

## eVoucher Case Budgeting Instructions

1. **Important!** CJA counsel is responsible for contacting the Tenth Circuit Case Budgeting Attorney (hereafter referred to as *budgeting attorney*) as soon as it seems likely that the representation is expected to involve 300 attorney hours, or total expenditures are expected to exceed 300 times the prevailing CJA panel attorney non-capital rate, rounded up to the nearest thousand, in combined attorney and service provider fees. This must occur as early in the case as is practical.
2. Once contacted the budgeting attorney 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 to the budgeting attorney.
4. The budgeting attorney will review the proposed budget, contacting counsel to discuss any questions or suggested changes in the budget. **Note:** If interim payments are requested, the budgeting attorney will draft an agreement of an interim payment schedule.
5. The budgeting attorney will prepare a final proposed budget and submit it to the Court for the judge's approval.
6. The Court will email the final, preapproved 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 the budgeting attorney 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.

***Tenth Circuit Case Budgeting Attorney***

*Rebecca Skordas*

*Voice: 303-335-2826*

*E-mail: [rebecca\\_skordas@ca10.uscourts.gov](mailto:rebecca_skordas@ca10.uscourts.gov)*