Case Budgeting and eVoucher Update 2026

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Case Budgeting Attorney for the Fourth Circuit

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)

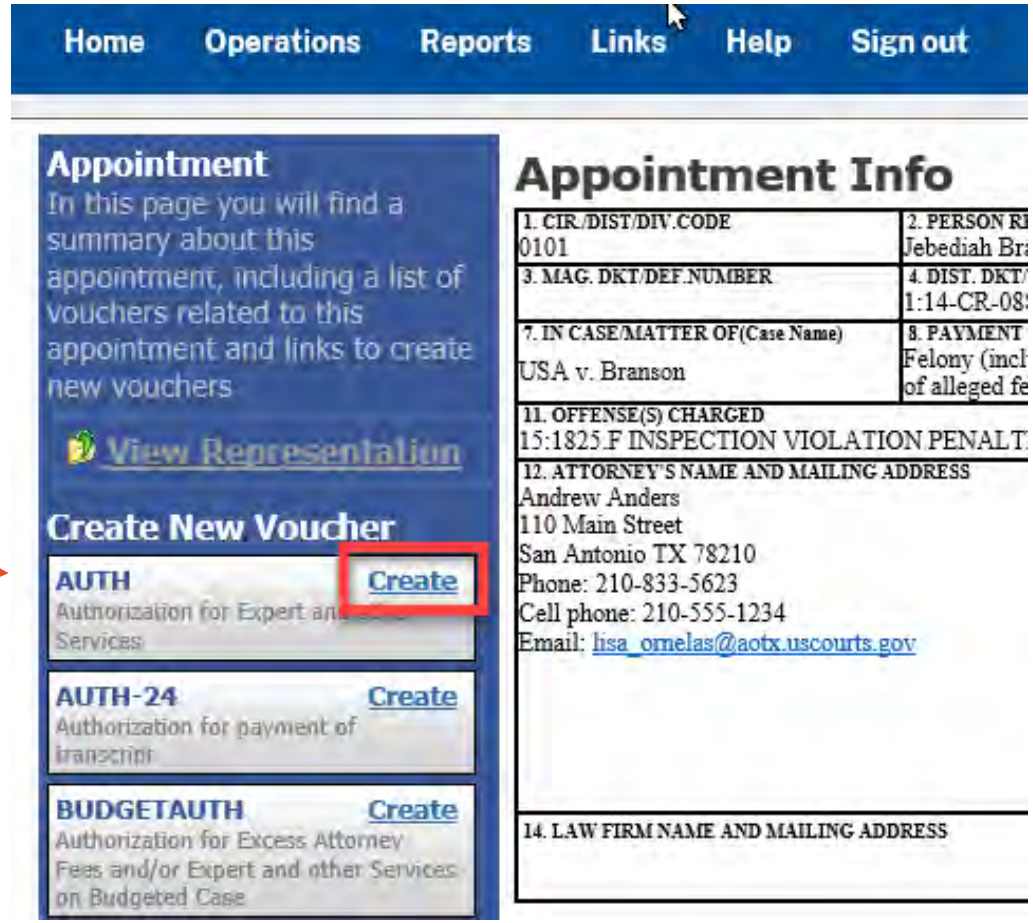
- $3,000 maximum, with prior approval by District Court Judge (per Service Provider)
- Anything above $3,000 needs Circuit Court Chief Judge approval

