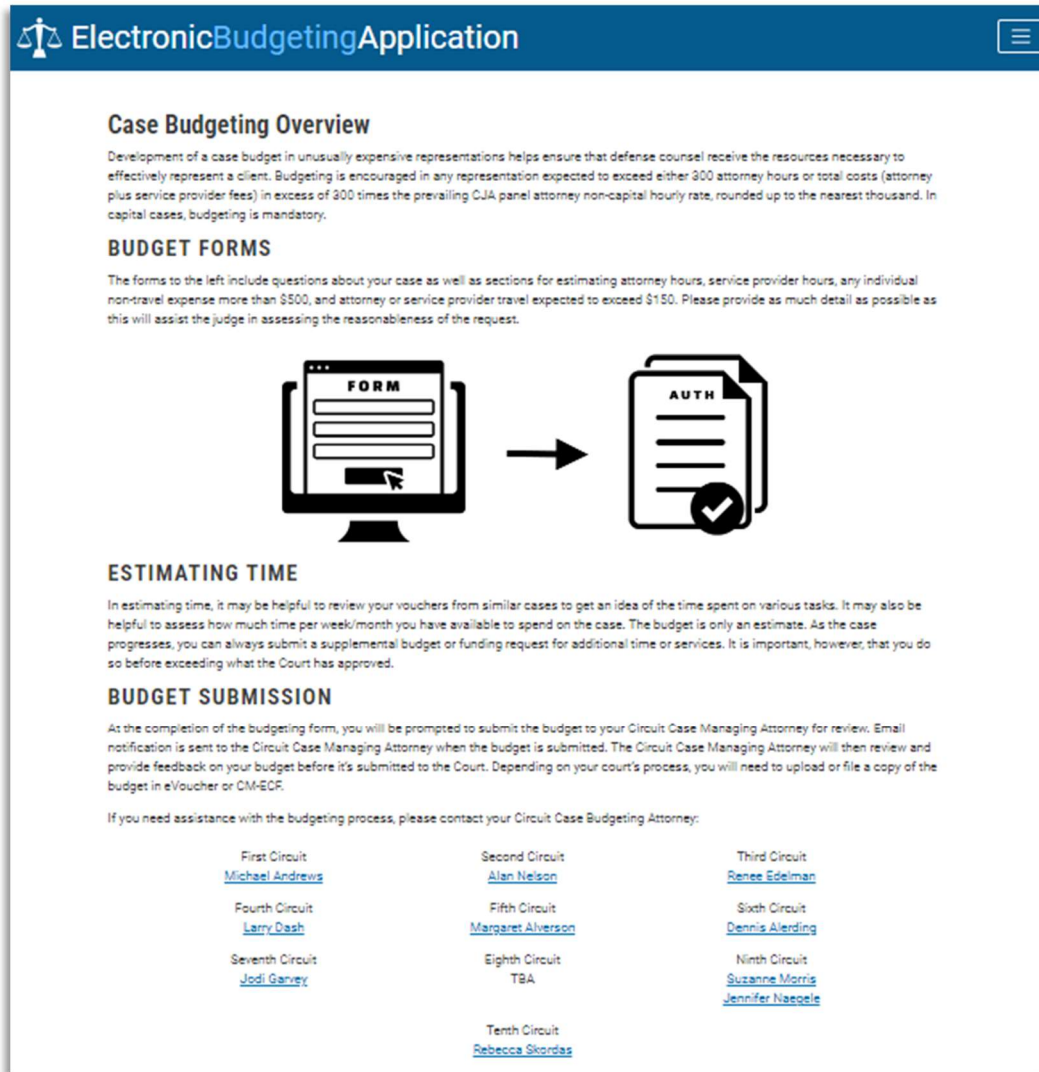
You must click the **Save** button at the bottom of the initial **Step 1 – General Case Information** budget step to save your new budget. After that, the application will **autosave** your progress whenever you navigate to another budget step. When preparing a budget during multiple online sessions,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

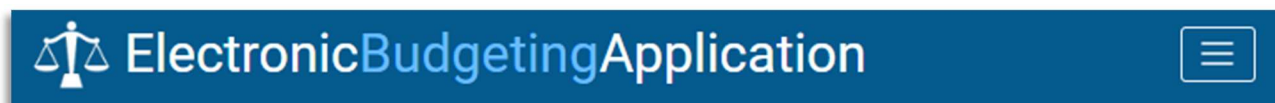
EBA Home Page

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.

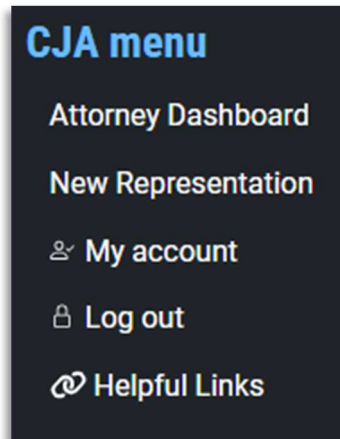


CJA Menu

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.

Home > Donna Sewash

Donna Sewash

View Connected Accounts Edit

First Name *
Donna

Last Name *
Sewash

Email address *
.....@gmail.com
The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Phone Number
123-456-7892

Preferred Communication
Email ▾

Circuit *

- ☐ First Circuit
- ☐ Second Circuit
- ☐ Third Circuit
- ☒ Fourth Circuit
- ☐ Fifth Circuit
- ☐ Sixth Circuit
- ☐ Seventh Circuit
- ☐ Eighth Circuit
- ☐ Ninth Circuit
- ☐ Tenth Circuit
- ☐ Eleventh Circuit
- ☐ D.C. Circuit

federal court circuit user is assigned

SAM ID #

Please enter your SAM ID# if you have one (optional)

Locale settings

Time zone
New York ▾
Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

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.



Welcome

The Electronic Budgeting Application (EBA) is a tool for CJA Panel attorneys to create and track budgets to procure funding and resources on criminal cases. Budgets generated in this tool can be uploaded to eVoucher or filed on CM-ECF, depending on the Court's practice.

If you need assistance with the budgeting process, please contact your Circuit Case Budgeting Attorney:

First Circuit
[Michael Andrews](#)

Second Circuit
[Alan Nelson](#)

Third Circuit
[Renee Edelman](#)

Fourth Circuit
[Larry Dash](#)

Fifth Circuit
[Margaret Alverson](#)

Sixth Circuit
[Dennis Aldering](#)

Seventh Circuit
[Jodi Garvey](#)

Eighth Circuit
[Mark Thomason](#)


Ninth Circuit
[Suzanne Morris](#)
[Jennifer Naegele](#)

Tenth Circuit
[Rebecca Skordas](#)


Notice to Users


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User Authentication

 Log in by username/email address *

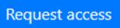
Use your username or email address to log in.

 Password *

 Log in

[Reset your password](#)

Don't have an account?



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.

Case Number *

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.

