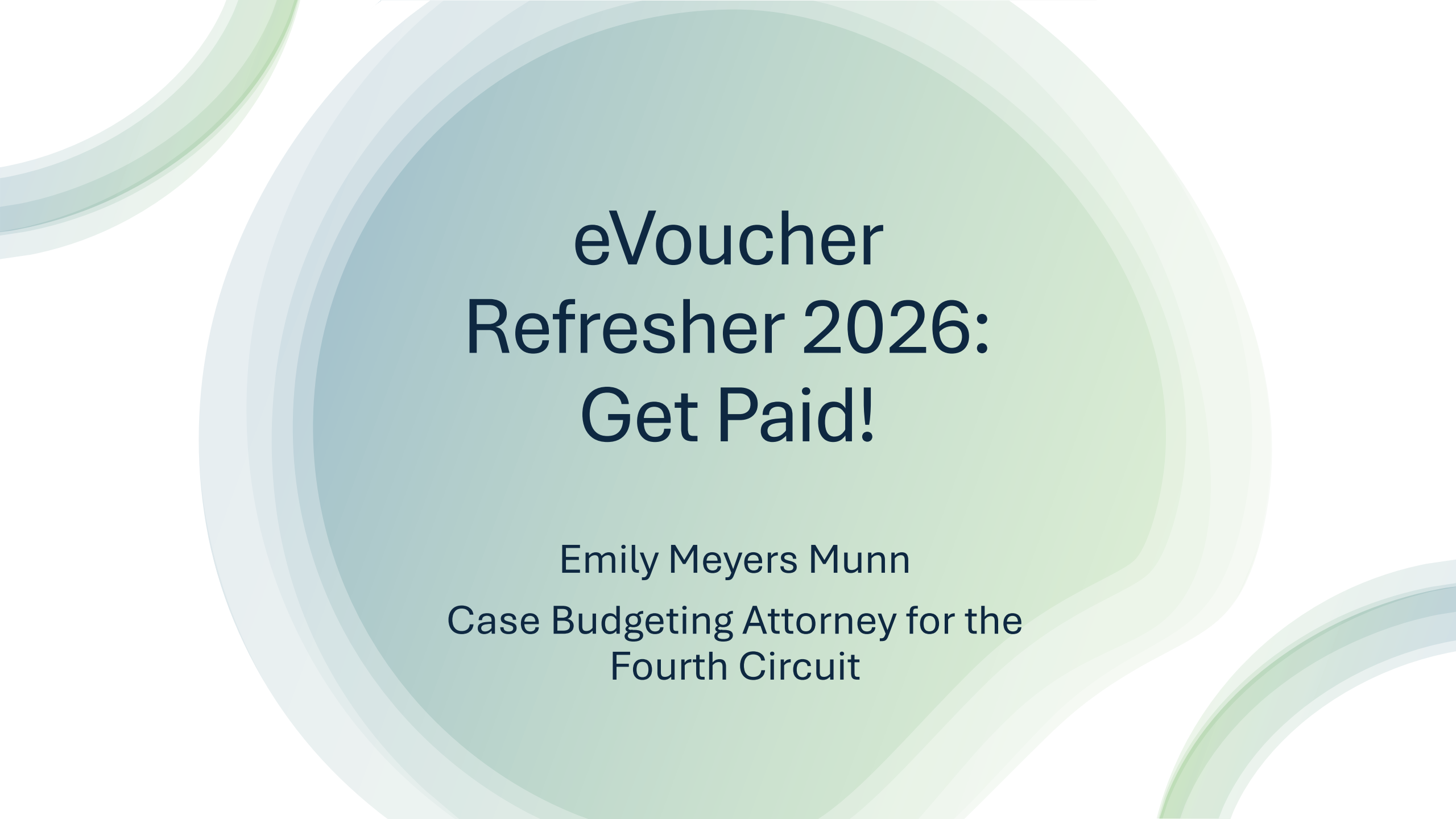




eVoucher Refresher 2026: Get Paid!

Emily Meyers Munn
Case Budgeting Attorney for the
Fourth Circuit

GOOD NEWS!

- Budget approved after fall 2025 shutdown
- All back payments processed within 10 days
- No indication of fund exhaustion this year
- FPDs and CJA operations fully funded





Use of Service Providers

Paralegal

Investigator

Mitigation Specialist

Cell Phone Expert

Psychologist

Accountant

DNA Tech

Firearm Examiner

Interpreter

Law Clerk

Videographer

Victim Impact

Pathologist

BOP Physician

...and others....

Service Providers 101

Guide to Judiciary Policy Volume 7, Chapter 3

(See 18 USC § 3006A(e))

**\$1,000
maximum,
without prior
approval (all
Service
Providers
combined)**

- \$3,000 maximum, with prior approval by District Court Judge (per Service Provider)
- Anything above \$3,000 needs Circuit Court Chief Judge approval

Seeking Approval

No need to file a motion OR any pleadings on ECF

Complete Service Provider Authorization Form (include description, number of hours, and hourly rate). Save as PDF.

Then create an
AUTH in
eVoucher here...

