

Associate Attorney Services

Beginning in eVoucher v5.2, an appointed attorney using the services of an associate attorney may add claims for services and expenses to their own CJA 20/30. To do this, the appointed attorney must contact the court or federal defenders office to ensure the associate attorney is set up in eVoucher and to have the associate attorney added to the appointment. Once this is done, 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.

Note: When adding an associate attorney to an existing appointment, the staff user creating the appointment may specify an hourly rate for the associate which less than or equal to the statutory hourly rate. Payments will always be made to the appointed attorney's preferred payee billing selected on the Basic Info tab of the CJA 20/30.

As the Appointed Attorney, add services and/or expenses for an associate to a voucher

Step Action

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

The screenshot shows the Home Page of the eVoucher system. The navigation bar includes Home, Operations, Reports, Links, Help, and Logout. The user is logged in as Perry Mason (Attorney). The page displays several sections:

- My Active Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows "No rows have been recorded on the database".
- My Proposed Assignments:** A table with columns Appointments and Defendant. It shows "All cases have been currently assigned".
- Appointments' List:** A table with columns Appointments and Defendant. The first row is selected, showing details for Case: S:18-CR-01100-DRJ, Defendant: John Smith, and Attorney: Perry Mason. A red arrow points to the first row.
- My Submitted Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows "No rows have been recorded on the database".
- My Service Provider's Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows "No rows have been recorded on the database".
- Closed Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows a closed voucher for Case: S:18-CR-01100-DRJ, Defendant: John Smith, Type: CJA-20, Status: Voucher Closed, and Date Entered: 07/06/2018.

2 Click **Create** next to **CJA 20** (or CJA 30 if the case is a Capital Case).

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. A search bar is on the right. Below the navigation bar, there's a 'Welcome Perry Mason (Attorney)' message. The main content area is divided into several sections:

- Appointment**: A sidebar on the left with a 'Create New Voucher' section. Under this section, there are several voucher types listed with 'Create' buttons: AUTH, AUTH-24, CJA-20 (highlighted with a red box), CJA-21, CJA-24, CJA-26, and TRAVEL.
- Appointment Info**: A large form with multiple sections:
 - 1. CR. DIST/ DIV. CODE**: OSAC
 - 2. PERSON REPRESENTED**: John Smith
 - 3. MAG. DKT/DEF NUMBER**: 5:18-CR-01100-1-DRJ
 - 4. DIST. DKT/DEF NUMBER**: 5:18-CR-01100-1-DRJ
 - 5. APPEALS DKT/DEF NUMBER**: (empty)
 - 6. OTHER DKT/DEF NUMBER**: (empty)
 - 7. IN CASE MATTER OF (Case Name)**: USA vs Smith
 - 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**: §3.99(b) F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS
 - 12. ATTORNEY'S NAME AND MAILING ADDRESS**: Perry Mason - Bar Number: 123456, 123 Main Street, Orlando FL 32825, Phone: 202-502-3274 - Fax: (empty)
 - 13. COURT ORDER**: A grid of checkboxes for various roles like Associate, Co-Counsel, Federal Defender, etc. 'O Appointing Counsel' is checked.
 - 14. LAW FIRM NAME AND MAILING ADDRESS**: (empty)
 - Prior Attorney's Name**: (empty)
 - Appointment Dates**: (empty)
 - Signature of Presiding Judge or By Order of the Court**: Desiree Judge
 - Date of Order**: 6/1/2018
 - Repayment**: YES (unchecked), NO (checked)
- Vouchers on File**: A table below the form showing a list of vouchers. The first row is highlighted:

Case	Defendant	Type	Status	Date Entered
5:18-CR-01100-DRJ	John Smith (# 1) Start: 06/01/2018 End: 06/15/2018	CJA-20 Perry Mason	Voucher Closed OSAC.0588276 INTERIM PAYMENT 1	07/06/2018

3 On the **Basic Info** tab, in the **Associate Info** section, select the level of access to this voucher that the associate attorney will have, if any.

Option	Description
Not on Voucher (Default)	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 will have read-only access to view only their own entries on this voucher. Only the appointed attorney will be able to 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 will have the ability to add, remove, edit and save only their own entries on this voucher.

Note: In the **Payment Info** section, payment for this voucher will go to the selected **Preferred Payee**.

