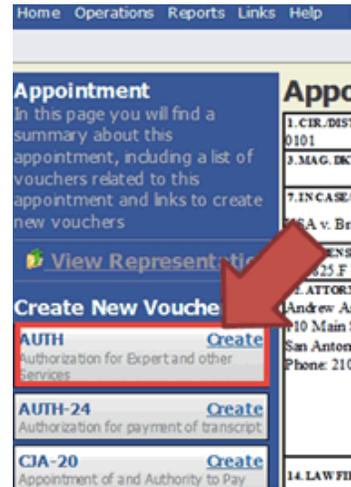


## CAPITAL CASE - ADDING FUNDS TO AN EXISTING BUDGET AUTH

Example: Adding \$500.00 to an existing AUTH of \$15,000

(1) After the Court grants additional funds for an expert, counsel will open the case in eVoucher and click the "AUTH Create" link.



(2) Counsel will click the "Request Additional Funds" link.



ADDING FUNDS FOR THE FIRST TIME TO AN ORIGINAL AUTH

(3) A list of all closed authorizations appears for this representation and appointment. Counsel will select (click) the authorization that needs to be increased.

### Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** from a list of approved authorizations that you would like to request additional funds for.

#### Create New Authorization

Use this button to create a new authorization.

#### Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

#### Please Select the Authorization to request additional funds for:

**ID Number: 497900**

Order Date: 01/04/2017  
Authorized Amount: \$15,000.00  
Grand Total Amount: \$0.00

Service Type: Mitigation Specialist  
Estimated Amount: \$15,000.00  
Notes:

**ID Number: 497901**

Order Date: 01/04/2017  
Authorized Amount: \$10,000.00  
Grand Total Amount: \$0.00

Service Type: Investigator  
Estimated Amount: \$10,000.00  
Notes:

**ID Number: 497902**

Order Date: 01/04/2017  
Authorized Amount: \$7,500.00  
Grand Total Amount: \$0.00

Service Type: Psychologist  
Estimated Amount: \$7,500.00  
Notes:



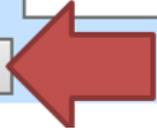
(4) When counsel selects the authorization, a screen appears for counsel to add the newly authorized funds (\$500) in the "Estimated Amount" field.

Counsel shall write "Amendment to", the Budget that was amended (***Seed Funds, Preliminary, Stage 1, First Pre-Trial, stage 2, Second Pre-Trial***, etc.), and the **dates covered** by said budget in the "Description" field.

Click the "Create Authorization" button.

### Request for Additional Funds on existing Authorizati

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text" value="500.00"/>	*
Authorized Amount	\$ <input type="text"/>	<input type="checkbox"/> Deactivated
Basis of Estimate	Additional funds at \$120/hour	
Description	Preliminary Budget effective 1/4/2017 to 3/31/2017	
Service Type	Mitigation Specialist	
Notes	<input type="text"/>	
<input type="button" value="Create Authorization"/>		



(5) In the AUTH that appears, counsel will open the "Confirmation" page and **submit** the document to the Court.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
Date: 10/23/2017 10:20:23

 **Submit**

[First](#) | [Previous](#) | [Next](#) | [Last](#) | [Case](#) | [Delete Draft](#) | [Audit Audit](#)

(6) As customary, the Court will process the new funding request document via eVoucher. The new funds will attach to the old existing AUTH. When you create the CJA 31, select the **original AUTH** (which now includes additional funds).

Please Select the Associated Authorization	
<b>ID Number: 497900</b> Order Date: 01/04/2017 Authorized Amount: \$15,000.00 Grand Total Amount: \$15,500.00	Service Type: Mitigation Specialist Estimated Amount: \$15,000.00 Notes:
<b>ID Number: 497901</b> Order Date: 01/04/2017 Authorized Amount: \$10,000.00 Grand Total Amount: \$0.00	Service Type: Investigator Estimated Amount: \$10,000.00 Notes:
<b>ID Number: 497902</b> Order Date: 01/04/2017 Authorized Amount: \$7,500.00 Grand Total Amount: \$0.00	Service Type: Psychologist Estimated Amount: \$7,500.00 Notes:

VIEW of the original AUTH after the Court has processed the Request for Additional Funds

(7) NOTE: When you open your Case Appointment, you will see your vouchers and AUTHs as the image on your right. The original AUTH (\$15,000) will appear separately from the AUTH (\$500) processed for extra funds. But when you click create CJA 31, both AUTHs will appear as one AUTH amounting to \$15,500 as shown in the step 6 image.

**JA - 31**
[Create](#)

ath Penalty Proceedings: Ex Parte  
 request for Authorization and Voucher  
 for Expert and Other Services

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**Reports**

[Order Appointing FPD](#)

[Order Appointing Panel Attorney](#)

[Case Detail Budget Report](#)

### Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
<a href="#">3:17-CR-00995--</a> <small>Start: 12/29/2017 End: 12/29/2017</small>	Jane Doe (# 2) <b>Claimed Amount: 15,000.00</b> <b>Approved Amount: 15,000.00</b>	AUTH Mitigation Specialist	Authorization Closed <a href="#">4669.0497900</a>
<a href="#">3:17-CR-00995--</a> <small>Start: 12/29/2017 End: 12/29/2017</small>	Jane Doe (# 2) Claimed Amount: 10,000.00 Approved Amount: 10,000.00	AUTH Investigator	Authorization Closed <a href="#">4669.0497901</a>
<a href="#">3:17-CR-00995--</a> <small>Start: 12/29/2017 End: 12/29/2017</small>	Jane Doe (# 2) Claimed Amount: 7,500.00 Approved Amount: 7,500.00	AUTH Psychologist	Authorization Closed <a href="#">4669.0497902</a>
<a href="#">3:17-CR-00995--</a> <small>Start: 12/29/2017 End: 12/29/2017</small>	Jane Doe (# 2) <b>Claimed Amount: 500.00</b> <b>Approved Amount: 500.00</b>	AUTH Mitigation Specialist	Authorization Closed <a href="#">4669.0497904</a>

(8) On the first page (Basic Info) of the newly created CJA 31, counsel will see the total approved amount for that expert. This amount corresponds to the total funds authorized by the Court: the original AUTH plus any other funds added via attached AUTHs by following the process detailed above.

NO		<input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 13 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner		<input checked="" type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensics Expert	
Signing Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount	
Judge, Court of (e)	Date Signed	Judge Code	Approved Amount	15500.00	

Info