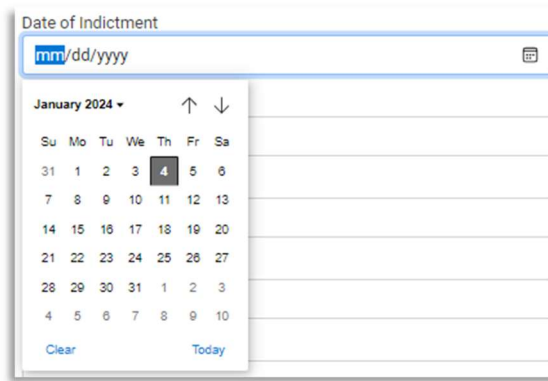
Circuit *

- Select a value -

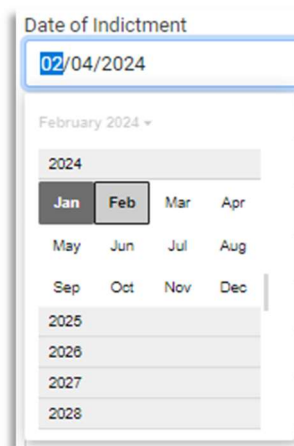
- Select a value -
- First Circuit
- Second Circuit
- Third Circuit
- Fourth Circuit
- Fifth Circuit
- Sixth Circuit
- Seventh Circuit
- Eighth Circuit
- Ninth Circuit
- Tenth Circuit
- Eleventh Circuit
- D.C. Circuit

Calendar Date Fields

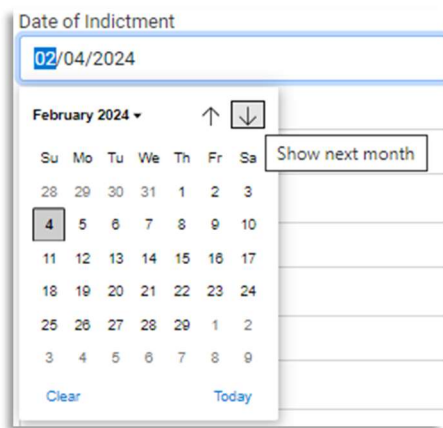
Calendar Date Fields allow for selection of a date. You can manually enter a date (**mm/dd/yyyy**) or select a date using the **Date Picker** graphic. You can select a date using the calendar month graphic, month and year drop-down menus and day boxes as shown below. The calendar month graphic will automatically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



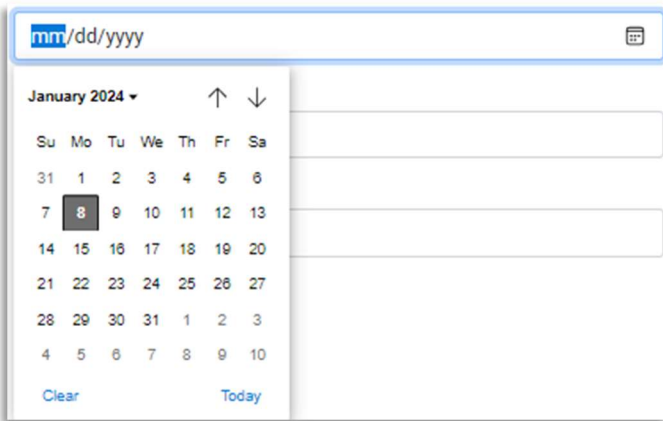
You can also navigate to the next or previous month of the current year by clicking the **Up and Down Arrows** at the top of the calendar month displayed.



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

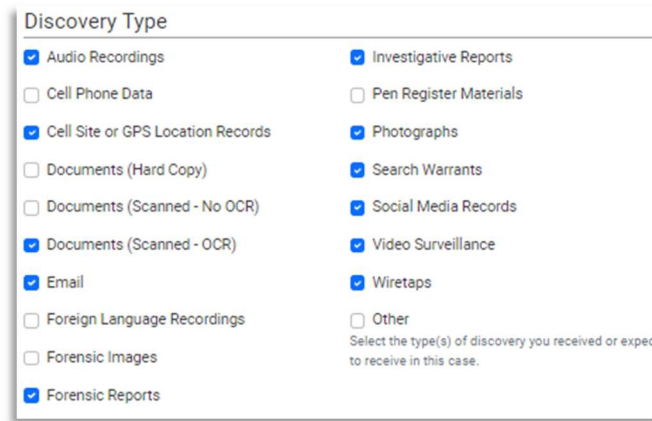


Clicking the **Clear** option at the bottom left will reset the **Date** field to a blank state. Clicking the **Today** option at the bottom right will select the current date. You can also change a date you have selected by clicking anywhere inside the **Date Picker** graphic and selecting a different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



Check Box Fields

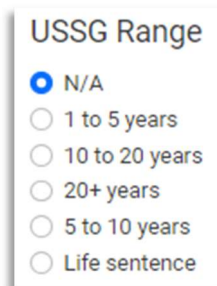
Check Box Fields allow for the selection of multiple options in a group of choices. Click the check box for each item you want to select and it will display as blue with a check mark inside. To unselect a check box, click it again and it will revert to a blank state.



The screenshot shows a form titled "Discovery Type" with two columns of checkboxes. The first column includes: Audio Recordings (checked), Cell Phone Data (unchecked), Cell Site or GPS Location Records (checked), Documents (Hard Copy) (unchecked), Documents (Scanned - No OCR) (unchecked), Documents (Scanned - OCR) (checked), Email (checked), Foreign Language Recordings (unchecked), Forensic Images (unchecked), and Forensic Reports (checked). The second column includes: Investigative Reports (checked), Pen Register Materials (unchecked), Photographs (checked), Search Warrants (checked), Social Media Records (checked), Video Surveillance (checked), Wiretaps (checked), and Other (unchecked). Below the "Other" checkbox is the text: "Select the type(s) of discovery you received or expect to receive in this case."

Filled Dot Fields

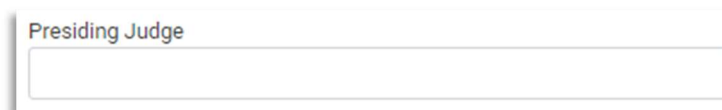
Filled Dot Fields allow for the selection of one option from a list of multiple options. The default option is **N/A**. To select a different option from the list, click the unfilled dot to the left of the desired option. That dot will now display as blue-filled. To deselect an option you have checked,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



The screenshot shows a form titled "USSG Range" with a list of radio buttons. The first option, "N/A", is selected with a blue-filled dot. The other options are: 1 to 5 years, 10 to 20 years, 20+ years, 5 to 10 years, and Life sentence, all of which have unfilled dots.

