EXCEL BUDGETING FOR CAPITAL HABEAS CASES

NOTES ABOUT MICROSOFT EXCEL

Microsoft Excel was selected as the program to drive this budgeting software because it is widely available and is Windows-based. The files created in Excel are managed in the same way on your computer as are Word Perfect and Microsoft Word files. The files are easy to manage and easy to attach to e-mails.

A basic knowledge of Excel is all that is necessary to use these budget spreadsheets. Excel is menu driven and has helpful icons like other popular windows-based programs. Most areas of the spreadsheets are password protected and therefore normal Excel functions, such as adding rows and columns, adding and editing formulas, and adding text areas are not allowed.

Excel spreadsheets are also referred to as “workbooks.” This is because it allows the use of multiple worksheets or pages that interact with each other. As described in this guide, this budgeting spreadsheet file utilizes many separate worksheets to make the budgeting process more clear and user-friendly. You can move from sheet to sheet by selecting the desired worksheet from the tabs across the bottom of the spreadsheet.

You can move around a sheet by tabbing from cell to cell, using the arrow buttons on your keyboard or clicking on the desired cell. It you try to access a protected part of the spreadsheet, you will get a warning that the cell is protected (click OK to proceed).

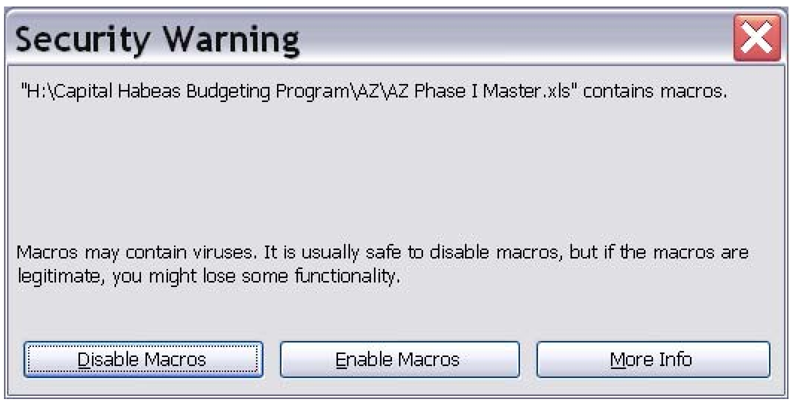
Because so much of the data entry will be numerical, it is suggested that you use the number lock on your keyboard so that your number pad will function like a calculator. This will probably make data entry more efficient and accurate.

Note about the latest version of Excel: Excel 2007 looks very different that previous versions, but these files function the same in both. The only difference is in how the macros are enabled (explained below) and how the files are saved. Files that are created and saved in Excel 2007 will have a .xlsx extension, while previous versions of Excel will have a .xls extension. In order for these files to work properly, the extension on all the files must be .xls. Note that Excel 2007 also gives you to option to save as a “macro-enabled workbook” (with the extension .xlsm). Do not use this option as it will cause an error in the file**. If you are working in Excel 2007, use the “Save As” feature to save to the Excel 97-2003 Workbook format.**

CAPITAL CASE BUDGETING PROJECT

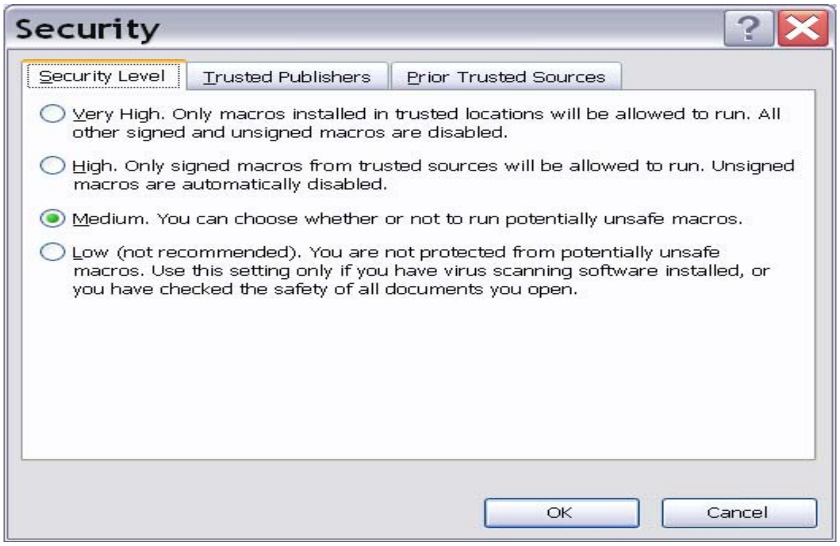
This spreadsheet has been developed to help manage and monitor capital case budgets. It utilizes standard categories, rates, and terminology approved by the 9th Circuit and the districts therein. Through consistent use of this program, the Circuit will be able to better estimate cost and time requirements necessary to complete the various phases of a capital habeas case.

