

BUDGET APPLICATION
(CAPITAL DISTRICT COURT CASE)

Defendant's Name: _____
Case No.: _____
Learned Counsel: _____ Hourly Rate: _____
Co-Counsel: _____ Hourly Rate: _____
Associate Counsel: _____ Hourly Rate: _____

Budget #:

Estimated Time Period of Request: From _____ to _____ [Use dates or text such as "through DOJ authorization decision"]

The answers to the following questions are for case management and budgeting purposes only and will not be binding in any respect on substantive issues to be raised in the course of litigation.

IMPORTANT: Use the TAB key to move between entries.

1. Date of indictment:
2. Brief summary of the government's allegations against your client:
3. Date, if known, for submitting information to local U.S. Attorney relevant to decision whether to seek the death penalty:
4. Date, if known, for submitting information to Department of Justice relevant to decision whether to seek the death penalty:
5. Date, if known, for Government to file notice of whether it intends to seek the death penalty:
6. Explain whether and how any of the following client considerations are likely to affect case cost during this pre-authorization period (client's mental health or substance abuse issues; language or cultural differences with client, client's family, witnesses; etc.).
7. Generally describe how often each counsel will visit the client during this budgeting period:
8. Explain whether the location of your client will significantly increase the cost of representation:

9. If this case involves a protective order, please explain if it has provisions that will increase CJA costs:

10. How much discovery has been produced on the case to date? Please provide an estimate in terms of page numbers, GB or TB count, and describe generally the type of discovery (documents, video recordings, etc.):

11. Please answer the following questions regarding mitigation-related witnesses to be located and interviewed during the pre-authorization stage of this case:

No. of local witnesses to be located/interviewed:

No. of out-of-area witnesses to be located/interviewed:

Location(s) of out-of-area witnesses:

12. Please answer the following questions regarding offense-related witnesses to be located and interviewed during this phase:

No. of local witnesses to be located/interviewed:

No. of out-of-area witnesses to be located/interviewed:

Location(s) of out-of-area witnesses:

13. Please describe how you will divide attorney work during the pre-authorization stage of this case:

14. Please describe your efforts to coordinate with co-defendant counsel, if any, to conserve CJA costs (e.g., joint of paralegals or investigators):

15. Generally describe the out-of-court services you have performed to date:

16. Are you requesting authorization to utilize associate(s)? YES NO

If YES, answer the following:

A. Associate name(s):

B. Is associate an employee of learned or co-counsel's firm or an independent contractor?

C. Requested hourly rate:

17. Complete the following table for the attorney hours you are requesting (including associates and all hours already expended since the starting date of this budget period):

REQUESTED ATTORNEY HOURS

Tasks	Requested Hours			Justification
	Learned Counsel	Co-Counsel	Assoc Counsel	
Prepare for and Attend In-Court Hearings				[Estimate time for arraignment; bail, detention, motion, sentencing, and revocation hearings; and status conferences.]
Prepare for and Communicate with Client				[Estimate total time for each in-person meeting, including time for prep, waiting, meeting, and post-meeting memo as well as for calls/letters on weekly or monthly basis; identify frequency of in-person meetings for this budget period; describe any communication challenges.]
Prepare for and Conduct Witness Interviews				[Estimate total time for each interview, including time for prep, waiting, interview, and post-interview memo.]
Consult Service Providers				[Estimate consult time with each provider on weekly or monthly basis.]
Review Court Record (i.e., transcripts, ECF)				[Describe.]
Review Documents and Evidence				[Describe.]
Consult Counsel (including AUSA, Co-Counsel, Co-Def, and Resource Counsel)				[Estimate consult time on weekly or monthly basis.]
Research and Writing				[Describe documents you expect to prepare or research you will be undertaking.]
Trial Prep				[ONLY IF BUDGET INCLUDES TRIAL – Estimate prep time in the weeks immediately preceding trial (include doc review, client meetings, witness prep, etc. here rather than in the separate categories above); identify number of likely prosecution and defense witnesses.]
Trial Phase				[Estimate time you will spend in and out of court while in trial.]
Penalty Phase				[Estimate time you will spend in and out of court while in penalty phase.]
Travel				[Estimate travel time to see client or potential witnesses and travel to and from court. To request authorization for out-of-district or overnight travel, please see travel table below.]
Other (including budget prep)				[Describe specific tasks and estimated time for each.]
Total Hours Requested	0	0	0	
Fees Per Atty	Learned: \$0.00		Co-Counsel: \$0.00	Associate: \$0.00
Total Fees	\$0.00			

