

CJA eVoucher Associates Functionality for Attorneys

This document explains the features of the **Associates** functionality in CJA eVoucher.

The new associates functionality in the eVoucher applications 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 to ensure the associate attorney account is set up in eVoucher and to have the associate attorney added to the appointment. Once completed, an attorney having an associate on their appointment may add associate services and expenses to a CJA 20/30 and submit together with their own services and expenses on the same voucher.

Current Vouchers

Attorneys and courts can process vouchers on associate appointments created before v5.2 until February 8, 2019. After this time, all new associates must be created as an associate on the voucher and processed the new way.

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.

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

Figure 1: Billing Code

The screenshot shows the Home page of the CJA eVoucher system. The navigation menu includes Home, Operations, Reports, Links, Help, and logout. The user is logged in as Andrew Anders, with a 'My Profile' link. Below the navigation is a section for 'My Active Documents' and 'Appointments' List'. The 'Appointments' List is a table with two columns: 'Appointments' and 'Defendant'. The table contains three rows of data. The second row is highlighted with a red box, indicating the selected case.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	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-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v. ... Attorney: ...	Defendant: Thomas Howell Representation Type: Criminal Case

2. In the CJA-20 (or CJA-30, if the case is a Capital Case) section, click **Create**.

Figure 2: Appointment Info Page

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

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert

Appointment Info

1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTATIVE Thomas Watson
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-0880
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including alleged felon)
11. OFFENSE(S) CHARGED	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:	
14. LAW FIRM NAME AND MAILING ADDRESS	

3. In the **Associate Info** section, 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.

After selecting **On Voucher, No Edit** or **On Voucher, Can Edit**, click the **Services** and/or **Expenses** tab.

Figure 3: Basic Info Tab

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-BB		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. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:			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 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS					

Payment Info
Preferred Payee: Andrew Anders - Andrew Anders
Andrew Anders - Andrew Anders
Billing Code:0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Associate Info
Billy Bates
Not on Voucher
On Voucher, No Edit
On Voucher, Can Edit

- 4. The **Services** and **Expenses** tab include an additional **Attorney** drop-down field. A selection **MUST** be made to differentiate between the services of an **Attorney** or **Associate** because of different service rates, as outlined in the **Third Circuit Guidelines**. To enter a service or expense claim for the associate, click the **Attorney** drop-down arrow and select the associate's name.

Figure 4a: Services Tab

Services

Attorney: **Andrew Anders**
Date:
Service Type:
Doc.# (ECF):
Hours:
* Required Fields
To group by a page:
Attorney: **Andrew Anders**

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.

Figure 4b: Services Tab

Services

Attorney: [Dropdown]
 Date: 10/3/2018
 Service Type: [Dropdown]
 Description: [Text Area]
 Doc.# (ECF): [Text] Pages: [Text]
 Hours: [Text] at \$129.00 per hour. [Add] [Remove]

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	4.0	\$516.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	8.0	\$1032.00
Trial	8.0	\$800.00
Sentencing Hearing	6.0	\$600.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	26.0	\$2948.00

Out of Court Services

Service	Hours	Amt.
Interviews and Performance	0	\$0.00

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Andrew Anders	a. Arraignment and/or Plea	10/03/2018	Arraignment	4.0	\$129.00	\$516.00
Andrew Anders	c. Motion	10/03/2018	motion	8.0	\$129.00	\$1,032.00
Billy Bates	d. Trial	10/03/2018	Trial	8.0	\$100.00	\$800.00
Billy Bates	e. Sentencing Hearings	10/03/2018	sentencing	6.0	\$100.00	\$600.00

5. 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. **Note: Associates are not able to upload documents. Any supporting documentation for Associate services or expenses must be uploaded by the appointed attorney.**

Figure 5: Claim Status Tab

Claim Status

Start Date: 10/02/2018
 End Date: 10/03/2018

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 send the voucher to the court. Only the appointed attorney can submit the voucher to the court.


Figure 6a: Confirmation Tab

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 in 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.

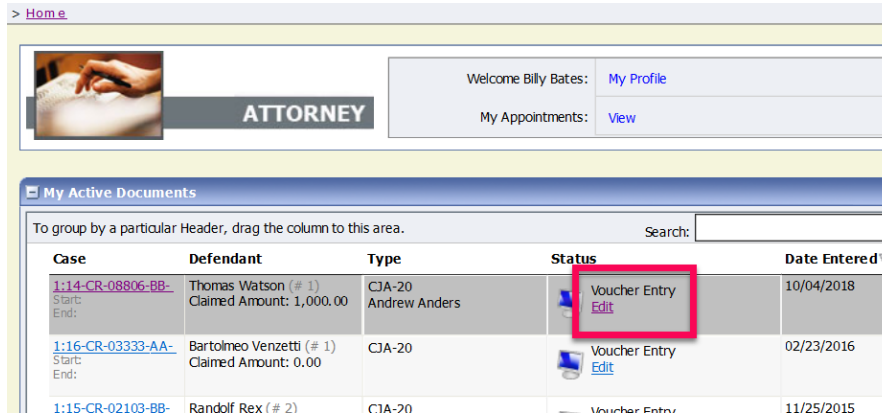
Figure 8: My Appointments

Home Operations Reports Links Help logout	
Operations > My Appointments	
Appointments	Defendant
Case: 1:14-CR-08806-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Billy Bates	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Associate For Andrew Anders Order Date: 10/03/18 Pres. Judge: Barney Ball Adm/Mag Judge:
Case: 1:14-CR-08807 Defendant #: 1 Case Title: USA v Delgado Attorney: Billy Bates	Defendant: Patricia Delgado Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/10/17 Pres. Judge: Adm/Mag Judge:



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

Figure 8: My Active Documents Section



2. 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.

Figure 9: Basic Info Tab

Basic Info Services Expenses Claim Status

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-BB	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. ATTORNEY'S NAME AND MAILING ADDRESS Billy Bates Associate for Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:		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 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	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Barney Ball Date of Order 10/2/2018 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

« First < Previous Next > Last » Save



- 3. 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**.

Figure 10a: Services and Expenses Tabs

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Billy Bates	a. Arraignment and/or Plea	10/04/2018	Arraignment	4.0	\$100.00	\$400.00
Billy Bates	d. Trial	10/04/2018	Trial	6.0	\$100.00	\$600.00

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

Figure 10b: Services and Expenses Tabs

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Billy Bates	a. Arraignment and/or Plea	10/04/2018	Arraignment	4.0	\$100.00	\$400.00
Billy Bates	d. Trial	10/04/2018	Trial	6.0	\$100.00	\$600.00