Blank Data Fields

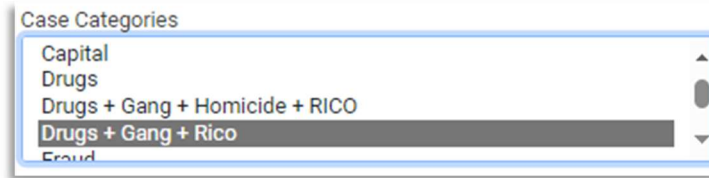
Blank Data Fields are fill-in-the-blank spaces where you can manually type a response. To complete, click inside the data field and begin typing. The Blank Data Fields are large enough to accommodate the detailed answers needed for your case budget. The information you type into **Blank Data Fields** can be edited at any time before submission of your budget.



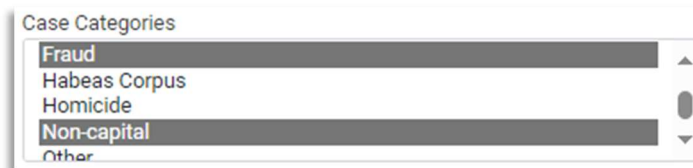
The screenshot shows a form titled "Presiding Judge" with a single text input field below the title.

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.



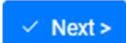

To select a single option, simply click on it to highlight it. To select multiple options, click on the first desired option, then select any additional ones by clicking on them while also pressing your keyboard's **Ctrl** button. All options you have selected should now be highlighted. You can also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

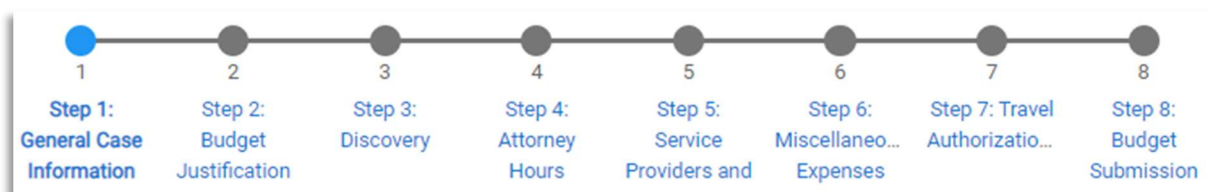


Saving Your Progress Within A Draft Budget

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

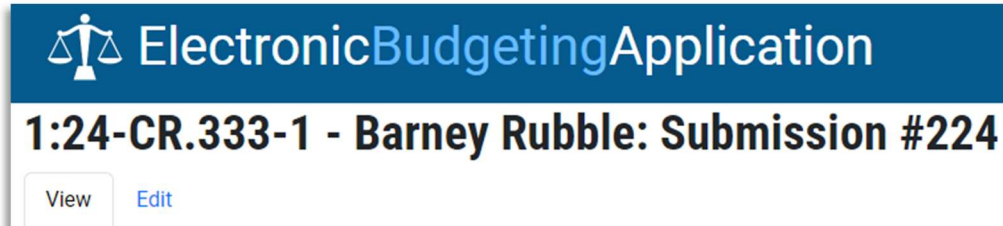
Navigate back and forth between budget steps by clicking the  **Next >** or  **< Previous** buttons at the bottom of each budget step. You can also click any of the budget step buttons at the top of the budget step you are working on as shown below.



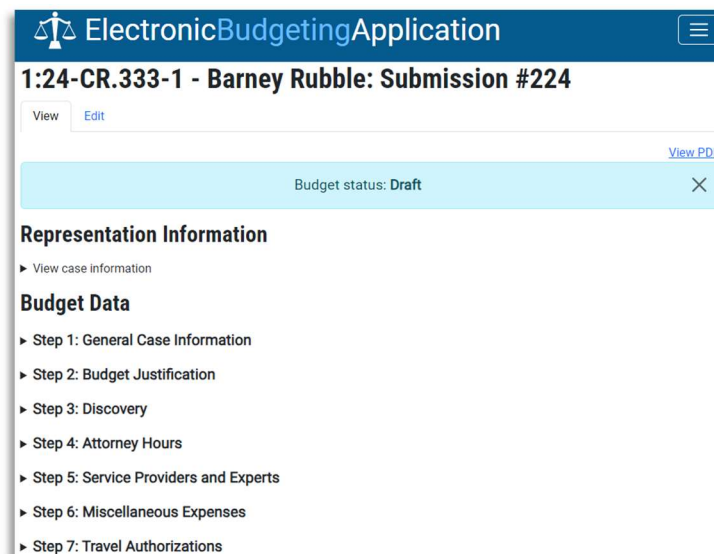
NOTE: You must click the **Save Draft** button once while still in the initial **Step 1 – General Case Information** budget step to create/save your budget. Be sure to save at this step before navigating to the other budget steps.

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.

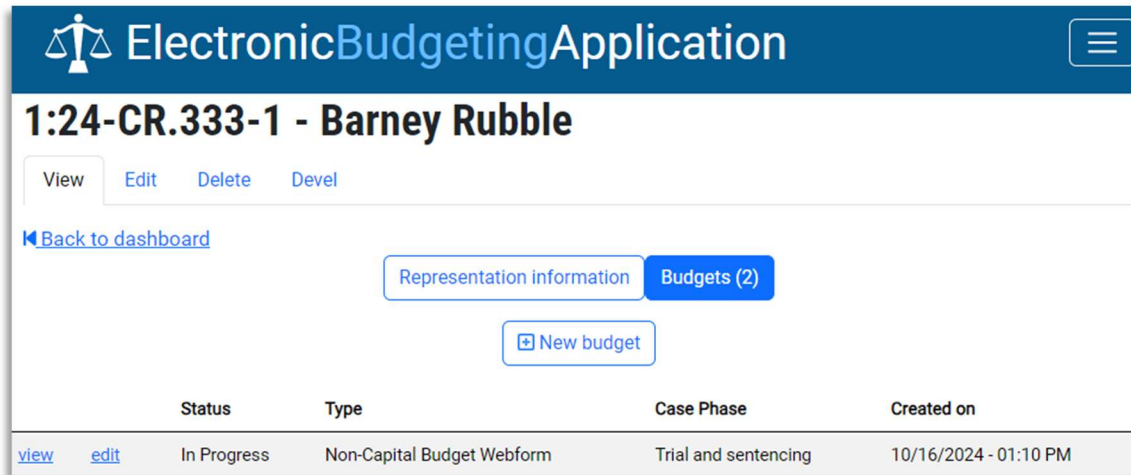


A summary of the full draft budget will now display. You can view or hide the details of any budget step by clicking on the **black arrow** on the left end of that budget step. To exit this view and return to editing your draft budget, simply click the **Edit** function tab at the top of the page.



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.