Home Operations Reports Links Help Logout Search: Welcome Perry Mason (Attorney)

CJA-20 Voucher Entry
Def.: John Smith
Link to CM/ECF

Voucher #:
Start Date:
End Date:
Services: \$0.00
Expenses: \$0.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Reports
[Attorney Time](#)
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant
[Form CJA20](#)
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Appointment - Attorney Report](#)

Basic Info

1. CIR. DIST. DIV. CODE 05AC	2. PERSON REPRESENTED John Smith	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 5:18-CR-01100-1-DRJ	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF(Case Name) USA vs Smith	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
33-990B.F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS

12. ATTORNEY'S NAME AND MAILING ADDRESS
Perry Mason - Bar Number: 123456
123 Main Street
Orlando FL 32825
Phone: 202-502-3274 - Fax:

13. COURT ORDER
 A Associate C Co-Counsel D Federal Defender F Subs for Federal Defender
 L Learned Counsel 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
 Prior Attorney's Name
 Appointment Date
 Signature of Presiding Judge or By Order of the Court
 Desiree Judge
 Date of Order
 6/1/2018
 Nunc Pro Tunc Date
 Repayment YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Payment Info
Preferred Payee: Perry Mason
Perry Mason
Billing Code:05AC-038472
123 Main Street
Orlando, FL
32825 - US
Phone: 202-502-3274
Fax:

Associate Info
Della Street
Not on Voucher
On Voucher, No Edit
On Voucher, Can Edit

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

- 4 After selecting **On Voucher, No Edit** or **On Voucher, Can Edit**, click on the **Services** tab to enter service claims for either the appointed attorney or the associate. The **Services** tab will include an additional **Attorney** drop-down field. If no selection is made on the **Attorney** drop-down field, then service entries added to the voucher will be for the appointed attorney. To enter a service claim for the associate, select the associate's name in the **Attorney** drop-down.

Home Operations Reports Links Help Login Search: Welcome Perry Mason (Attorney)

CJA-20 Voucher Entry
Def.: John Smith
Link to CM/ECF

Voucher #:
Start Date:
End Date:
Services: \$0.00
Expenses: \$0.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Reports
[Attorney Time](#)
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant
[Form CJA20](#)
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Appointment - Attorney Report](#)

Services

Attorney: Della Street

Date:

Service Type:

Doc.# (ECF):

Hours:

Attorney

Perry Mason

To group by a pe

ption Hrs Rate Amt

(ty)

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

- 5 Entries added for the associate will be added at the rate entered by staff when the associate was added to the appointment. The rate may be at or below the statutory hourly rate.

Service entries for the appointed attorney will appear at the statutory rate (non-capital or capital). The Attorney column in the grid indicates for whom each line item applies.

The screenshot shows the 'Services' tab in the CJA-20 Voucher Entry system. The form includes fields for Attorney (Della Street), Date (9/4/2018), Service Type, Doc.# (ECF), Pages, Hours, and a rate of \$75.00 per hour. Below the form is a table with columns: Attorney, Service Type, Date, Description, Hrs, Rate, and Amt. Two rows are visible: one for Della Street (b. Obtaining and Reviewing Records) and one for Perry Mason (a. Arraignment and/or Plea). Red arrows highlight the Attorney dropdown, the rate field, and the Attorney column in the table.

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Della Street	b. Obtaining and Reviewing Records	09/04/2018	Obtained and reviewed court documents.	2.0	\$75.00	\$150.00
Perry Mason	a. Arraignment and/or Plea	09/04/2018	Attend initial appearance and arraignment hearing.	1.0	\$132.00	\$132.00

5 On the **Expenses** tab, if no selection is made in the **Attorney** drop-down, then expense items will be added for the appointed attorney. To apply the expense to the associate, select the associate's name in the Attorney drop-down field.

The screenshot shows the 'Expenses' tab in the CJA-20 Voucher Entry system. The form includes fields for Attorney (Della Street), Date (09/04/2018), Expense Type, Miles, and Amount. Below the form is a table with columns: Attorney, Expense Type, Date, Description, Mile Rate, and Amt. One row is visible: Della Street (Photocopies). A red arrow points to the Attorney dropdown.

Attorney	Expense Type	Date	Description	Mile Rate	Amt
Della Street	Photocopies	09/04/2018	Copies of court documents	0	\$5.00

6 Click on the **Claim Status** tab to view the start and end dates of the voucher and other information, if entered by the appointed attorney when viewing. This tab is always read-only for the associate.

7 When all entries for services and/or expenses have been added to the voucher, click on the **Claim Status** tab and complete the required fields, submit supporting documentation on the **Documents** tab in PDF format, if any, then click on the **Confirmation** tab, to **Submit** the voucher to the court.

As an Associate Attorney, add services and/or expenses to a voucher (On Voucher, Can Edit)

Step Action

1	<p>Log into eVoucher, and in the My Active Documents, click Edit next to the voucher in Voucher Entry status.</p> <p>Note: Associate appointments will appear in the Appointments List grid with the Order Type of Associate For (the appointed attorney's name). Only the appointed attorney can create vouchers.</p>
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The dashboard includes a navigation bar with 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. A search bar is located in the top right. Below the navigation is a 'Welcome Della Street (Attorney)' message with links for 'My Profile', 'My Appointments: View', and 'Search Existing Appointments: Search'. The main content area is divided into several sections:

