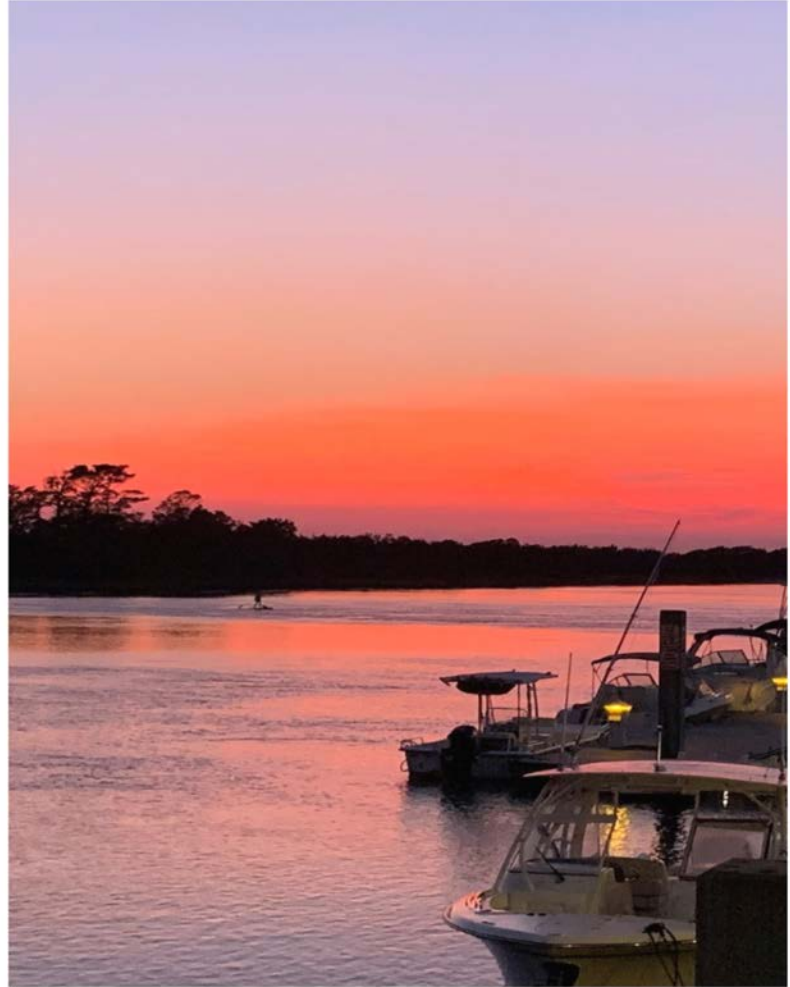


BUDGETING AND FUNDING REQUESTS

Beaufort,
North Carolina
October 4, 2019





WHAT WE WILL COVER TODAY

What is a Budget – When You Need One and Why

What are Service Providers and Why you
Should Consider Using Them

Authority to Obtain Service Providers

Being an Effective Advocate for your
Provider

Mechanics of Your Request

Miscellaneous Issues

WHEN TO BUDGET

When You Anticipate Your Case Will
Exceed 300 Hours of Attorney Time

When You Anticipate Your Case Will
Exceed \$44,400

HOW TO BUDGET

Currently Using a Word Based Document

Call me at 804-916-2177 or email me at

Larry_Dash@ca4.uscourts.gov

for an updated copy of the form

HOW TO SUBMIT YOUR BUDGET

Currently, you will file in CM/ECF

(Ex Parte/Under Seal)

USING SERVICE PROVIDERS

Investigators

Paralegals

Interns

DUTY TO INVESTIGATE

ABA Standard 4-4.1

Defense counsel's duty to make
independent investigation of the
“circumstances of the case”

ABA Standard 4-8.1

Defense counsel's duty to “verify” PSR

WAYS TO USE AN INVESTIGATOR TO FURTHER YOUR CASE

Find New Leads / Evidence /Witnesses

Meetings with Client

Locate Assets

Public / Social Media Profile

Prep for Cross Examination

Obtain Mitigating Evidence

Reconstruction

VOLUME OF DISCOVERY



ORGANIZATION OF DISCOVERY



WAYS TO USE A PARALEGAL AND/OR INTERN TO FURTHER YOUR CASE

Obtain Discovery / Organize, Index and Analyze

Documents and Information

Prepare Summaries, Outlines and Chronologies of

Documents and Information

Create, Update and Maintain eDiscovery Data

Conduct Automated Searches of eDiscovery

Draft Affidavits, Motions ,Trial Memorandum, Subpoenas, etc.