After sending the standard order to begin work on a phase of the case, the appropriate budgeting file will be e-mailed to the lead attorney. It is Microsoft Excel-based and requires minimal understanding of the Excel program itself. **In versions prior to Excel 2007**, when you attempt to open the file, you should (if your security level is set correctly) get a message similar to the following:



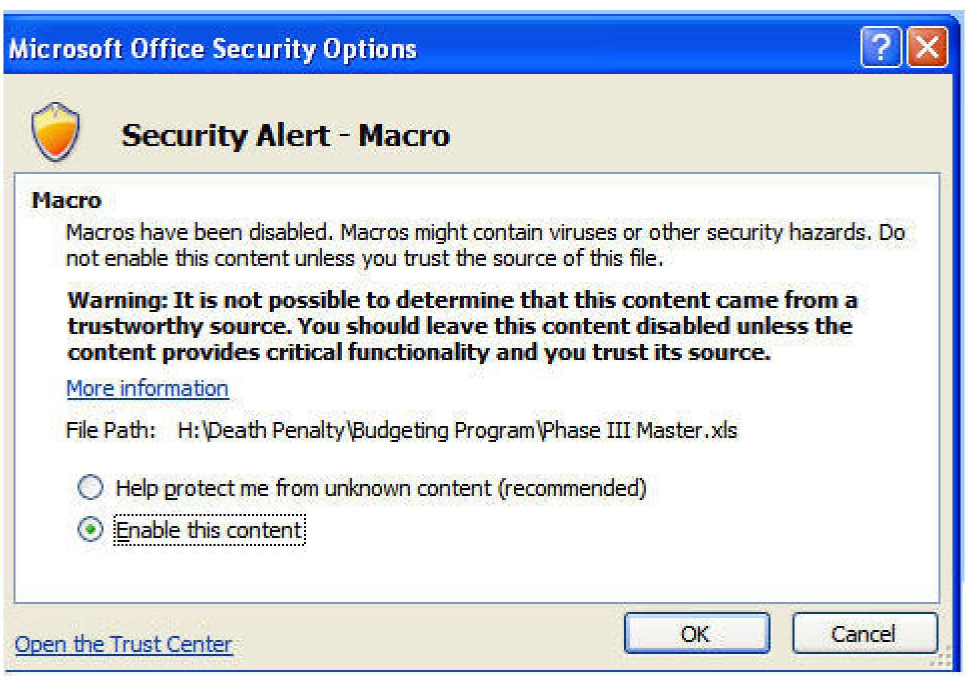
Viruses are sometimes transferred through macros, so your system may warn you that this program contains macros. This budgeting program is controlled by the court and is considered to be safe from viruses. **In order for the program to function properly, you must select "Enable Macros" if you get this, or a similar message**. **If you don't get this message, you need to cancel opening the file and re-set your security level as described below.**

To set your security level properly, open a blank Excel file and go to Tools on the Menu Bar, click Options, click on the tab Security, click on Macro Security and set the Security level to Medium.



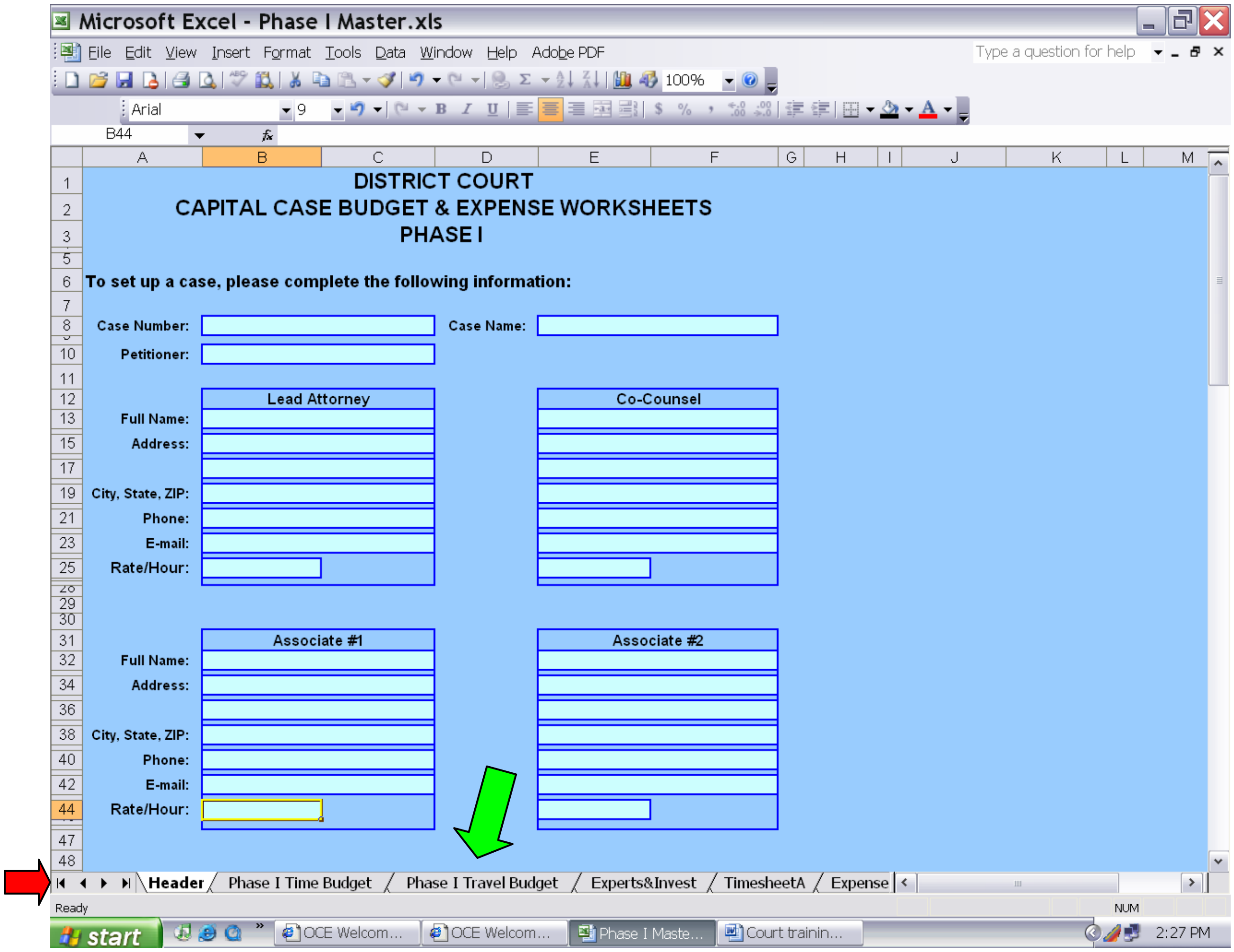
If you have **Excel 2007**, the file will open, but you may get a security warning at the top of the file (below the menu bars):