18. Use the following table to request funding for a service provider or expert. For new providers, you'll need a copy of a CV or resume to submit to the Court along with this form. For previously authorized providers, include in the table below only the **additional** hours being requested for each existing provider and indicate in the justification column how much was previously approved.

REQUESTED SERVICE PROVIDERS

(Paralegal, Investigator(s), Experts)

	Name and Specialty	Requested Hours	Requested Rate	Cost	Justification and Scope of Work (including justification to exceed presumptive hourly rates)
1			\$	\$0.00	
2			\$	\$0.00	
3			\$	\$0.00	
4			\$	\$0.00	
5			\$	\$0.00	
6			\$	\$0.00	
7			\$	\$0.00	
8			\$	\$0.00	
Total Amount Requested for Service Providers:				\$0.00	

19. Complete the following table for any non-travel expense in excess of \$800 that counsel or a service provider anticipates incurring:

REQUESTED NON-TRAVEL EXPENSES EXCEEDING \$800

Expense Type	Amount	Justification
	\$	
	\$	
	\$	
	\$	
Total Amount Requested for Expenses:		\$0.00

20. Complete the following table for any travel by counsel or a service provider that occurs outside of the district or that requires overnight lodging:

REQUESTED OUT-OF-DISTRICT OR OVERNIGHT TRAVEL TRIPS

Traveler	Origin/ Destination	No. of Nights Per Trip	No. of Trips	Purpose of Travel

21. Please provide any additional information you believe would assist the Court in determining the reasonableness of your funding request:

IF ANY PORTION OF YOUR REQUEST IS BEING MADE *NUNC PRO TUNC*, YOU MUST COMPLETE THIS SECTION BEFORE SUBMITTING YOUR FUNDING REQUEST

NUNC PRO TUNC AUTHORIZATION

NOTE: *Counsel is responsible for the oversight of expert services and funding status. Nunc pro tunc requests may be denied absent extraordinary circumstances. Justification provided must be sufficiently persuasive and detailed to overcome failure to obtain timely authorization.*

Nunc Pro Tunc Date: _____

Justification for *nunc pro tunc* request: _____

INSTRUCTIONS:

1. Save completed Budget Application form in Word.
2. Email completed form, along with the resume or CV of newly requested service providers, to your Ninth Circuit Case Budgeting Attorney (CBA).
3. After CBA approval, submit the Budget Application in eVoucher pursuant to the CBA’s instructions using either Budget-AUTH or CJA-26 (depending on the district).
 - a. On the Basic Info tab, enter only the amount of new attorney fees requested in the proposed budget; do not include service provider fees on this screen.
 - b. On the Authorization Request tab (if using Budget-AUTH), enter each service provider requested in the budget.
 - c. On the Justification tab (if using CJA-26), leave the fields blank.
 - d. On the Documents tab, upload a PDF of the Budget Application form and any supporting

documentation such as the CV, resume, or project bid for a service provider. In the Description field, describe the document being attached (e.g., “Budget Application #2” or “CV for Investigator Maria Montes”).

- e. On the Confirmation tab, type: “See attached budget proposal prepared with the assistance of Ninth Circuit CBA” in the “Attorney/Public Comments” box.
4. Once you receive email notification that the budget is approved, go back into eVoucher and download the “Budget Funding Authorization” (FA) attached to the Documents tab.
5. Contact your CBA with any questions.