

Associate Functionality for Attorneys

This document explains the features of the Associate functionality in CJA eVoucher. Follow local policies where applicable.

The Associate functionality in the eVoucher application allows an appointed attorney using the services of an associate attorney to add claims for services and expenses to their own CJA 20/30. To do this, the appointed attorney must contact the court or federal defender’s office to ensure the associate attorney is set up in eVoucher and to add the associate attorney to the appointment. Once this is completed, an attorney having an associate on their appointment can add associate services and expenses to a CJA 20/30 and submit them together with their own services and expenses on the same voucher.

Creating a CJA 20/30 with an Associate

Payments are always made to the appointed attorney's preferred payee billing selected on the **Basic Info** tab of the CJA 20/30.

On the Home page, select a case from the **Appointments’ List** grid.

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders Representation ID: 4 Appointment ID: 2	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders Representation ID: 10 Appointment ID: 8	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders Representation ID: 10 Appointment ID: 103	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Associate Order Date: 08/21/18 Pres. Judge: Albert Albertson Adm./Mag Judge:

In the CJA-20 (or CJA-30, if the case is a capital case) section, click the **Create** link next to CJA-20.

The screenshot shows the 'Appointment' section on the left and 'Appointment I' details on the right. The 'Appointment' section includes a summary and a list of voucher types with 'Create' links. The 'Appointment I' section contains case details such as CIR/DIST/DIV CODE, MAG. DKT/DEF NUMBER, IN CASE/MATTER OF, OFFENSE(S) CHARGED, ATTORNEY'S NAME AND MAILING, and LAW FIRM NAME AND MAILING. A red box highlights the 'Create' link for the CJA-20 voucher type.

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

- AUTH** [Create](#)
Authorization for Expert and other Services
- AUTH-24** [Create](#)
Authorization for payment of transcript
- BUDGETAUTH** [Create](#)
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case
- CJA-20** [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel
- CJA-21** [Create](#)
Authorization and Voucher for Expert and other Services
- CJA-24** [Create](#)

Appointment I

1. CIR./DIST./DIV. CODE
0101

3. MAG. DKT./DEF. NUMBER

7. IN CASE/MATTER OF(Case Name)
USA v. Branson

11. OFFENSE(S) CHARGED
15:1825.F INSPECTION VIOLA1

12. ATTORNEY'S NAME AND MAILING
Andrew Anders
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623
Cell phone: 210-555-1234
Email: lisa_ornelas@aotx.uscourts

14. LAW FIRM NAME AND MAILING A

Vouchers on File

To group by a particular Header,

Case	Defer
1:14-CR-08805-AA-	Jebed
Start: 09/23/2015	Claim
End: 09/23/2015	Appro

1. In the Associate Info section, on the Basic Info tab, select the level of access (below) for this voucher that the associate attorney has, if any. Payment for this voucher still goes to the selected preferred payee.
 - a. **Not on Voucher:** This voucher does not include any claims for services and/or expenses for the associate attorney.
 - b. **On Voucher, No Edit:** This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, the associate has read-only access. They can only view their own entries on this voucher. Only the appointed attorney can add, remove, edit, and save entries on behalf of the associate.
 - c. **On Voucher, Can Edit:** This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, both the appointed attorney and the associate can add, remove, edit, and save their entries on this voucher. The associate always has access to only their voucher entries.

eVoucher 6.9

Associate Functionality

Entries added for the associate are added at the rate entered by court staff when the associate was added to the appointment. The rate may be at or below the statutory hourly rate. Service and expense entries for the appointed attorney appear at the statutory rate (non-capital or capital). The Attorney column in the table indicates for whom each line item applies.

Services

Attorney: [Dropdown]
 Date: 3/26/2020
 Service Type: [Dropdown]
 Description: [Text Field]
 Doc.# (ECF): [Text Field] Pages: [Text Field]
 Hours: [Text Field] at \$148.00 per hour. [Add] [Remove]

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	2.0	\$296.00
Bail and Detention Hearing	1.0	\$148.00
Motion Hearings	3.0	\$372.00
Trial	4.0	\$496.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	10.0	\$1312.00

Out of Court Services

Service	Hours	Amt.

Click the **Claim Status** tab to enter the start and end dates of the voucher, along with other information. This tab is always read-only for the associate. Submit supporting documentation on the **Documents** tab in PDF format.

Claim Status

Start Date: 03/24/2020
 End Date: 03/25/2020

Payment Claims *

- Final Payment
- Interim Payment (payment #)
- Supplemental Payment
- Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**


Click the **Confirmation** tab, and then click **Submit** to submit the voucher to the court. Only the appointed attorney can do this.

34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) <i>Payment approved in excess of the statutory threshold amount</i>	DATE	34a. JUDGE CODE	TOTAL AMT. CERTIFIED FOR PAYMENT
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Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 10/3/2018 13:49:42



Adding Services/Expenses as an Associate Attorney

Associate appointments appear on the My Appointments page with the order type of **Associate For** [*the appointed attorney's name*]. Only the appointed attorney can create a voucher.

- If the associate is given **On Voucher, Can Edit** permission, they can add their services and expenses to the voucher.
- If the associate is given **On Voucher, No Edit** permission, only the appointed attorney can edit the voucher.

Associates can only see their own claims and claimed amounts on the voucher. The appointed attorney is the only one who can view the entire voucher with the combined entries.

Home Operations Reports Links Help Sign out	
Home	
My Active Documents	
Appointments' List	
Appointments Case: 1:55-CR-5555-LRJ Defendant #: 5555 Case Title: USA VS Bob Smith Attorney: Andrew Anders Representation ID: 120 Appointment ID: 128	Defendant Defendant: Bob Smith Representation Type: Criminal Case Order Type: Associate For David D Attorney Order Date: 10/18/18 Pres. Judge: LeVar Judge Adm./Mag Judge:
1	

Click the **Services** tab to add services. Complete the required fields and click **Add**. If there are expenses to be claimed, click the **Expenses** tab. Complete the required fields and click **Add**.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

Services

Attorney:
 Date: 3/26/2020 *
 Service Type: *
 Description: *
 Doc.# (ECF): Pages:
 Hours: * at \$150.00 per hour. Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Eddie E Associate	c. Motion	08/07/2016	test	5.0	\$0.00	\$0.00

When all service and expense items have been added to the voucher, click **Save**. The appointed attorney submits the voucher to the court when ready. After the voucher is submitted to the court, it can still be accessed from the Appointment Info page but will be read-only.

Services

Attorney:
 Date: 3/26/2020 *
 Service Type: *
 Description: *
 Doc.# (ECF): Pages:
 Hours: * at \$150.00 per hour. Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Eddie E Associate	c. Motion	08/07/2016	test	5.0	\$0.00	\$0.00

1 Page 1 of 1 (1 items) Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous Next > Last » **Save** Delete Draft Audit Assist

Note: Applicable report for associates is listed below:

- Appointments with Associates Rep