ElectronicBudgetingApplication

1:24-CR.333-1 - Barney Rubble

View Edit Delete Devel

[Back to dashboard](#)

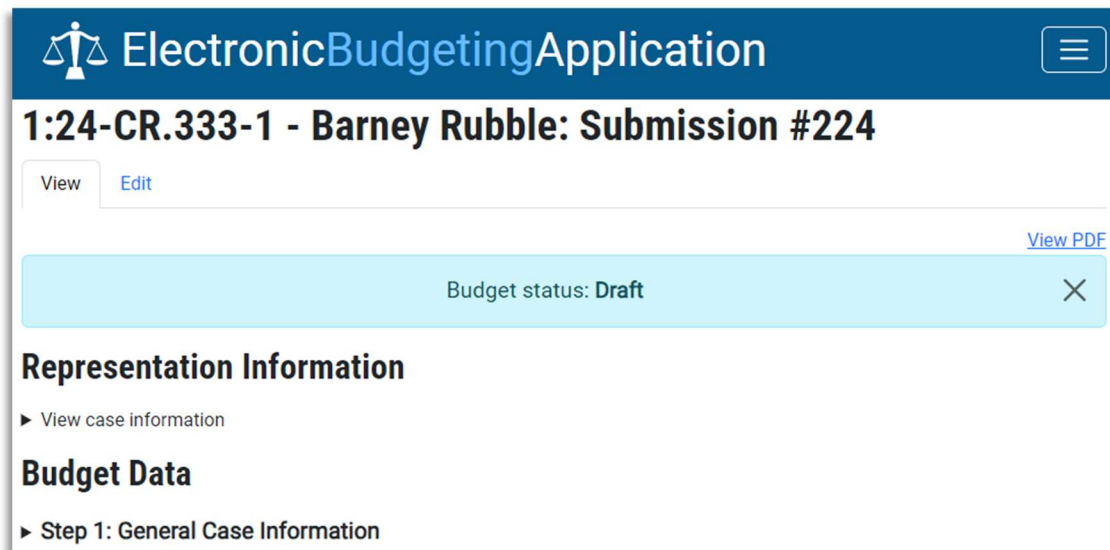
Representation information Budgets (2)

+ New budget

Status	Type	Case Phase	Created on
view edit	In Progress	Non-Capital Budget Webform	Trial and sentencing
			10/16/2024 - 01:10 PM

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.



ElectronicBudgetingApplication

1:24-CR.333-1 - Barney Rubble: Submission #224

View Edit

[View PDF](#)

Budget status: Draft

Representation Information

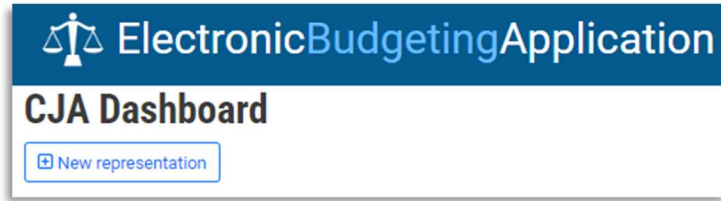
▸ View case information

Budget Data

▸ Step 1: General Case Information

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.

REPRESENTATION INFORMATION

Defendant First Name

John

Defendant Middle Name

Defendant Last Name *

Doe

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

Date of Indictment

mm/dd/yyyy

January 2024

↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Clear Today

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

Date of Indictment

02/04/2024

February 2024

2024

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

2025

2026

2027

2028

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.

Date of Indictment

02/04/2024

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

Clear Today

Show next month

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

Date of Indictment

05/20/2024

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

Number of Co-Defendants

Co-Defendant Number

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

Case Name

U.S. v. John Doe

Case Number *

1:24-CR-34-1

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

The image shows two dropdown menus. The first is labeled 'Circuit *' and has 'Fourth Circuit' selected. The second is labeled 'District' and has 'North Carolina, Eastern' selected.

Circuit *

- Select a value -
- First Circuit
- Second Circuit
- Third Circuit
- Fourth Circuit**
- Fifth Circuit
- Sixth Circuit
- Seventh Circuit
- Eighth Circuit
- Ninth Circuit
- Tenth Circuit
- Eleventh Circuit
- D.C. Circuit

District

- Select a district -
- Maryland
- North Carolina, Eastern**
- North Carolina, Middle
- North Carolina, Western
- South Carolina
- Virginia, Eastern
- Virginia, Western
- West Virginia, Northern
- West Virginia, Southern

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

The image shows a dropdown menu labeled 'Division' with 'Fayetteville' selected.

Division

- Select a division -
- Select a division -
- Elizabeth City
- Fayetteville**
- New Bern
- Raleigh
- Wilmington
- Greenville

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

The image shows a date picker for 'Trial Date' with the date '03/25/2024' selected.

Trial Date

03/25/2024

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

The image shows two input fields: 'Number of Trial Days' and 'Presiding Judge'.

Number of Trial Days

Presiding Judge

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

USSG Range

- ☐ N/A
☐ 1 to 5 years
☒ 10 to 20 years
☐ 20+ years
☐ 5 to 10 years
☐ Life sentence

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.

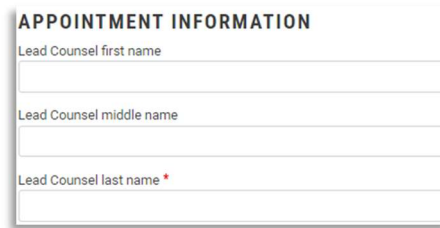
To select multiple **Case Categories**, click on the first one, then select any additional ones by clicking on them while also pressing your keyboard's **Ctrl** button. All **Case Categories** you select should be highlighted. You can also deselect a **Case Category** you did not mean to highlight by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



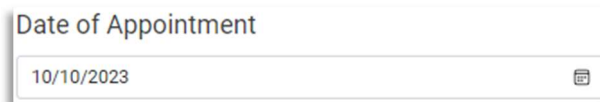
APPOINTMENT INFORMATION

Lead Counsel first name

Lead Counsel middle name

Lead Counsel last name *

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**.



Date of Appointment

10/10/2023

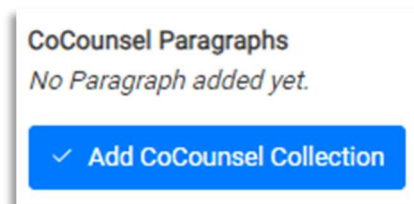
Enter the **Lead Counsel Rate** into that data field.



Lead Counsel Rate *

172

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

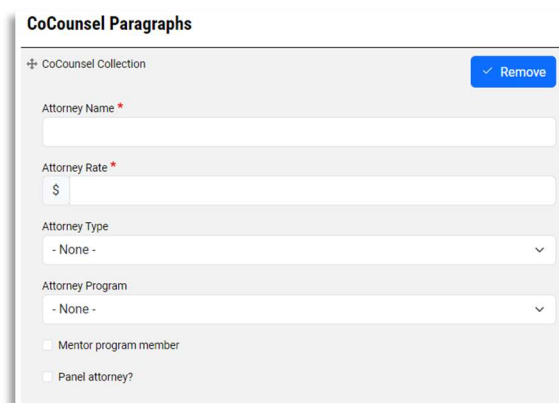


CoCounsel Paragraphs

No Paragraph added yet.

