

# eVOUCHER: CASE BUDGETING

## STEP BY STEP CASE BUDGETING INSTRUCTIONS

1. **Important!** CJA counsel is responsible for contacting Cari Waters, Circuit Case-Budgeting Attorney for the Tenth Circuit, as soon as it seems likely that the case will require more than 300 attorney hours or \$39,000 in combined attorney and service provider fees. This must occur as early in the case as is practical.

Contact Information for Cari Waters:

Voice: 303-335-2826

Email: cari\_waters@ca10.uscourts.gov

2. Once contacted, Ms. Waters will discuss the general nature of the case with counsel and will email budgeting worksheets to counsel.
3. Counsel will fill out the budgeting worksheets and email them back Ms. Waters.
4. Ms. Waters will review the proposed budget, contacting counsel to discuss any questions or suggested changes in the budget. **Note:** If interim payments are requested, Ms. Waters will draft an agreement of an interim payment schedule.
5. Ms. Waters will prepare a final proposed budget and submit it to the Court for the judge's approval.
6. The Court will email the final, pre-approved budget to Counsel.
7. Counsel will upload a PDF of the budget as an attachment to a CJA-20 in eVoucher and will submit the CJA-20.
8. The Court will approve the budget, through eVoucher, so that the budget amounts are in the electronic vouchering system.
9. Counsel will create the Authorizations necessary to implement the budget (for each service provider) and will get the Court's approval of these Authorizations in eVoucher.
10. Counsel will create and submit the CJA-21s for each service provider identified in the budget.
11. All vouchers for attorney fees and experts will be submitted through eVoucher, as with any case.
12. If a supplemental budget is necessary, for trial preparation and trial, then CJA counsel is responsible for contacting Ms. Waters and preparing such a budget. The same process is followed for a trial budget, as is outlined above. After the supplemental budget is approved by the Judge, counsel will attach it to their voucher. At the initial review, the FPD will change the representation limit if a supplemental budget is attached.

### *Revision History*

Date	Description
2/2016	Original Version
7/19/2016	Clarification on Step 12