

## **Step-by-Step Guide to Case Budgeting in the District of Kansas**

1. All of the judges in the District of Kansas have ordered that case budgeting must be instituted for every defendant represented by CJA panel counsel that seems likely to generate attorney fees in excess of \$39,000 or require more than 300 attorney hours. If defense counsel believes their representation of a defendant case may reach this threshold, they are responsible for notifying the Court. They will then be directed to work with Cari Waters, Case Budgeting Attorney for the Tenth Circuit. This should occur as early in the case as is practical.
2. Once contacted, Ms. Waters will discuss the general nature of the case with counsel and will email budgeting worksheets to counsel.
3. Counsel will fill out the budgeting worksheets and email them back to Ms. Waters.
4. She will review the proposed budget, contacting counsel to discuss any questions or suggested changes in the budget.
5. She will then prepare a final proposed budget and submit it to the Court for approval.
6. Once approved, CJA administration will upload a PDF of the budget to a CJA-26 in eVoucher.
7. The Court will approve the budget, through eVoucher, so that the budget amounts are in the electronic vouchering system.
8. CJA administration will create the authorizations necessary to implement the budget (for each service provider) and will obtain the Court's approval of these authorizations in eVoucher.
9. CJA counsel will then be responsible for creating the CJA21s for each service provider identified in the budget. Vouchers for attorney fees and experts will then be submitted through eVoucher, as with any case.

10. If a supplemental budget is necessary, for trial preparation and trial, then CJA counsel is responsible for contacting Ms. Waters and preparing such a budget. The same process is followed for a trial budget, as is outlined above.

NOTE: If a case has been designated for case budgeting, and this process is not followed, the Court will be unlikely to approve attorney fees in excess of \$30,000.