Home Operations Reports Links Help Sign out

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create

Appointment Info

1. CIR/DIST/DIV.CODE 0101	2. PERSON RI Jebediah Br
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/ 1:14-CR-08:
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT Felony (incl of alleged fe
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALT.	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov	
14. LAW FIRM NAME AND MAILING ADDRESS	

Note: make sure the expert is set up as a vendor (login.gov) – reach out to Gloria/Tonja for assistance on this

Entering AUTH details

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT DEF. NUMBER	4. DIST. DKT DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT DEF. NUMBER	6. OTHER. DKT DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel ☒ O Appointing Counsel (Capital Only) ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date 

Nunc Pro Tunc Date 

Repayment ☐

Estimated Amount \$ *

Authorized Amount \$ ☐ Deactivated

Basis of Estimate

Description

Service Type *

Notes

« First < Previous Next > Last » Save Delete Draft Audit Assist

Complete the blank sections, and then attach the Service Provider Request form under “Documents” before you submit the AUTH.

On the Basic Info screen, in the Authorization Selection section, there are two options: **No Authorization Required** or **Use Existing Authorization**. Click **Use Existing Authorization**.

Basic Info

1. CIR./DIST./DIV.CODE		2. PERSON REPRESENTED	
0101		Jebediah Branson	
3. MAG. DKT/DEF.NUMBER		4. DIST. DKT/DEF.NUMBER	
		1:14-CR-08805-1-AA	
7. IN CASE/MATTER OF(Case Name)		8. PAYMENT CATEGORY	
USA v. Branson		Felony (including pre-trial diversion of alleged felony)	
11. OFFENSE(S) CHARGED			
15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT		PRESIDING JUDGE	
\$11,500.00		Albert Albertson	

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of:

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization

Select this option to display and select from a list of approved authorizations for this appointment.



Linking AUTH

“Use Existing Authorization” once your previously submitted AUTH is approved

Note _____

The system searches for and displays any existing requests for authorization.

Resources

Your district Federal Public Defender

Your CJA Panel Representative

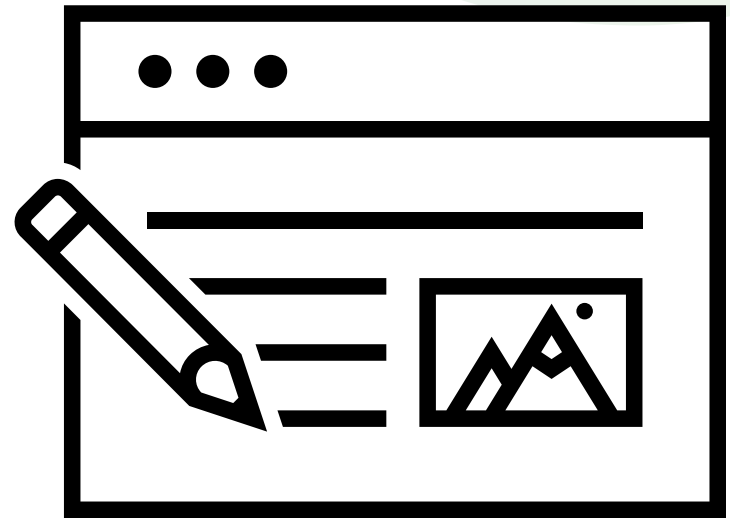
Your Case Budgeting Attorney

Cornerstone and other vendors

National Litigation Support Team (www.fd.org)

Coordinating Discovery Attorneys

Software (for discovery organization, for trial management)



Voucher reductions are limited to:

Mathematical errors

Non-compensable work

Work not completed or undertaken

Time billed was not reasonably required to complete the task

**Guide to
Judiciary Policy
230.33.10**

**Standard for
Voucher Review**

Time Descriptions

We **DO NOT** need attorney-client privileged information or details

We **DO** need detailed descriptions of what you did to show reasonableness and work performed on the case

YES: “met with client to review discovery/plea paperwork/presentence report/guidelines”
“t/c with AUSA Bondi re: plea offer”
“review Bates #s xxx to xxx”
“review discovery production #1 (letter attached)”

NO: “draft report” “case research”
“review discovery” “jail visit”
“Bondi” “BWC”



- Cost-effective travel
- Only bill for travel time in which you are not working on personal or other work matters.
- Split expenses if you are combining multiple cases (e.g. jail visits or multiple court hearings)
- Bill for meals with receipts at the GSA rate for the location, per meal (not per diem) for travel in excess of 24 hours.
- Hotel will be reimbursed at the GSA rate plus taxes for the location.
- Always use National Travel for airfare
- Airbnb/VRBOs

Travel Reminders

(Attorneys and Experts)



Case Budgeting 101

- All capital cases
- Any case likely to exceed 300 attorney hours or \$50,000
- Anytime a judge tells you to create a budget

AUTHORIZATION SUMMARY

Appointed Counsel	\$
Service Providers	\$
Attorney Travel Expenses	\$
Service Provider Travel Expenses	\$
TOTAL	\$



ElectronicBudgetingApplication

Reports

[Document History Report](#)

User must indicate the Voucher number assigned.

[Form CJA21](#)

[Defendant Summary Budget Report](#)

Displays summary information for this defendant.

[Case Detail Budget Report](#)

All authorizations and vouchers paid for all defendants within a case.

[Defendant Detail Budget Report](#)

Reflects all vouchers submitted for this defendant.

[Case Summary Budget Report](#)

Provides summary of all CJA costs for all defendants within case.

Advantages to Budgeting

- Everything is in one place
- Interim payments go to district judge only
- Track balances of attorney and expert funds easily
- Hero status



Reach out anytime



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