✓ Add CoCounsel Collection

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



CoCounsel Paragraphs

+ CoCounsel Collection Remove

Attorney Name *

Attorney Rate *

\$

Attorney Type

- None -

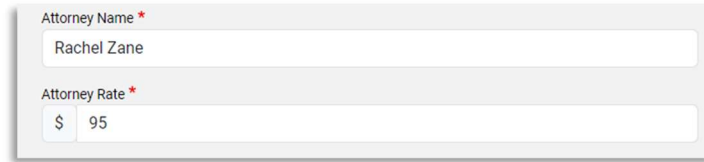
Attorney Program

- None -

☐ Mentor program member

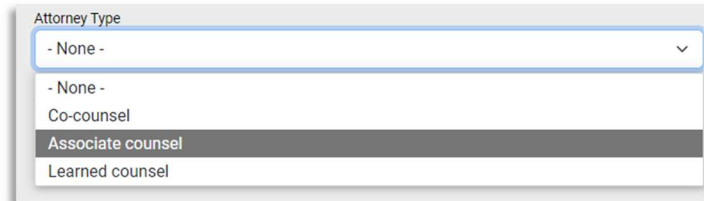
☐ Panel attorney?

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



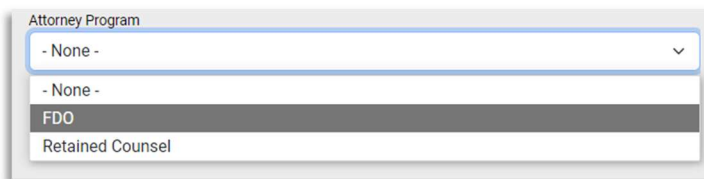
A screenshot of a form with two input fields. The first field is labeled "Attorney Name" with a red asterisk and contains the text "Rachel Zane". The second field is labeled "Attorney Rate" with a red asterisk, has a dollar sign icon, and contains the number "95".

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



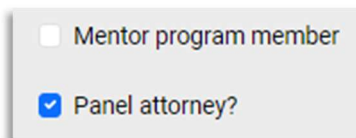
A screenshot of a dropdown menu titled "Attorney Type". The menu is open, showing options: "- None -", "- None -", "Co-counsel", "Associate counsel" (which is highlighted), and "Learned counsel".

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



A screenshot of a dropdown menu titled "Attorney Program". The menu is open, showing options: "- None -", "- None -", "FDO" (which is highlighted), and "Retained Counsel".

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



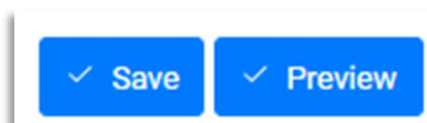
A screenshot of two checkboxes. The first checkbox is labeled "Mentor program member" and is unchecked. The second checkbox is labeled "Panel attorney?" and is checked.

To remove 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.



A screenshot of a data area titled "CoCounsel Paragraphs". It contains a collection labeled "CoCounsel Collection" with a plus icon. In the top right corner, there is a blue button with a checkmark and the text "Remove".

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 preview the representation at any time during the creation process by clicking the **Preview** button.



A screenshot of two blue buttons. The first button has a checkmark and the text "Save". The second button has a checkmark and the text "Preview".

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.

Status message
×

Case [3:24-CR-223-1 - Jane Doe](#) has been created.

3:24-CR-223-1 - Jane Doe

[View](#)
[Edit](#)
[Delete](#)
[Devel](#)

[Back to dashboard](#)

[Representation information](#)
[No budget yet](#)

Case information

Case name:	U.S. v. Jane Doe
Case number:	3:24-CR-223-1
Case type:	Fraud
Case summary:	Financial Fraud Crimes
Case circuit:	Fourth Circuit
Case district:	Virginia, Eastern
Case division:	Richmond
Trial date:	October 17, 2024
Number of trial days:	
USSG range:	1 to 5 years
Allegations summary:	Fraud and Identity Theft case involving the use of stolen Social Security numbers to open credit card accounts.
Presiding judge:	Jones
Defendant name:	Jane Doe
Date of indictment:	March 4, 2024
Number of co-defendant(s):	2
Co-defendant number:	1

Appointment information

Lead counsel:	Greg Anvil
Date of appointment:	May 6, 2024
Requested rate:	\$172

Additional counsel information

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.

The screenshot shows the '3:24-CR-223-1 - Jane Doe' representation page. At the top, there are four tabs: 'View' (selected), 'Edit', 'Delete', and 'Devel'. Below the tabs is a link 'Back to dashboard' and two buttons: 'Representation information' and 'No budget yet'. Under the 'Case information' section, there are two rows: 'Case name: U.S. v. Jane Doe' and 'Case number: 3:24-CR-223-1'.

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.

This screenshot is identical to the previous one, showing the '3:24-CR-223-1 - Jane Doe' representation page. The 'No budget yet' button is highlighted with a blue border, indicating it is the next step to click.

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

A close-up of the 'New budget' button, which is a blue button with a plus icon and the text 'New budget'.

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

Electronic Budgeting Application

1:23-CR-34-9 - John Doe: Non-Capital Budget Webform

Progress Bar: 1 (Active), 2, 3, 4, 5, 6, 7, 8

Step 1: General Case Information
Step 2: Budget Justification
Step 3: Discovery
Step 4: Attorney Hours
Step 5: Service Providers and Experts
Step 6: Miscellaneous Expenses
Step 7: Travel Authorizatio...
Step 8: Budget Submission

* Indicates required field

General Case Information

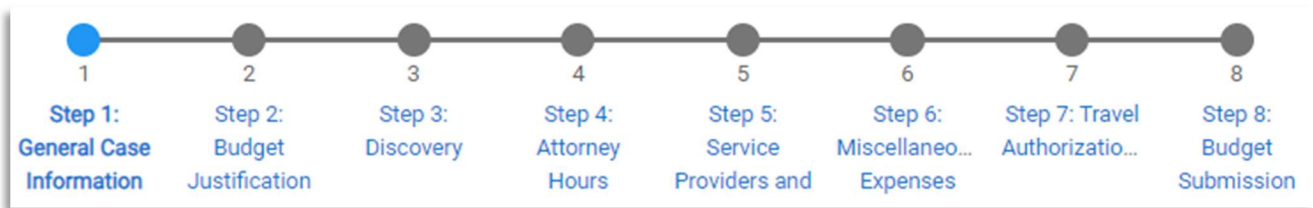
Case Phase
- None -

From:
To:

