

**INSTRUCTIONS FOR SUBMISSION OF
CAPITAL HABEAS BUDGET REQUESTS USING eVOUCHER**

Pursuant to General Order 610-A, effective August 1, 2016, in addition to the mandatory electronic submission of CJA payment vouchers via the CJA eVoucher system, budget requests and other matters relating to CJA compensation must also be submitted to the Court electronically using the CJA eVoucher system.

CJA counsel for Petitioner in capital habeas matters will utilize the form entitled “United States District Court Capital Habeas Funding Application” in submitting their initial budget request. For later budgeting phases, counsel should complete the form as appropriate to that phase of the case.

To submit a budget request in the eVoucher system, counsel will:

- (1) Create and complete a CJA 26 authorization in the eVoucher system;
- (2) Attach the budgeting form to the authorization under the documents section; and
- (3) Submit those materials to the Court for review using the eVoucher system.

Any supplemental request(s) will be submitted using these same procedures.

If counsel, in either an initial phase budget or supplemental budget, requests the use of service providers (personnel aside from attorneys, including but not limited to investigators, paralegals, mitigation specialists, and experts), counsel must also submit that service provider’s CV or resume along with any other materials relevant to the Court’s consideration of the request.