Click on the Options button and choose “Enable this content”:



You will be asked to provide a password every time you open these files (in all phases). The password is always 2254case.

Capital habeas cases are divided into four phases, each individually budgeted. Each phase of the program consists of several sheets that detail different aspects of the costs incurred in that phase and a comparison to budgeted amounts. The program opens on the Header page (shown below). Note: if there are no associates assigned to the case, the section for associates will be hidden. The various sheets are listed on tabs (indicated by the green arrow) along the bottom edge of the Excel file.



On each sheet, when attorney data is required to be entered into the spreadsheet, the field will be shaded in light blue. Fields that are shaded in a rust color and unshaded "Authorized" columns are for the court to fill in. Generally, all other fields will be locked, to prevent inadvertent entries into restricted areas of the program, where formulas and links cannot be changed. You will get an error message if you try to enter data into a locked field.

There are eight sheets in the program, most requiring court and/or attorney input (use the navigation arrows in the lower left corner of the screen -- indicated by the red arrow -- to scroll through the tabs). If the court has approved associate attorneys in addition to co-counsel, the appropriate sheets will automatically expand to accommodate the additional information. In addition, a separate timesheet and a separate voucher sheet will appear. The sheets in the spreadsheet are as follows.

- **Header** - This sheet gathers summary information and populates the part of the voucher that requests attorney information.
- **Phase *X* Time Budget** - This sheet asks for the proposed number of hours for each attorney in each of the categories provided. The court fills in the "Authorized" columns.
- **Phase *X* Travel Budget** - This sheet asks for the proposed number of hours required and the associated travel expenses for attorneys. Again, the court fills in the "Authorized" columns.
- **Experts & Invest** - This sheet asks for an estimated rate per hour, estimated hours, and summary information for the experts expected to be used in this Phase. The court fills in the "Authorized" columns. Expert Type is selected from a drop-down list.
- **Timesheet/TimesheetA** - This sheet gathers detailed hours spent by the lead attorney or co-counsel (or associates) by date and by category. It provides a rollforward budget balance at the top of the spreadsheet. It also allows the court to make adjustments at the bottom of the spreadsheet.
- **Expense Sheet** - This sheet gathers detailed expense information – both travel and general expenses. It also allows the court to make adjustments at the bottom of the spreadsheet and provides rollforward budget balances at the top of the sheet.
- **Voucher/VoucherA** - The voucher (CJA Form 30) is automatically filled in, except for the light turquoise fields. These are filled in by the attorney and are often facilitated by drop-down boxes that make the form easier to complete.
- **Admin** - This sheet is primarily for the court and circuit administrators. It summarizes each area of the budget, comparing proposed, authorized, and actual expenses. It offers a detailed snapshot of how the budget stands. Attorneys do not fill in any information on this sheet.

Getting Started

The court initiates the budgeting process by entering some basic case information (and usually attorney information) into the file. The spreadsheet will then be forwarded to the lead attorney who will complete/correct the information on the header page as well as fill out the three budgeting worksheets: Time Budget, Travel Budget, and Expert/ Investigator Budget (explained in greater detail *infra*). Once completed, the file should be e-mailed back to the person who originally e-mailed it to you (typically either the Court's CJA Administrator or a representative thereof).

The court will review the budget and the presiding Judge will make adjustments to the proposed budget where necessary. The adjusted budget will be entered in the "Authorized" columns by the court. The court will then e-mail the file back to you. This file will serve as the authorized budget as well as the mechanism for you to report your time and expenses to the court on a periodic basis.

Each time you submit time and expenses, you will e-mail the file to the CJA Administrator who will import the information into a master file and return an updated file to you for your next submission. Each time the court imports your data, all of the cumulative budget information will be updated, so you should always have a current picture of where you stand on the budget.

Phase *X* Time Budget

The lead attorney must complete each phase's Time Budget (example below of Phase I), for hours and for administrative expenses. Fill in information for fields shaded in light turquoise only, all other fields should be locked and will give you an error message if you attempt to enter or change data.

Enter your estimate of the number of hours **(rounded to nearest 1/10th of an hour**) that the case will require in each of the categories listed, both for you, co-counsel, and, if appropriate, associate attorneys (if associate attorneys have been authorized, there will be additional columns on this sheet). Again, exact hours may not be known, but best estimates must be made for budgeting purposes.