Obtain Jury List and Biographical Information on Jurors

Prepare Trial Notebooks, Organize and Mark Trial Exhibits

Work with Experts, Consultants and Witnesses

Gather and Prepare Sentencing Information

HOW DO I FIND AN INVESTIGATOR OR PARALEGAL

Fellow CJA Attorneys

Your Panel Representative

Colleges/Universities/Law Schools

Professional Organizations

FPD/CBA

GUIDE TO JUDICIARY POLICY

VOLUME 7, CHAPTER 3

(SEE 18 USC § 3006A(E))

\$900 maximum, without prior approval (all Service Providers combined)

\$2,600 maximum, with prior approval by District Court Judge (per Service Provider)

Anything above \$2,600 needs Circuit Court Chief Judge approval

GUIDE TO JUDICIARY POLICY

VOLUME 7A, CHAPTER 6

(SEE 18 USC § 3599(G)(2))

\$900 maximum, without prior approval (all Service Providers combined)

\$7,500 maximum, with prior approval by District Court Judge (all Service Providers combined)

Anything above \$7,500 needs Circuit Court Chief Judge approval

EFFECTIVE REQUESTS



PRESERVE YOUR RECORD IF YOU ARE DENIED YOUR SERVICE PROVIDER

Request Reconsideration in CM/ECF

File it Ex Parte, Under Seal

VOUCHER

Figure 2: Appointment Info Page

Home Operations Reports Links Help login											
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	Appointment Info										
 View Representation	<table><tr><td>1. CIR./DIST./DIV.CODE 0101</td><td>2. PERSON Jebediah</td></tr><tr><td>3. MAG. DKT/DEF NUMBER</td><td>4. DISTRICT 1:14-C</td></tr><tr><td>7. IN CASE/MATTER OF(Case Name) USA v. Branson</td><td>8. PAYMENT Felony of alleg</td></tr><tr><td colspan="2">11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PEN</td></tr><tr><td colspan="2">12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623</td></tr></table>	1. CIR./DIST./DIV.CODE 0101	2. PERSON Jebediah	3. MAG. DKT/DEF NUMBER	4. DISTRICT 1:14-C	7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT Felony of alleg	11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PEN		12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	
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Create New Voucher											
AUTH Authorization for Expert and other Services	Create										

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select 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.



AUTH
Attorney Enter
Authorization

Def.: John Doe

[Link to CM/ECF](#)

Voucher #:

Request Date: 1/1/1901

Decision Date: 1/1/1901

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Reports

[Defendant Detail Budget Report](#)

[Defendant Summary Budget Report](#)

[Attorney Time](#)

▸ Basic Info ▸ **Documents** ▸ Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Browse...

Description

Upload

Description

Delete

View

No Attachments

UNITED STATES DISTRICT COURT
***EX PARTE* REQUEST FORM SEEKING ADVANCE AUTHORIZATION**
FOR INVESTIGATIVE, EXPERT, OR OTHER SERVICES

Name of Attorney:

Case Name:

Case No.:

Name of Service Provider:

Hourly Rate Requested:

Number of Hours Requested:

Total Amount Requested:

Justification for Requesting Service:

Provider's Relevant Experience and Qualifications (attach a CV if appropriate):

Fee Arrangement, if Applicable:

Brief Explanation of Services and Expenses to Be Included:

Whether You Anticipate Requesting Additional Services/Funding from/for This Provider (if so, please provide details):

Attorney's Electronic Signature:

Date:

MISCELLANEOUS MATTERS

Standard for Voucher Review

Vague Entries (Discovery Review, Research, etc.)

Administrative Work

Copy Costs

Transcripts in Multi-Defendant Cases

Hardware/Software Requests

Handling eDiscovery

CALL FOR ASSISTANCE

Larry Dash

804-916-2177

Larry_Dash@ca4.uscourts.gov