Save Draft Next >

Electronic Budgeting Steps To Complete

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



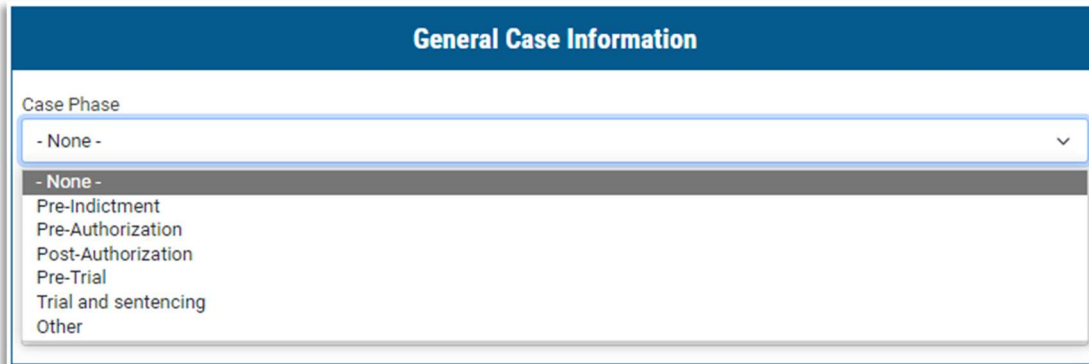
After you have completed and saved the initial **Step 1 – General Case Information** budget step, you can click any of these step headers to navigate instantly between budget steps. The application will autosave your progress whenever you navigate to another budget step. If preparing your budget during 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

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

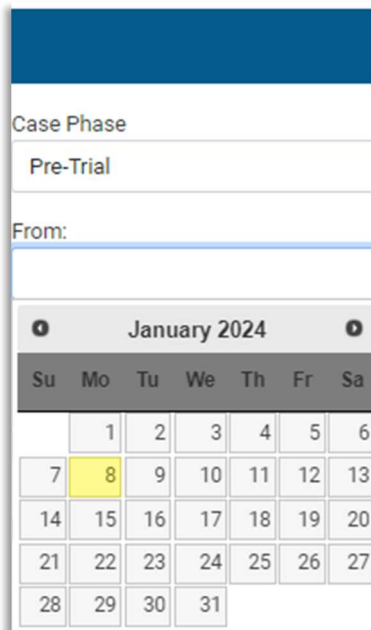
General Case Information

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



The screenshot shows a form titled "General Case Information". Below the title is a label "Case Phase" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "- None -", "Pre-Indictment", "Pre-Authorization", "Post-Authorization", "Pre-Trial", "Trial and sentencing", and "Other". The "- None -" option is currently selected.

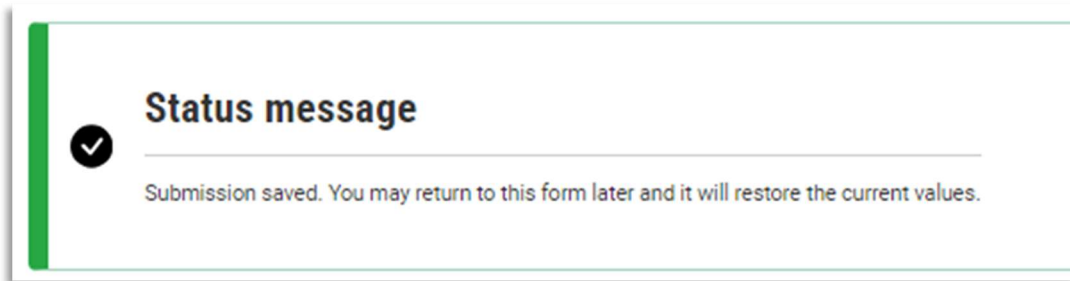
Type the beginning and ending dates for the **Budget Period** into the **From:** and **To:** data fields using the **Calendar Date** graphic. The current date will display as highlighted in yellow.



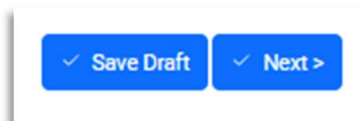
The screenshot shows a form with a label "Case Phase" and a dropdown menu set to "Pre-Trial". Below this is a label "From:" followed by a calendar date picker. The calendar is for January 2024. The date 8 is highlighted in yellow, indicating the current date.

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

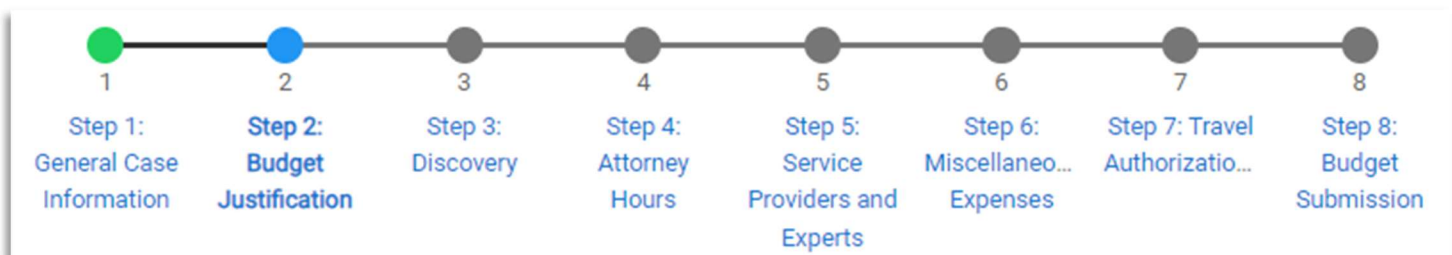
After you click the **Save Draft** button, a **Status Message** will appear confirming that your budget webform with the Step 1 information you have entered has been saved.



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.



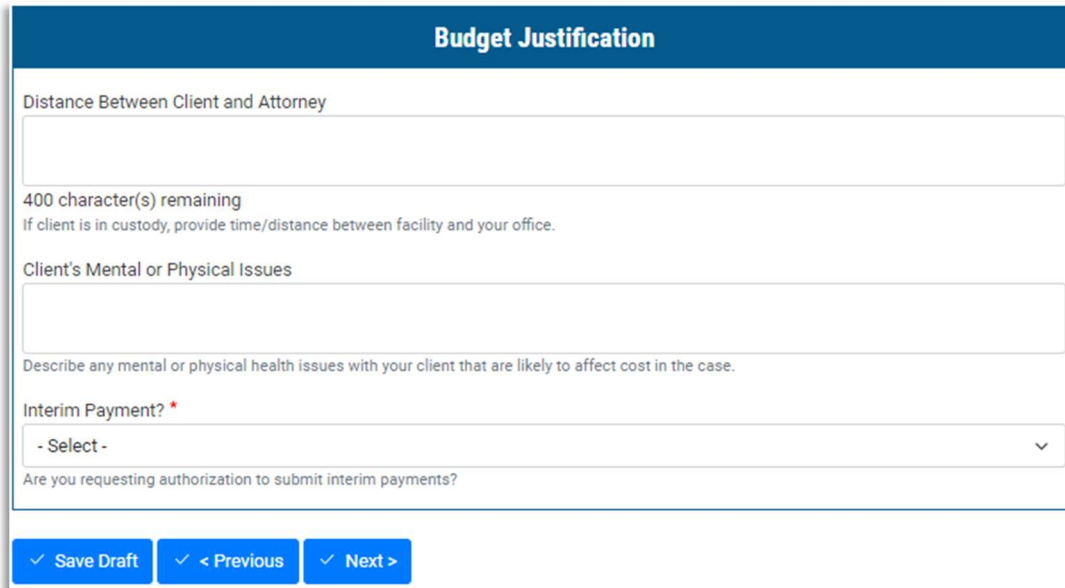
If you skip or navigate away from a budget step containing mandatory data fields (marked with a red asterisk) without completing those mandatory data fields, the **circle** above the skipped or viewed/not completed step will display as **red**. When you complete the mandatory data fields, the circle 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**.