Activities	Hours for Lead Counsel		Hours for Co-Counsel		Total Cost	
	Proposed	Authorized	Proposed	Authorized	Proposed	Authorized
Attend Case Mgmt. Conference(s)	10.0	5.0	10.0	0.0	**2,750.00**	**750.00**
Prepare Case Mgmt. & Budget Plan for Phase I (Including CCEF); Prepare CM&BP for Phase II	20.0	15.0	0.0	0.0	**3,000.00**	**2,250.00**
Assemble / Review Record	50.0	50.0	400.0	300.0	**57,500.00**	**45,000.00**
Assemble Client File / Consult with Prior Counsel	75.0	25.0	100.0	50.0	**23,750.00**	**10,000.00**
Correspond/Consult with Client	30.0	15.0	30.0	15.0	**8,250.00**	**4,125.00**
Consultations with Investigator(s) and/or Expert(s)	25.0	10.0	25.0	0.0	**6,875.00**	**1,500.00**
Consult with Co-Counsel / Resource Counsel	30.0	20.0	30.0	0.0	**8,250.00**	**3,000.00**
Legal Research/Prepare Pleading(s) on Preliminary Matters (if any)	50.0	25.0	100.0	25.0	**20,000.00**	**6,875.00**
Other (specify in declaration)	10.0	0.0	10.0	10.0	**2,750.00**	**1,250.00**
Total	**300.0**	**165.0**	**705.0**	**400.0**	**133,125.00**	**74,750.00**

At the bottom of the Time Budget sheet, fill in the estimated administrative expenses that you anticipate for this Phase (in the light turquoise box). These expenses include fax and telephone charges, copy, postage, and express mail/messenger expenses.

Phase *X* Travel Budget

The lead attorney on each capital case must complete the Travel Budget for travel time and expenses. Again, you need only fill in information for fields shaded in light turquoise. All other fields should be locked and will give you an error message if data is entered.

Enter the travel hours (**rounded to the nearest 1/10th of an hour**) anticipated, by category, that the team will use along with anticipated travel expenses. Each line of the travel budget should have a brief description of the purpose and nature of the travel, along with the number of trips anticipated. The table will reference the rate/hour set by the court. As with the Time Budget, the table will expand to accommodate associate attorneys should such be authorized by the court.

DISTRICT OF IDAHO
PHASES I AND II CASE MANAGEMENT AND BUDGET FORM--TRAVEL ONLY
(Include Costs Already Authorized and /or Incurred)[1]

Case Number: __________
Case Name: ____________________
Counsel for Petitioner: ____________________

		Hours Required for Travel						Travel Expense (Hotel, Airfare, transportation, etc.)		Total Travel Cost	
		Proposed			Authorized						
Activities	Description and Purpose of Travel	Lead	Co-Coun.	Paralegal	Lead	Co-Coun.	Paralegal	Proposed	Author.	Proposed	Authorized
Attend Case Mgmt. Conference(s)	1 trip to Boise for Conference; Airfare, Taxi	2.0	2.0					350		750	0
Prepare Case Mgmt. & Budget Plan for Phase I/II (Including CCEF); Prepare CM&BP for Phase III										0	0
Assemble / Review Record	Drive to Sun Valley to obtain Records, 2 trips	2.0		2.0				50		350	0
Assemble Client File / Consult with Prior Counsel										0	0
Correspond/Consult w/ Client/Client's Family										0	0
Consultations with Investigator(s) and/or Expert(s) re: Guilt Phase	Mileage	1.0						25		125	0
Consultations with Investigator(s) and/or Expert(s) re: Penalty Phase										0	0
Legal Research/Prepare Pleading(s) on Preliminary Matters (if any)										0	0
Other										0	0
Total		5.0	2.0	2.0	-	-	-	425	0	1,225	0

Preparing the Expert/Investigator Budget

To complete the Expert/Investigator Budget, click on the "Experts&Invest" tab. This sheet works similarly to the first two. The "Expert Type" column has a drop-down menu to assist in the selection of the appropriate expert. The name of the expert should be entered, along with the anticipated rate/hour and the anticipated hours and expenses needed for this phase of the case.

DISTRICT OF IDAHO
EXPERT & INVESTIGATOR REQUEST FORM & BUDGET

EXPERT TYPE	Name of Expert	# OF HOURS		HOURLY RATE		ESTIMATED EXPENSES		TOTAL BUDGET	
		Proposed	Authorized	Proposed	Authorized	Proposed	Authorized	Proposed	Authorized
Investigator	Thomas Magnum	8.0		75.00		250.00		850.00	0.00
Psychologist	Frasier Crane	4.0		100.00				400.00	0.00

Once these three budget sheets have been completed, e-mail the file to the CJA Administrator.[1] The proposed hours and expenses will be reviewed by the Judge and any adjustments deemed appropriate will be made. The adjusted budget will be entered into the authorized columns and will be the authorized budget from that point forward.

The file will be e-mailed to you with all of the budget information populated. The file now becomes a tool to record actual hours and expenses and a simple means of reporting them to the court. A managerial by-product of the file will be a comparison of actual amounts expended to the authorized budgets on an ongoing basis. There is also an automated CJA 30 voucher that requires very little input, since it populates as hours and expenses are recorded on the time and expense sheets. The program categorizes the hours onto the voucher for you.

Timesheet

The timesheet page records attorney time spent in the various categories associated with this particular phase of the case. In the date/description column, list the date and as detailed a description as required by the particular district. Time should be input in tenths of an hour increments in the appropriate corresponding category. Attorneys should not share their timesheet with each other; every participant should use their own timesheet to record and submit their time. If there are associate attorneys assigned to the case, a different timesheet (labeled TimesheetA) will be available. To avoid confusion, TimesheetA will be hidden if there are no associates working on the case.

It is very important that you indicate at the top of the timesheet if you are the lead attorney or co-counsel (or, if you are an associate attorney, whether you have been designated on the header sheet as Associate #1 or Associate #2), by clicking on the appropriate button. When you click on the appropriate button, the cursor will automatically appear on the line for counsel's name. You will need to type in your name on each submission.