Seeking Approval

No need to file a motion OR any pleadings on ECF

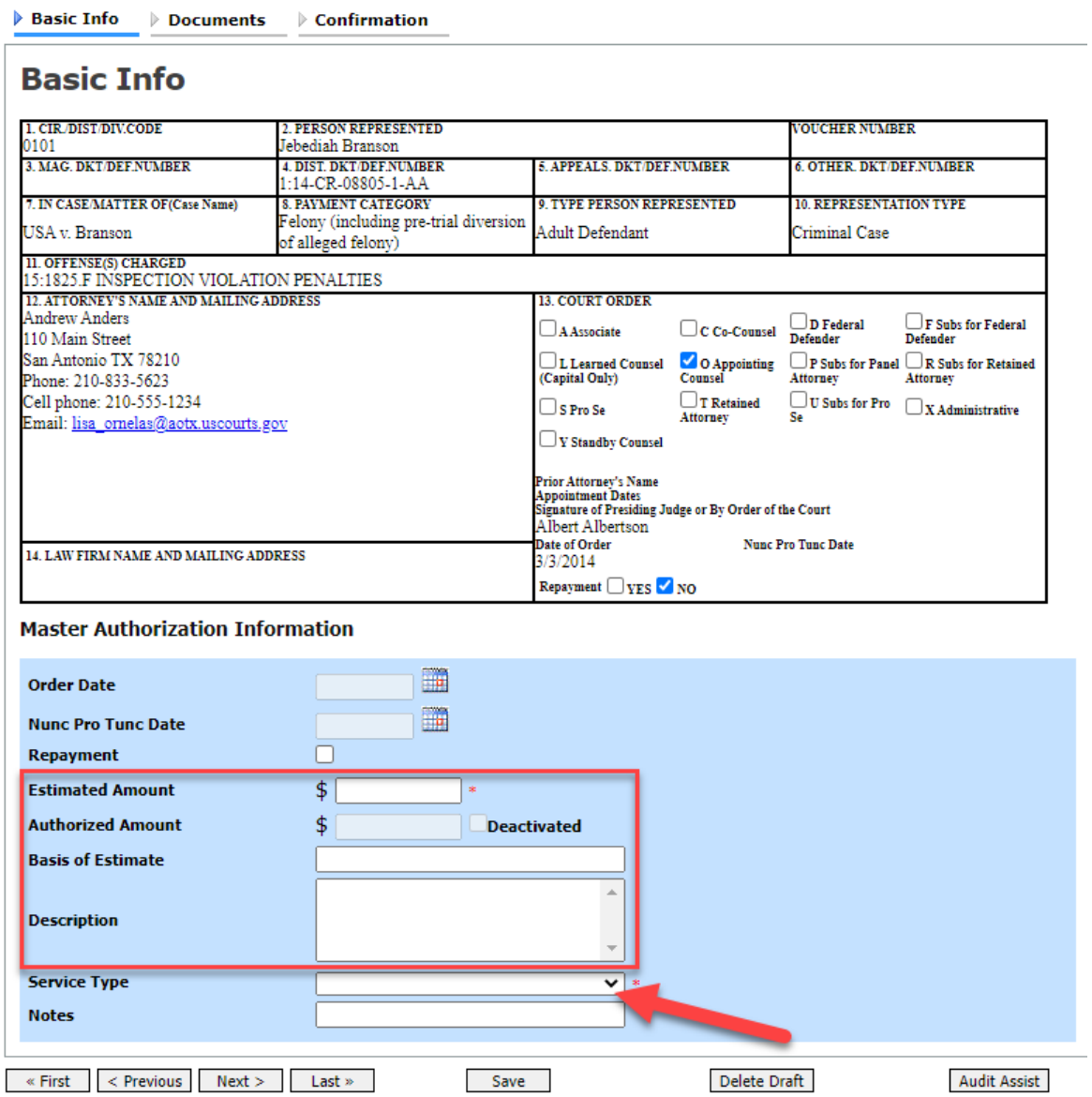
Complete Service Provider Authorization Form (include description, number of hours, and hourly rate). Save as PDF.

Then create an AUTH in eVoucher here…



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

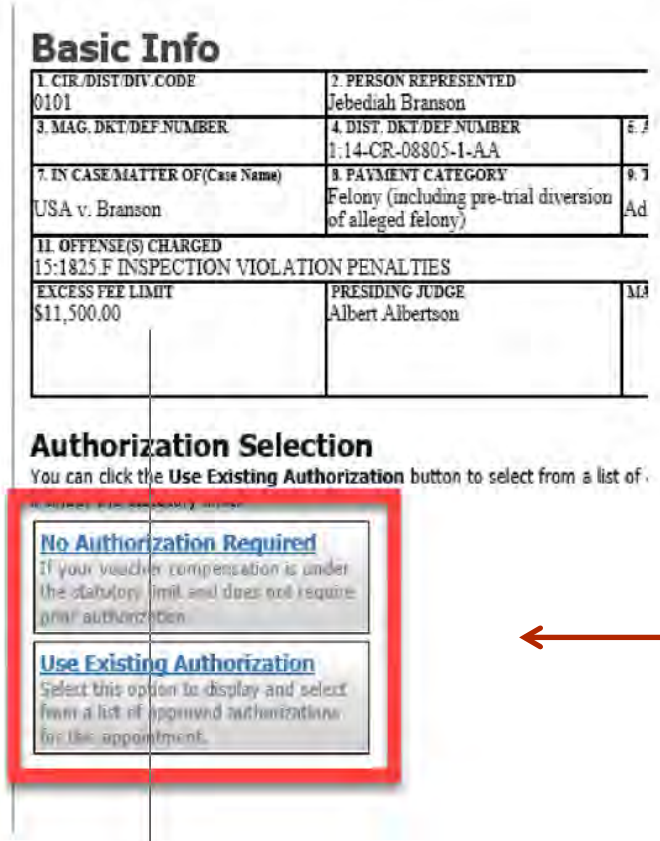
Entering AUTH details



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

Linking 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**.