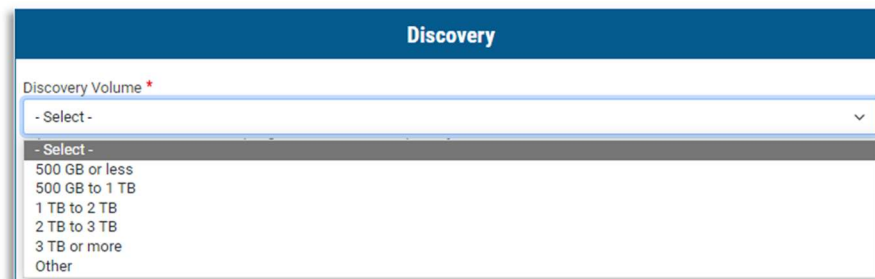


The screenshot shows the 'Budget Justification' form. It has a blue header with the title 'Budget Justification'. Below the header, there are three main sections: 1. 'Distance Between Client and Attorney' with a text input field and a note '400 character(s) remaining' and 'If client is in custody, provide time/distance between facility and your office.' 2. 'Client's Mental or Physical Issues' with a text input field and a note 'Describe any mental or physical health issues with your client that are likely to affect cost in the case.' 3. 'Interim Payment? *' with a dropdown menu showing '- Select -' and a note 'Are you requesting authorization to submit interim payments?'. At the bottom, there are three buttons: 'Save Draft', '< Previous', and 'Next >'.

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.



The screenshot shows the 'Discovery' form. It has a blue header with the title 'Discovery'. Below the header, there is a dropdown menu for 'Discovery Volume *'. The dropdown menu is open, showing the following options: '- Select -', '500 GB or less', '500 GB to 1 TB', '1 TB to 2 TB', '2 TB to 3 TB', '3 TB or more', and 'Other'.

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 Type

<input checked="" type="checkbox"/> Audio Recordings	<input checked="" type="checkbox"/> Investigative Reports
<input type="checkbox"/> Cell Phone Data	<input type="checkbox"/> Pen Register Materials
<input checked="" type="checkbox"/> Cell Site or GPS Location Records	<input checked="" type="checkbox"/> Photographs
<input type="checkbox"/> Documents (Hard Copy)	<input checked="" type="checkbox"/> Search Warrants
<input type="checkbox"/> Documents (Scanned - No OCR)	<input checked="" type="checkbox"/> Social Media Records
<input checked="" type="checkbox"/> Documents (Scanned - OCR)	<input checked="" type="checkbox"/> Video Surveillance
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Wiretaps
<input type="checkbox"/> Foreign Language Recordings	<input type="checkbox"/> Other
<input type="checkbox"/> Forensic Images	Select the type(s) of discovery you received or expect to receive in this case.
<input checked="" type="checkbox"/> Forensic Reports	

Quantity of scanned documents *

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 Needs

<input checked="" type="checkbox"/> Discovery is disorganized	<input type="checkbox"/> In-custody clients do not have access to discovery
<input type="checkbox"/> Documents have not been OCR'd	<input checked="" type="checkbox"/> Protective order issued in case
<input checked="" type="checkbox"/> Encrypted Files	<input type="checkbox"/> Transcription services needed
<input type="checkbox"/> Evidence can only be viewed at AUSA office	<input type="checkbox"/> Translation services needed
<input type="checkbox"/> Files Corrupted	<input type="checkbox"/> Unable to open
<input checked="" type="checkbox"/> Government did not provide discovery index	<input type="checkbox"/> Other
	Select the discovery needs or issues that may apply to your case.

Discovery Tools

<input checked="" type="checkbox"/> Adobe Acrobat Pro or DC	<input checked="" type="checkbox"/> MS Excel
<input checked="" type="checkbox"/> CaseMap	<input type="checkbox"/> Text searching software
<input type="checkbox"/> Casepoint	<input type="checkbox"/> Web-hosted document review platform
<input type="checkbox"/> FTK (Forensic Toolkit Software)	<input type="checkbox"/> Other
	If applicable, select the discovery tools you intend to use on this case.

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

Discovery Coordinator

☒ Discovery Coordinator

☐ Objective Case Paralegal or Investigator

☐ Litigation Support Vendor

☐ Other

☐ Local Coordinating Discovery Attorney

If applicable, select the type of discovery coordinator used on behalf of all defense teams.

☐ National Litigation Support Team Coordinating Discovery Attorney

Discovery Coordinator Summary:

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

Discovery Coordinator Summary

If applicable, describe how the selected provider in question 5 is assisting counsel with the discovery process.

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

☒ Discovery Meeting

Select this option if defense counsel has arranged a meeting with the government to discuss discovery production formats and production timelines.

Discovery Meeting Information ⓘ *

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.

Attorney Rates			
Counsel Name	Counsel Rate	Counsel Type	Total
Donna Sewash	172	Lead Counsel	0
		Total	0

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.

Attorney Hours		
UNBILLED ATTORNEY HOURS (NUNC PRO TUNC) ^		
Counsel	Hours	Justification
Donna Sewash	0	
ARRAIGNMENT AND/OR PLEA ^		
Counsel	Hours	Justification
Donna Sewash		
BAIL AND DETENTION HEARINGS ^		
Counsel	Hours	Justification
Donna Sewash		

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.

* Indicates required field

(Paralegal(s), Investigator(s), Experts and other providers)

In the following table, identify any service provider or expert you are requesting for this phase as well as the hours and hourly rate requested for that provider. Use the **Justification** field to describe scope of work, include justification to exceed presumptive hourly rate if applicable. Also, indicate how many hours have been previously authorized to date, if any.

Service Providers and Experts

(Paralegal(s), Investigator(s), Experts and other providers)

In the following table, identify any service provider or expert you are requesting for this phase as well as the hours and hourly rate requested for that provider. Use the **Justification** field to describe scope of work, include justification to exceed presumptive hourly rate if applicable. Also, indicate how many hours have been previously authorized to date, if any.