The program will keep a running total of how many hours you have used and how many are left in the budget. The program will total the hours in all columns and rows automatically. The following is a brief example of how the timesheet will look when you start filling it out. If you

[1]Please note that all three sheets you will have completed at this point (and the other five sheets) are contained in one file. There is no need to e-mail each sheet separately.

use a separate timekeeping program (such as Timeslips) to keep the detail of your time, you need only enter the totals, **by category**, on line 13.

PHASE I TIMESHEET

Case Number: 09-01234
Case Name: Doe v. Warden
Counsel: Perry Mason

Note: Before Entering or Importing Data, Select Role in Case------> Lead Attorney | Co-Counsel

Sort entries by date

	A	B	C	D	E	F	G	H	I	J	K	L	M
7	Date	Description	Attend Case Mgmt. Conference(s)	Prepare Case Mgmt. & Budget Plan for Phase I (including CCEF); Prepare CM&BP for Phase II	Assemble / Review Record	Assemble Client File / Consult with Prior Counsel	Correspond/Consult with Client	Consultations with Investigator(s) and/or Expert(s)	Consult with Co-Counsel / Resource Counsel	Legal Research/Prepare Pleading(s) on Preliminary Matters (if any)	Other (specify in declaration)	Travel in All Categories	Totals
8		Lead Hours Authorized	1.0	20.0	200.0	50.0	15.0	15.0	15.0	10.0	-	-	326.0
9		Lead Hours Expended	-	1.8	10.2	-	0.4	-	-	-	-	-	12.4
10		Co-Counsel Hours Authorized	-	10.0	200.0	50.0	10.0	10.0	15.0	10.0	-	-	305.0
11		Co-Counsel Hours Expended	-	-	-	-	-	-	-	-	-	-	-
12		Total Hours Left to Use	1.0	28.2	389.8	100.0	24.6	25.0	30.0	20.0	-	-	618.6
13	01/05/2009	reviewing record			5.7								5.7
14	01/08/2009	continue reviewing record			4.5								4.5
15	01/12/2009	ltr to client					0.4						0.4
16	01/20/2009	prepare phase I budget dec		1.8									1.8
17													-
18													-
19													-
20													-
21													-
22													-
23													-
24													-
25													-
126		**Totals**	-	**1.8**	**10.2**	-	**0.4**	-	-	-	-	-	**12.4**
127		**Court Adjustments: (Enter as negative hours)**											
128		Court Adj. To Lead											
129		Court Adj. To Co-Counsel											

Please follow these steps:

1. Enter all hours to report for the current period, by category.
2. If additional rows are required for more data entry, click the Add button.

Add 25 Rows | Add 50 Rows

Header | Phase I Time Budget | Phase I Travel Budget | Experts&Invest | Timesheet | TimesheetA | Expense Sheet | Voucher | VoucherA | Admin | Cc

If you run out of rows to enter your time, there are buttons at the bottom of the sheet that will allow you to add a limited number of additional rows (25, 50 or 100). There is also a “Remove Add’l Rows” button, but please keep in mind that clicking this button will only hide the rows that have been added if one of the add rows buttons have been clicked – it will not actually remove rows that are not being used. If you are using the Excel program to enter your time, you may want to use the “Freeze Panes” option to “freeze” the categories so that you can see them at all times. To do this, put your cursor on row 13, select Windows from the Tool Bar and select “Freeze Panes” – this will hold everything above line 13 stationary, but you will still be able to scroll down the rest of the page. For **Excel 2007**, the freeze panes option is in the window section of the View ribbon.

Once all time has been entered, follow the instructions at the bottom of the sheet. Remember, this data will be e-mailed to the court, so do not delete any information before the file is sent.

You may want to print a copy of every completed timesheet for your records. Once the time sheet is complete, you can verify the accuracy of the hours on the voucher sheet, and then proceed to the expense sheet.[2]

Expense Sheet

The expense sheet is where attorneys record their travel and administrative expenses. The miscellaneous case data at the top, along with the authorized budget will automatically carry forward from other parts of the spreadsheet. On the light turquoise lines, enter the date, description and amount of each expense. As expenses are listed, they will be added to the "Expended to Date" total at the top of the sheet, and will reduce the "Amount Available to Use." Similar to the timesheet, the Court has an area at the bottom of the sheet to make any adjustments considered necessary. These adjustments will also calculate into the rollforward totals at the top of the sheet.

		Travel Expenses	Other Expenses
	Authorized Budget	425.00	300.00
	Expended to Date	275.00	49.00
	Amount Available to Use	150.00	251.00
Date	Description	Amount Spent	Amount Spent
1/3/03	Travel to Boise for Conference-Air, Taxi	275.00	
1/3/03	Fax and Copy Expenses		35.00
1/9/03	Long Distance		14.00

You may want to print a copy of the completed expense sheet for your records. Once you have finished, verify the accuracy of the amounts on the voucher sheet.

