

CJA eVoucher Associate Attorney Utilization (01/10/24)

The eVoucher system allows for the inclusion of an associate attorney's time on vouchers. The use of this functionality is mandatory if the appointed attorney wishes to bill for associate's time. Only one associate may be added for each appointment. The associate must be employed by the appointed attorney or his firm. Associates must be licensed attorneys and provide legal representation. Work typically performed by paralegals, legal assistants or law students, should continue to be requested using a CJA21 Form.

Most importantly, the appointed attorney is responsible for reimbursing the associate attorney and for reviewing and submitting the voucher with all time and expenses to the court.

To add an associate to the voucher:

Notify the court by phone or email with the associate information to be added, including the name, address, email, phone number, and the associate's designated hourly rate. The court will then email the associate attorney separately with his or her login and password for eVoucher. If the associate has been appointed as counsel of record in the past, no new login and password will be issued.

Please note:

- The use of an associate does not change the statutory maximum. The applicable statutory maximum equals the total time per case.
- The associate will be permitted to enter and edit his or her own time on the voucher. If the appointed attorney prefers that the associate not have access to the voucher, please advise the court and the permissions can be changed.
- Associates will not be able to see, enter, or edit the appointed attorney's time.
- At this time, an associate will not be able to upload any documents or receipts in eVoucher.

Again, the appointed counsel is responsible for submitting the voucher with the associate's time and expenses; the appointed attorney will receive the check for the entire amount approved.

The new associate functionality is being implemented to comply with Judicial Conference Policy and Statutory requirements, and to better provide the requested national reporting that is being required by Congress.

For any questions, please call Janelle Gonzales in the Clerk's Office at 314-244-2400.

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.

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.

The screenshot shows the 'Services' tab in the eVoucher system. On the left is a sidebar with user information for 'CJA-20 Attorney Enters' and a summary of services totaling \$1312.00. The main area contains a form for adding a service entry with fields for Attorney, Date (3/26/2020), Description, Service Type, Doc.#, Pages, and Hours. Below the form is a table of services with columns for Attorney, Service Type, Date, Description, Hrs, Rate, and Amt. Red boxes highlight the 'Attorney' column and the 'Hrs', 'Rate', and 'Amt' columns in the table.

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Atty Longoria	a. Arraignment and/or Plea	03/26/2020	Arraignment.	2.0	\$148.00	\$296.00
Atty Longoria	b. Bail and Detention Hearing	03/26/2020	Bail.	1.0	\$148.00	\$148.00
Jaime Longoria	c. Motion	03/26/2020	Motion.	3.0	\$124.00	\$372.00
Jaime Longoria	d. Trial	03/26/2020	Trial.	4.0	\$124.00	\$496.00

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.

The screenshot shows the 'Claim Status' tab. At the top, the 'Claim Status' tab is highlighted with a red box. Below the navigation bar, the 'Start Date' is 03/24/2020 and the 'End Date' is 03/25/2020. Under the 'Payment Claims' section, there are four radio button options: Final Payment (selected), Interim Payment (with a text box for payment #), Supplemental Payment, and Withholding Return Payment. A red reminder message at the bottom states: '** 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

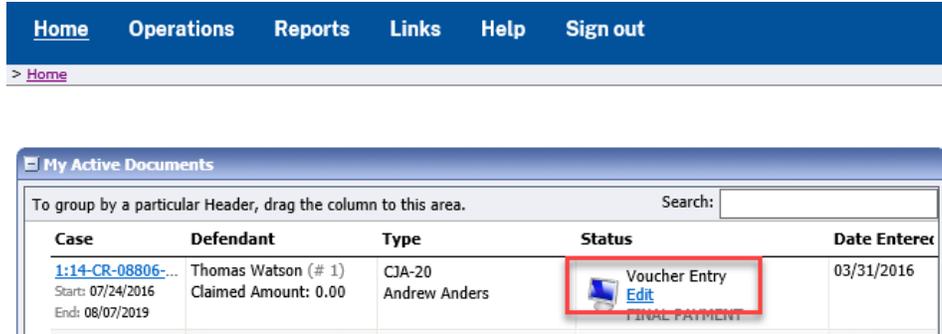
Associate appointments appear on the My Appointments page with the order type of **Associate For** [*the appointed attorney's name*]. Only the appointed attorney can create a voucher.

- 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	

Log in to eVoucher, and in the My Active Documents section, in the Status column, click the **Edit** link below the voucher in Voucher Entry status.



The **Basic Info** tab contains read-only information about the case and appointed attorney. The appointed attorney is the only person who can upload documents and submit the voucher; therefore, the voucher does not include the **Documents** or **Confirmation** tabs when viewed by the associate.

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info		
1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Thomas Watson	VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08806-1-AA	5. APPEALS. DKT/DEF NUMBER
6. OTHER DKT/DEF NUMBER	7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 12:1738.P MORTGAGE DISCRIMINATION		
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

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

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

Note: Applicable report for associates is listed below:

- Appointments with Associates Rep