[Show row weights](#)

Type	Name	Hours	Rate	Total	Justification
+ - - None - v					
<div style="background-color: #0070c0; color: white; padding: 5px 15px; display: inline-block; border-radius: 3px;">+ Add</div>					

+ Save Draft

+ < Previous

+ Next >

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.

Type	Name
- None - v	
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #d3d3d3; padding: 2px 5px; margin-bottom: 5px;">- None -</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Accountant/Forensic Accountant</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Ballistics Expert</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Chemist/Toxicologist</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Computer Forensics Expert</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Documents Expert</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Duplication Services</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Fingerprint Analyst</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Hair/Fiber Expert</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Investigator</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Jury Consultant</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Legal Analyst/Consultant</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Mitigation Specialist</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Other Medical</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Paralegal</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Pathologist/Medical Examiner</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Polygraph</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Psychiatrist</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Psychologist</div> <div style="font-size: 0.9em; padding: 2px 5px; margin-bottom: 2px;">Voice/Audio Analyst</div> </div>	

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.

Type	Name	Hours	Rate	Total	Justification
Other...					
Enter other...					

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

Service Providers and Experts

(Paralegal(s), Investigator(s), Experts and other providers)

In the following table, identify any service provider or expert you are requesting for this phase as well as the hours and hourly rate requested for that provider. Use the **Justification** field to describe scope of work, include justification to exceed presumptive hourly rate if applicable. Also, indicate how many hours have been previously authorized to date, if any.

[Show row weights](#)

Type	Name	Hours	Rate	Total	Justification
Investigator	Jones	50	65	3250	Witness location & interviews
+					

[✓ Add](#)

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.

Type	Name	Hours	Rate	Total	Justification
Investigator	Jones	50	65	3250	Witness location & interviews
- None -					

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.

Type	Name	Hours	Rate	Total	Justification
Investigator	Jones	50	100	5000	Witness location & interviews
Paralegal	Green	80	65	5200	Discovery organization & trial preparation

[✓ Add](#)

[✓ Save Draft](#)
[✓ < Previous](#)
[✓ Next >](#)

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**.

* Indicates required field

Miscellaneous Expenses

Only include non-travel expenses that exceed \$500 in the table below.

The court will authorize reimbursement to counsel for all miscellaneous expenses, such as postage and copying, that are reasonably incurred and properly documented, subject to national and district policies and procedures.

Show row weights

Expense Type	Amount	Justification
✚ - None - ▼		

✚ Add

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.

Expense Type

- None - ▼

- None -
- copying
- mileage
- postage
- telephone/fax
- Other...

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.

Miscellaneous Expenses

Only include non-travel expenses that exceed \$500 in the table below.

The court will authorize reimbursement to counsel for all miscellaneous expenses, such as postage and copying, that are reasonably incurred and properly documented, subject to national and district policies and procedures.

Show row weights

Expense Type	Amount	Justification
✚ copying ▼	600	Expert review packages, transcripts and trial exhibits
✚ mileage ▼	750	Long distance drives for jail visits (3 hours round-trip)

✚ Add

✓ Save Draft ✓ < Previous ✓ Next >

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.

Traveler	Origin	Destination	No. of Trips	No. of Nights	Method of Travel	Purpose of Travel
<div>+</div> <div>- None -</div> <div>- None -</div> <div>Donna Sewash</div>					- None -	- None -

✓ Add

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

Traveler	Origin	Destination	No. of Trips	No. of Nights
<div>+</div> <div>Donna Sewash</div>				

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

Method of Travel

- None -

- None -

plane

car

- None -

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

Purpose of Travel

- None -

- None -

Visit Client

Travel to Court

Visit Associate

Visit Expert

Investigation/Witnesses

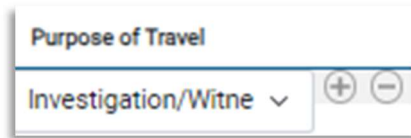
Other...

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

Traveler	Origin	Destination	No. of Trips	No. of Nights	Method of Travel	Purpose of Travel
<div>+</div> <div>Donna Sewash</div>	Richmond, VA	Raleigh, NC	1	1	car	Investigation/Witne

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.



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	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 **OCNUS 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>
- OCNUS 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.

1 2 3 4 5 6 7 8

Step 1: General Case Information

Step 2: Budget Justification

Step 3: Discovery

Step 4: Attorney Hours

Step 5: Service Providers and Experts

Step 6: Miscellaneous Expenses

Step 7: Travel Authorization

Step 8: Budget Submission

* Indicates required field

Press the "Submit" button below to submit and lock this budget. Once submitted, you can download a PDF version of the budget. A case budgeting attorney will review your information and provide feedback. After feedback is provided, you can then make necessary modifications and upload the budget to eVoucher.

✓ Save Draft ✓ < Previous ✓ Submit

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.

The screenshot shows the top of the application interface. The header is a dark blue bar with a white scales of justice icon and the text "ElectronicBudgetingApplication". To the right is a hamburger menu icon. Below the header is a white notification banner with a green checkmark icon. The text in the banner reads: "This budget is now locked and submitted. You can download a PDF version of the budget. A case budgeting attorney will review your information and provide feedback. After feedback is provided, you can then make necessary modifications and upload the budget to eVoucher." Below this is a smaller line of text: "Thank you! Your budget has been submitted. A case budgeting attorney will review your information and provide feedback. In the meantime, you can download a PDF version of your submitted budget. After feedback is provided, you can then make necessary modifications and upload the budget to eVoucher." A close button (X) is in the top right corner of the banner.

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.

The screenshot shows a window titled "1:23-CR-234-1 - Yosemite Sam". Below the title are four buttons: "View", "Edit", "Delete", and "Devel". Below these buttons is a link "Back to dashboard". At the bottom right are two buttons: "Representation information" and "Budgets (2)".

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.

1:23-CR-234-1 - Yosemite Sam

[View](#)
[Edit](#)
[Delete](#)
[Devel](#)

[Back to dashboard](#)

[Representation information](#)
[Budgets \(2\)](#)

[New budget](#)

	Status	Type	Case Phase	Created on
view edit	In Progress	Non-Capital Budget Webform	Trial and sentencing	08/01/2024 - 09:08 AM
view	Submitted	Non-Capital Budget Webform	Pre-Trial	07/23/2024 - 01:07 PM

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.

1:23-CR-234-1 - Yosemite Sam: Submission #211

[View PDF](#)

Budget status: Submitted

×

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.

Representation Information

► View case information

Budget Data

▼ Step 1: General Case Information

Case Phase	Pre-Trial
From:	Monday, April 15, 2024
To:	Friday, January 31, 2025

▼ Step 2: Budget Justification

Distance Between Client and Attorney	100 miles
Client's Mental or Physical Issues	Drug dependency and mental health issues
Interim Payment?	I am requesting authorization for interim payments

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 <i>Budget Application</i> , 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.