Voucher/Voucher A

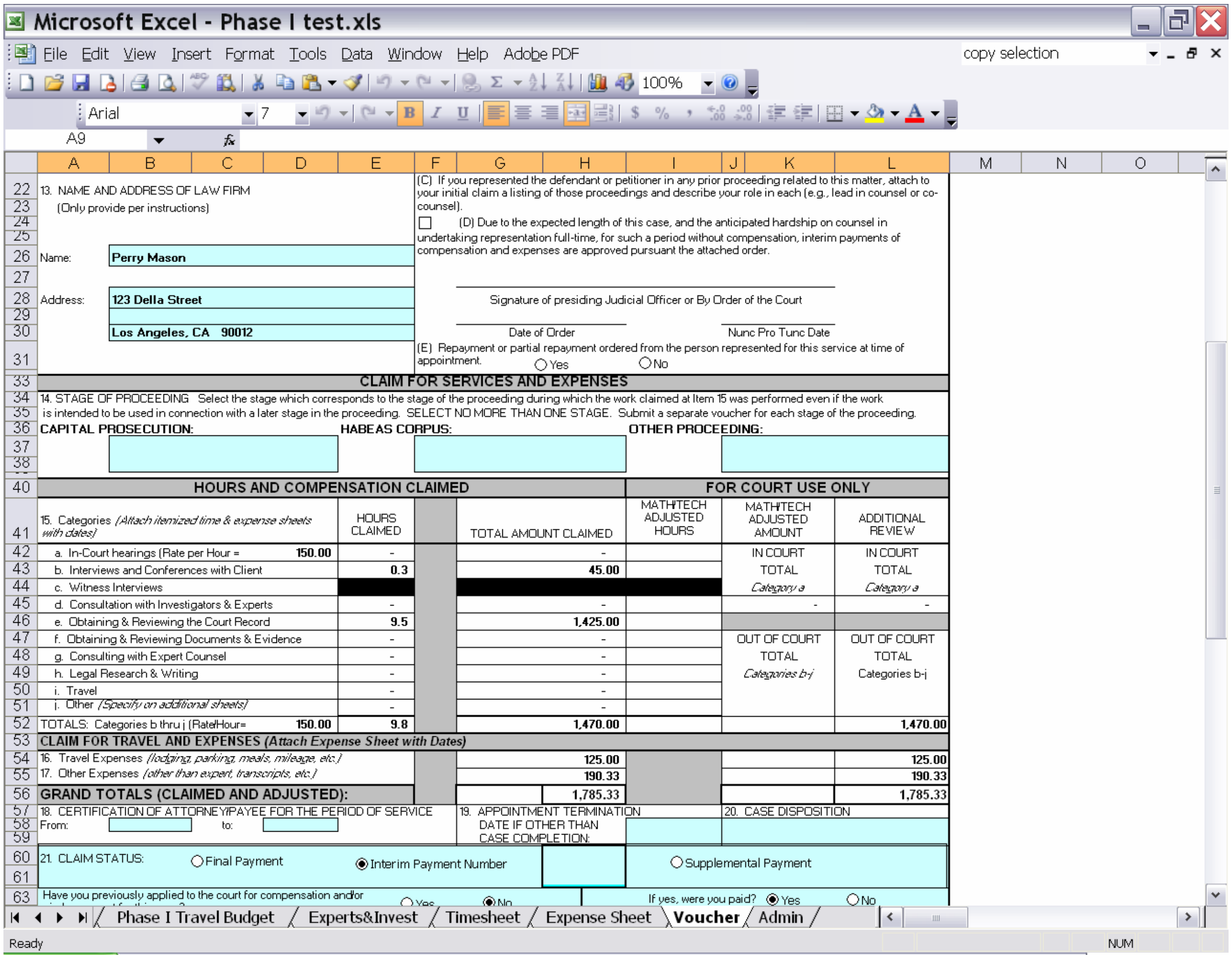
The automated CJA 30 voucher contained in the program is designed to minimize attorney input. Many of the fields contain drop-down boxes to aid in the selection for that field. As in other areas of the spreadsheet, the fields that require your input will be shaded in light turquoise.

All of the actual time and expense data entered on the time and expense sheets carry forward to the voucher. In addition, much of the general case and attorney information entered on the header screen is carried forward to the voucher. If you need to make adjustments to time and/or

[2]Once the court receives the file, they will have the responsibility to review the data and the Judge may disallow certain hours spent. They will do this at the bottom of the sheet (court use areas are shaded in rust).

expenses before submitting the voucher to the court, you must make changes on the Timesheet and/or Expense Sheet, **not on the voucher itself.**

A portion of the Voucher from the Excel program is shown here:


Microsoft Excel - Phase I test.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

13. NAME AND ADDRESS OF LAW FIRM (Only provide per instructions)

Name: Perry Mason

Address: 123 Della Street

Los Angeles, CA 90012

(C) If you represented the defendant or petitioner in any prior proceeding related to this matter, attach to your initial claim a listing of those proceedings and describe your role in each (e.g., lead in counsel or co-counsel).

(D) Due to the expected length of this case, and the anticipated hardship on counsel in undertaking representation full-time, for such a period without compensation, interim payments of compensation and expenses are approved pursuant the attached order.

Signature of presiding Judicial Officer or By Order of the Court

Date of Order | Nunc Pro Tunc Date

(E) Repayment or partial repayment ordered from the person represented for this service at time of appointment. ○ Yes ○ No

CLAIM FOR SERVICES AND EXPENSES

14. STAGE OF PROCEEDING Select the stage which corresponds to the stage of the proceeding during which the work claimed at Item 15 was performed even if the work is intended to be used in connection with a later stage in the proceeding. SELECT NO MORE THAN ONE STAGE. Submit a separate voucher for each stage of the proceeding.