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

Note

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

Entering Expert Time

Create CJA-21

Enter time for expert

Upload detailed invoice and receipts

Submit

Interpreters

- Submit an AUTH in advance if you know you will need an interpreter for client meetings
- Court interpreters vs. non-contract
- Make a separate notation for written translations
- Use of AI/online translators
- Resources available for additional assistance

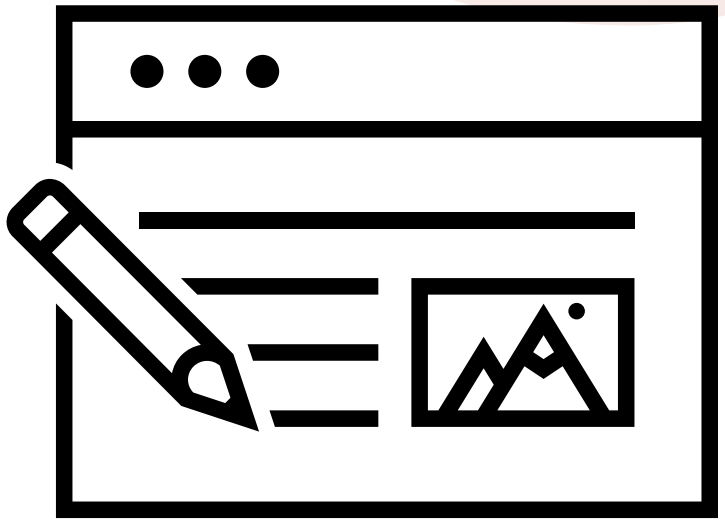
Resources

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"

NO:

- "draft report"
- "review discovery"
- "Blanche"
- "case research"
- "jail visit"
- "BWC"

Travel Reminders (Attorneys and Experts)

- Cost-effective travel
- Only bill for travel time in which you are not working on personal/work matters.
- Split expenses if you are combining multiple cases
- Bill for meals with receipts at the GSA rate for the location, per meal
- Hotel will be reimbursed at the GSA rate plus taxes for the location.
- Always use National Travel for airfare
- Airbnb/VRBOs



Excess Voucher Processing

Submission of Voucher with Memo or CJA 26

Review by FPD or Clerk Staff

Review and Preliminary Approval by District Judge

Review by Circuit CJA Staff

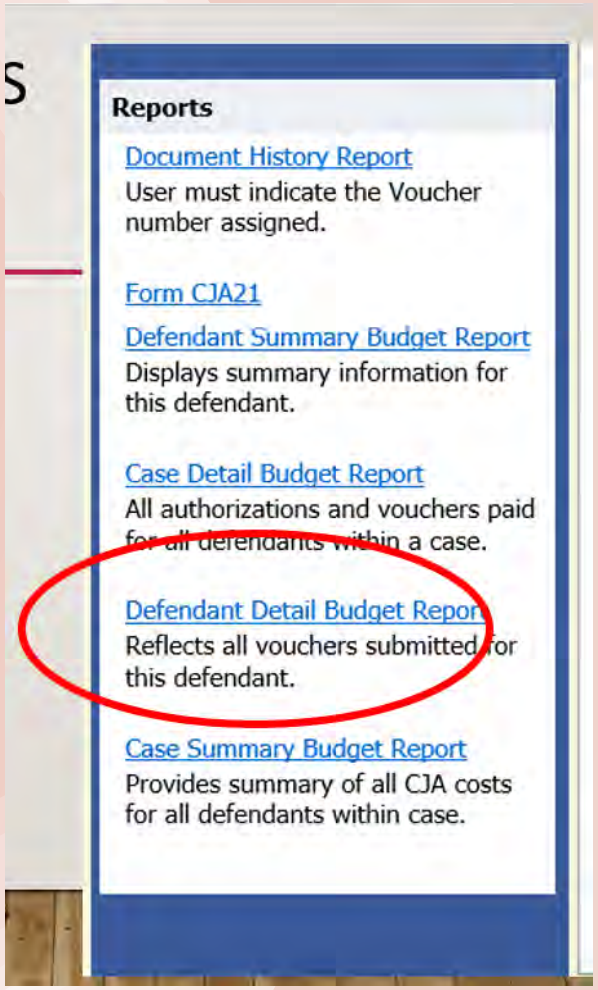
Final approval by Chief Judge Diaz

Case Budgeting 101

- All capital cases
- Any case likely to exceed 300 attorney hours
- Anytime a judge tells you to create a budget

AUTHORIZATION SUMMARY

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



ElectronicBudgetingApplication

Reach out anytime



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