

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 both eVoucher and Vendor Manager before the associate attorney can be added 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.

Step 1

On the Home page, in the Appointments' List section, click a case number link.

Appointments' List	
Search:	
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:

Step 2

In the CJA-20 (or CJA-30 for 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

Authorization for Expert and other Services

Create

AUTH-24

Authorization for payment of transcript

Create

BUDGETAUTH

Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

Create

CJA-20

Appointment of and Authority to Pay Court-Appointed Counsel

Create

CJA-21

Authorization and Voucher for Expert and other Services

Create

CJA-24

Create

Appointment Info

1. CIR./DIST./DIV.CODE 0542	2. PERSON Thomas W
3. MAG. DKT/DEF.NUMBER	4. DIST. DK 5:08-CR-0
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMEN Felony (in of alleged
11. OFFENSE(S) CHARGED 12:1738.P MORTGAGE DISCRIMINATION	
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: daviddattorney@gmail.com	
14. LAW FIRM NAME AND MAILING ADDRESS	

Vouchers on File

To group by a particular Header, drag the colu

Case	Defendant
5:08-CR-00806-AA- Start:	Thomas Watson (Claimed Amount:

Step 3

On the **Basic Info** tab, from the **Associate Info** drop-down list, select the associate attorney's level of access, if any, for this voucher. Payment for this voucher still goes to the selected preferred payee. (Below are available levels of access).

- **Not on Voucher:** This voucher does not include any claims for services and/or expenses for the associate attorney.
- **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.
- **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.

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CHR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Thomas Watson	VOUCHER NUMBER	
3. MAG. DIST. DIV. NUMBER	4. DIST. DKT. DEF. NUMBER 5:08-CR-00806-14-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 David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: daviddattorney@gmail.com		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subj for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subj for Panel Attorney ☐ R Subj for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subj for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Associate Info

Eddie Associate: **Not on Voucher** ▼

Payment Display

Select the payment accounts that are ready to use display below. To see all payment accounts, go to [Payment Accounts](#).

David D Attorney ▼

David D Attorney
TIN (SSN):00

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:89

Step 4

The **Services** and **Expenses** tabs include an additional **Attorney** field with a drop-down list. If no selection is made in this field, then service or expense entries added to the voucher apply to the appointed attorney. To enter a service or expense claim for the associate, click the **Attorney** drop-down arrow and select the associate's name.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Attorney	David Dd Attorney Eddie Associate
Date	
Service Type	
Doc.# (ECF)	
Hours	
* Required Fields	
To group by a part	
Attorney	
No data to page	

Add Remove

Attorney	Hrs	Rate	Amt
y)			

Go to page: View items per page: 10 25 50 100

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.

CJA-20 Attorney Enters

Def.: Practice Voucher

[Link to CM/ECF](#)

Voucher #:
 Start Date:
 End Date:

Services: \$1312.00

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.

Services

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

Services

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

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

Step 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. Click the **Documents** tab to submit supporting documentation in PDF format.

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

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.**

Step 6

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

Search:

Appointments	Defendant
Case: 1:12-CR-03242-AA Defendant #: 3242 Case Title: USA v Hall Attorney: Eddie Associate Representation ID: 319019 Appointment ID: 325395	Defendant: Jessica Hall Representation Type: Criminal Case Order Type: Associate For David D Attorney Order Date: 06/05/24 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 5:08-CR-00806-AA Defendant #: 14 Case Title: USA v. Watson Attorney: Eddie Associate Representation ID: 319021 Appointment ID: 325397	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Associate For David D Attorney Order Date: Pres. Judge: Albert Albertson Adm./Mag Judge:

1

Page 1 of 1 (2 items)

Step 1

Sign 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.

Home Operations Reports Links Help Sign out

> Home

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08806-... Starts: 07/24/2016 Ends: 08/07/2019	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders	Voucher Entry Edit	03/31/2016

The **Basic Info** tab contains read-only information about the case. 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

Basic Info

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Thomas Watson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 5:08-CR-00806-14-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 Eddie Associate - Bar Number: 4589885 Associate for David Dd Attorney 2500 Main St San Antonio TX 78209 Phone: 2105552500		13. COURT ORDER ☒ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☐ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ 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 Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Details

David D Attorney
TIN (SSN):00

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:89

« First < Previous Next > Last » Save

Step 2

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 * Description *
 Service Type *
 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 * Description *
 Service Type *
 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: See the Appointments with Associates report for more information applicable to associates.