CAPITAL PROSECUTION: HABEAS CORPUS: OTHER PROCEEDING:

HOURS AND COMPENSATION CLAIMED			FOR COURT USE ONLY		
15. Categories *(Attach itemized time & expense sheets with dates)*	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	MATH/TECH ADJUSTED HOURS	MATH/TECH ADJUSTED AMOUNT	ADDITIONAL REVIEW
a. In-Court hearings (Rate per Hour = 150.00	-	-		IN COURT TOTAL *Category a*	IN COURT TOTAL *Category a*
b. Interviews and Conferences with Client	0.3	45.00			
c. Witness Interviews					
d. Consultation with Investigators & Experts	-	-		-	-
e. Obtaining & Reviewing the Court Record	9.5	1,425.00			
f. Obtaining & Reviewing Documents & Evidence	-	-		OUT OF COURT TOTAL *Categories b-j*	OUT OF COURT TOTAL Categories b-j
g. Consulting with Expert Counsel	-	-			
h. Legal Research & Writing	-	-			
i. Travel	-	-			
j. Other *(Specify on additional sheets)*	-	-			
TOTALS: Categories b thru j (Rate/Hour= 150.00	9.8	1,470.00			1,470.00
CLAIM FOR TRAVEL AND EXPENSES *(Attach Expense Sheet with Dates)*					
16. Travel Expenses *(lodging, parking, meals, mileage, etc.)*		125.00			125.00
17. Other Expenses *(other than expert, transcripts, etc.)*		190.33			190.33
GRAND TOTALS (CLAIMED AND ADJUSTED):		1,785.33			1,785.33

18. CERTIFICATION OF ATTORNEY/PAYEE FOR THE PERIOD OF SERVICE From: to: | 19. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION: | 20. CASE DISPOSITION

21. CLAIM STATUS: ○ Final Payment ◉ Interim Payment Number ○ Supplemental Payment

Have you previously applied to the court for compensation and/or ○ Yes ◉ No If yes, were you paid? ◉ Yes ○ No

Phase I Travel Budget / Experts&Invest / Timesheet / Expense Sheet / Voucher / Admin

Ready NUM

Once you have completed the voucher information and reviewed it for accuracy, print the voucher for the court and for your records. Most courts will require that you sign the voucher and submit the signed voucher to the court, along with hard copies of the detailed description of your time (if you are using a separate timekeeping program) and any expense receipts.

If the Judge makes any adjustments to the time and expense figures, these adjustments will automatically be incorporated into the "Additional Review Column" – the far right column on the voucher.

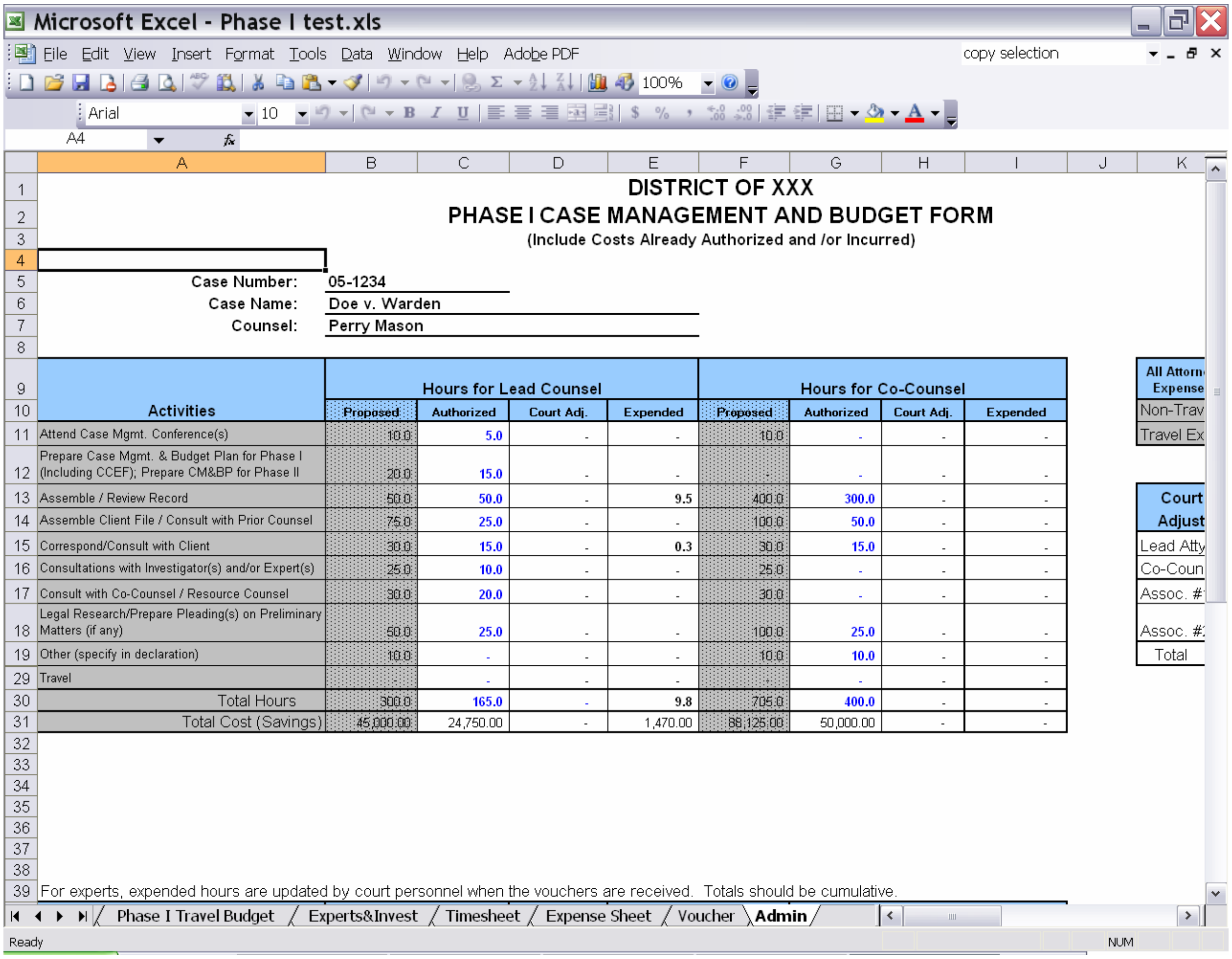
Important Note: The "Clear Forms" button at the bottom of the voucher sheet, in the Instructions box, is for **court use only**. Selecting this button will clear all of the data that you have entered on the time and expense sheets.

