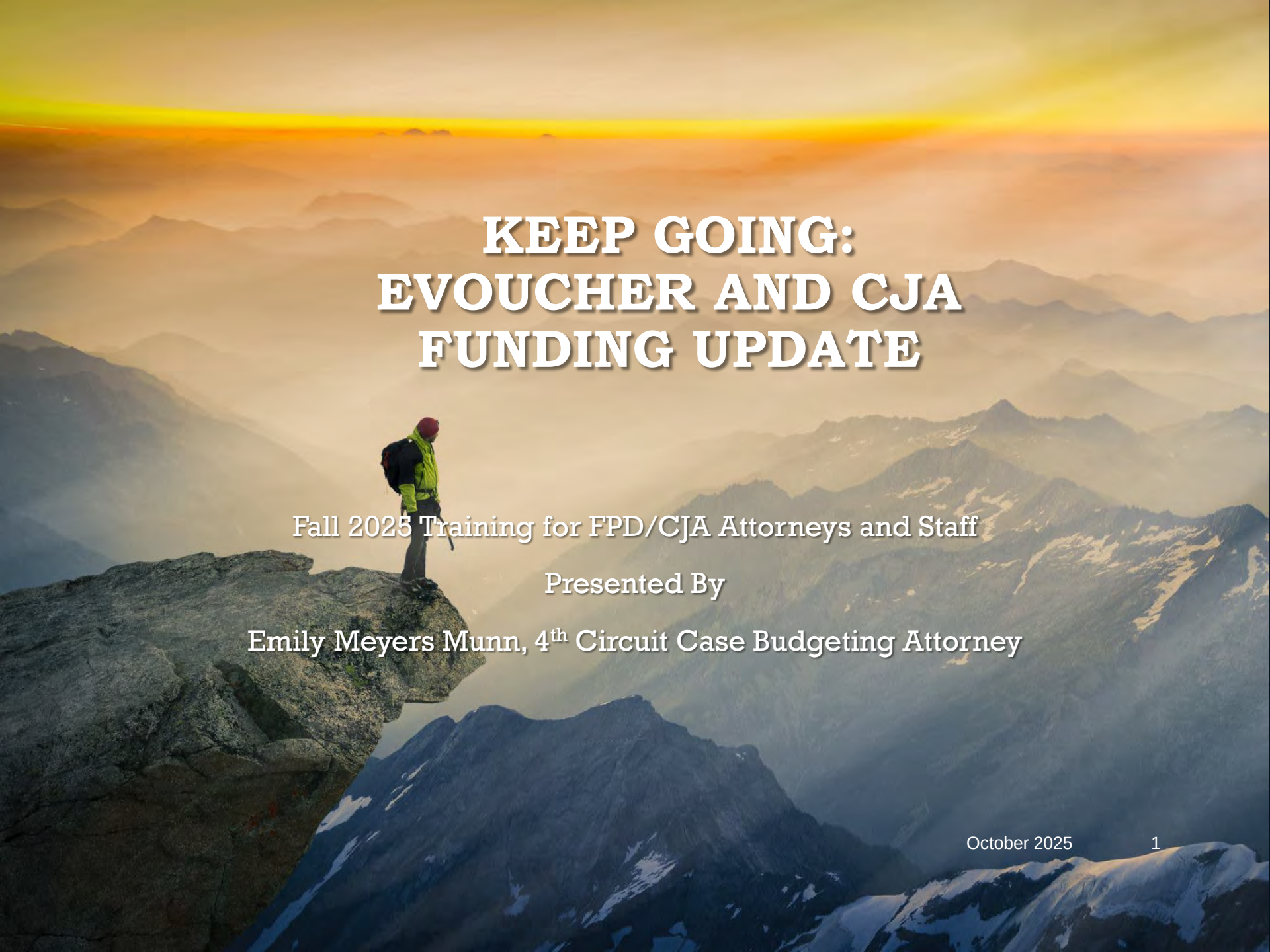




KEEP GOING: EVOUCHER AND CJA FUNDING UPDATE

Fall 2025 Training for FPD/CJA Attorneys and Staff

Presented By

Emily Meyers Munn, 4th Circuit Case Budgeting Attorney

WHAT WE WILL COVER TODAY



What is a Budget – When and Why You Need One



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



Budget Bad News

WHEN TO BUDGET

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

When You Anticipate Your Case Will
Exceed \$52,000

When a Judge Tells You To

HOW TO BUDGET

Create an account on the Electronic Budgeting Application (eba.fd.org); then click “Request Access”

Call or email Emily at emily_munn@ca4.uscourts.gov to schedule a call to discuss figures

HOW TO SUBMIT YOUR BUDGET

Submit the Budget in eVoucher using the BudgetAUTH function

We will give you specific Step-by-step instructions on how to file

EXPERTS!





TYPES OF RESOURCES THAT MAY BE AVAILABLE

- Accountant
- Ballistics expert
- Computer assisted legal research
- Chemist, toxicologist
- Computer (hardware, software)
- Computer forensics expert
- Documents examiner
- Duplication services
- Fingerprint analysis
- Hair/Fiber analyst
- Interpreter/translator
- Investigator
- Statisticians
- Jury consultant
- Legal analyst/Consultant
- Litigation support services
- Mitigation specialist
- Other
- Other medical expert
- Paralegal
- Pathologist
- Polygraph
- Psychologist
- Psychiatrist
- Voice/Audio analyst
- Weapons/Firearms/Explosive analyst

DISCOVERY

- Voluminous
 - 1 TB could be about 3.5 million documents
 - 1 TB may be about 2 million photos
 - May be organized or disorganized when it comes to you from the USA

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



WAYS TO USE AN INVESTIGATOR TO FURTHER YOUR CASE

Find New Leads / Evidence / Witnesses

Meetings with Client

Public / Social Media Profile

Prep for Cross Examination

Obtain Mitigating Evidence

Crime Scene Reconstruction

HOW DO I FIND AN INVESTIGATOR, INTERN, OR PARALEGAL

Fellow CJA Attorneys

Your CJA Panel Representative

Colleges/Universities/Law Schools

Professional Organizations

Federal Public Defender/Case Budgeting Attorney



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



GUIDE TO JUDICIARY POLICY

VOLUME 7, CHAPTER 3

(SEE 18 USC § 3006A(E))

Waiving the Case Compensation Maximum

Advance Approval should be obtained from the court and the Chief Judge of the Circuit (See § 310.20.20(b))

Without Prior Authorization

May be waived if the judge finds “in the interest of justice,” “timely procurement could not await prior authorization” (See § 310.20.30(b))

EFFECTIVE REQUESTS



GETTING YOUR SERVICE PROVIDER PAID

Use an Engagement Letter

Monitor their hours and work

Submit their vouchers before you file
your own final voucher

YOUR EXCESS VOUCHER PROCESSING

Submission of Voucher with CJA 26

Review by FPD or Court Staff

Review and Preliminary Approval by District Judge

Review by Circuit CJA Staff

Final approval by Chief Judge Diaz



VOUCHER TIPS

Bill promptly

Give detailed descriptions of your work without revealing privilege

Get travel approved in advance

Make sure your experts know the guidelines for billing/travel

BUDGET BAD NEWS

- Money from FY2025 that should have lasted until October 1 ran out on July 2 this year. No vouchers paid since then
- All courts continue to review vouchers; checks will be issued as soon as there are budgeted funds
- You should still seek authorization for expert services
- Some CJA attorneys have considered filing pleadings to continue and/or dismiss cases nationwide
- We will do our best to help you continue to do this important work.

CALL FOR ASSISTANCE

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