Admin. (Budget Summary)

The budget summaries are on the sheet tab labeled "Admin." From the attorneys' standpoint, this sheet is informational only. It summarizes the various parts of the budget for this Phase of the case and makes comparisons between the proposed, authorized, and expended hours and amounts, as well as listing any adjustments made by the Judge. These tables will alert you when certain areas of the budget are close to being fully expended, so that you can make a timely request to amend the budget. The court will also use this information to monitor the progress of the case, as well as to gather statistical data to compare to other cases.

Time and reimbursable expenses for authorized experts, investigators, and/or paralegals that are submitted to the court will be manually updated by the CJA Administrator using the rust-shaded areas on the Admin Sheet.

The Admin Sheet also highlights the adjustments made by the court during the course of the particular phase you are in and keeps track of the total case budget. A portion of this sheet is shown below:



Activities	Hours for Lead Counsel: Proposed	Authorized	Court Adj.	Expended	Hours for Co-Counsel: Proposed	Authorized	Court Adj.	Expended
Attend Case Mgmt. Conference(s)	10.0	5.0	-	-	10.0	-	-	-
Prepare Case Mgmt. & Budget Plan for Phase I (Including CCEF); Prepare CM&BP for Phase II	20.0	15.0	-	-	-	-	-	-
Assemble / Review Record	50.0	50.0	-	9.5	400.0	300.0	-	-
Assemble Client File / Consult with Prior Counsel	75.0	25.0	-	-	100.0	50.0	-	-
Correspond/Consult with Client	30.0	15.0	-	0.3	30.0	15.0	-	-
Consultations with Investigator(s) and/or Expert(s)	25.0	10.0	-	-	25.0	-	-	-
Consult with Co-Counsel / Resource Counsel	30.0	20.0	-	-	30.0	-	-	-
Legal Research/Prepare Pleading(s) on Preliminary Matters (if any)	50.0	25.0	-	-	100.0	25.0	-	-
Other (specify in declaration)	10.0	-	-	-	10.0	10.0	-	-
Travel	-	-	-	-	-	-	-	-
Total Hours	300.0	165.0	-	9.8	705.0	400.0	-	-
Total Cost (Savings)	45,000.00	24,750.00	-	1,470.00	88,125.00	50,000.00	-	-

Budgeting Process

1. You will receive a file from the court's CJA Administrator (or designee) with the name "[Petitioner] Phase X Budget.xls" (e.g., *Jones* Phase I Budget.xls) or something similar. This file will contain rate information set by the court, as well as the case name and number and basic attorney information. Please ensure that all information on the Header Sheet is accurate. Using this file, you will complete the time, travel, and expert/ investigator budgets.
2. Once these sheets are complete, save the file for your records and e-mail it back to the person who e-mailed it to you (keeping the same name).
3. After the budget is authorized by the court, the court's CJA administrator will e-mail you a file called "[your name] Interim 01.xls " (e.g., *Mason* Interim 01.xls). You may wish to copy this file as a separate version of the authorized budget (renaming it *Jones* Phase I authorized budget).
4. Using this file labeled interim 01 (or whatever number), fill out the Timesheet and Voucher, save it with the same name for your records and e-mail it back to the CJA Administrator (in addition to sending a hard copy of the voucher with your signature and any necessary receipts).
5. The CJA Administrator will send back *Mason* Interim 02.xls, which will have the info from the first interim file, but the timesheet and voucher will be blank for your next submission. Using this file, again fill out the Timesheet and Voucher, save it for your records, and e-mail it back to the court.
6. The process is repeated until the end of the phase.

If co-counsel and/or associate(s) are authorized by the court, they will receive separate interim vouchers with their names. All counsel authorized in a case must fill out their own timesheet and voucher. The CJA Administrator will import each attorneys file into a Master file that will contain a cumulative accounting of the time and expenses of all attorneys. This Master file will then be used to send each attorney their new interims, so that each attorney will be aware of the status of the budget.

File Management

It is suggested that you keep separate files for each phase of a case (and for each petitioner, if you represent more than one). Your files may look something like this:

C:\CAPITAL HABEAS CASES

JONES CV 01-00012 (folder for each petitioner)

PHASE I (folder for each phase)

Jones Phase I Budget.xls (your original budget submission to the court)
Master.xls (the authorized budget)
Mason Interim 01.xls (first timesheet/voucher)
Mason Interim 02.xls
Mason Interim 03.xls

You will have many "Interim" files in each phase – one for every voucher you submit.

It's your decision whether or not you'll keep each interim file. You should do so only if you want an electronic record of each interim submission (keep in mind that the most current interim file is cumulative). The more interim files you keep, the more space it takes on your computer, and since there could be many interim files (particularly in the later phases), you may want to consider transferring the previous interim files onto a disk or USB device.