- My Active Documents:** A table with columns: Case, Defendant, Type, Status, Date Entere. One entry is visible: Case: 5:18-CR-01100-DRJ, Defendant: John Smith (# 1), Type: CJA-20, Status: Voucher Entry, Date Entere: 09/04/2018. A red arrow points to the 'Voucher Entry' status.
- My Proposed Assignments:** A table with columns: Appointments, Defendant. It contains the text: 'All cases have been currently assigned' and 'No data'.
- My Submitted Documents:** A table with columns: Case, Defendant, Type, Status, Date Entered. It contains the text: 'No rows have been recorded on the database' and 'No data'.
- My Service Provider's Documents:** A table with columns: Case, Defendant, Type, Status, Date Entered. It contains the text: 'No rows have been recorded on the database' and 'No data'.
- Closed Documents:** A table with columns: Case, Defendant, Type, Status, Date Entered. It contains the text: 'No rows have been recorded on the database' and 'No data'.
- Appointments' List:** A detailed view for Case: 5:18-CR-01100-DRJ, Defendant: John Smith, Representation Type: Criminal Case, Order Type: Associate For Perry Mason, Order Date: Pres. Judge: Desiree Judge, Adm./Mag Judge: Della Street.

2 The **Basic Info** tab contains read-only information about the case and appointed attorney.

Note: Documents may only be uploaded and the voucher submitted by the appointed attorney, therefore, the voucher does not include the Documents or Confirmation tabs when viewed by the associate.

The 'Basic Info' tab displays a form with the following sections:

- Navigation:** Home, Operations, Reports, Links, Help, logout. Search bar and 'Welcome Della Street (Attorney)'.
- Left Sidebar:**
 - CJA-20 Voucher Entry
 - Def.: John Smith
 - Link to CM/ECE
 - Voucher #: [Field]
 - Start Date: [Field]
 - End Date: [Field]
 - Services: \$150.00
 - Expenses: \$0.00
 - Tasks: Link To Appointment
- Main Content Area:**
 - Basic Info** (Selected):

1. CIR. DIST/DIV CODE 05AC	2. PERSON REPRESENTED John Smith	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 5:18-CR-01100-1-DRJ	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Smith	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 §3-9908.F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Della Street Associate for Perry Mason 123 Main Street Orlando FL 32825 Phone: 202-502-3274 - Fax:		13. COURT ORDER <input checked="" 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"/> I 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 Perry Mason TIN: XX-XXXXXXX 123 Main Street Orlando FL 32825 Phone: 202-502-3274		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Date of Order Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
 - Navigation buttons: « First, < Previous, Next >, Last », Save

3 Click on the **Services** tab to add services. Complete the required fields and click **Add**.

Home Operations Reports Links Help logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry

Def.: John Smith

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$150.00

Expenses: \$5.00

Tasks
[Link To Appointment](#)

Basic Info Services Expenses Claim Status

Services

Date: 9/7/2018 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$75.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
b. Obtaining and Reviewing Records	09/04/2018	Obtained and reviewed court documents.	2.0	\$75.00	\$150.00

« First < Previous Next > Last »

- 4 If there are expenses to be claimed, click on the **Expenses** tab. Complete the required fields and click **Add**.

Home Operations Reports Links Help logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry

Def.: John Smith

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$150.00

Expenses: \$5.00

Tasks
[Link To Appointment](#)

Basic Info Services Expenses Claim Status

Expenses

Date: 9/7/2018 * Description:

Expense Type: *

Miles: at \$0.55 per mile.

Amount: *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Other Expenses	09/07/2018	Associate Expense	0	\$0.00	\$5.00

« First < Previous Next > Last »

- 5 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. To access the **Appointment Info** page, either click **Link to Appointment** from the voucher page, or access the appointment from the **Home** screen.

Note: Associates can only see their own claims and claimed amounts on the voucher. Only the appointed attorney can view the entire voucher with combined entries.

The screenshot shows the 'Associate Appointment' form in the eVoucher system. The form is divided into several sections:

- Appointment Info:** Contains fields for case details such as '1. CR. DIST. DIV. CODE', '2. PERSON REPRESENTED', '3. MAG. DKT. DEF. NUMBER', '4. DIST. DKT. DEF. NUMBER', '5. APPEALS. DKT. DEF. NUMBER', '6. OTHER. DKT. DEF. NUMBER', '7. IN CASE/MATTER OF (Case Name)', '8. PAYMENT CATEGORY', '9. TYPE PERSON REPRESENTED', and '10. REPRESENTATION TYPE'.
- 11. OFFENSE(S) CHARGED:** Displays '33-990B F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS'.
- 12. ATTORNEY'S NAME AND MAILING ADDRESS:** Lists 'Della Street', 'Associate for Perry Mason', '123 Main Street', 'Orlando FL 32825', and 'Phone: 202-502-3274 - Fax:'.
- 13. COURT ORDER:** Includes checkboxes for 'A Associate', 'C Co-Counsel', 'D Federal Defender', 'L Learned Counsel', 'O Appointing Counsel (Capital Only)', 'S Pro Se', 'T Retained Attorney', 'Y Standby Counsel', 'F Subs for Federal Defender', 'P Subs for Panel Attorney', 'R Subs for Retained Attorney', 'U Subs for Pro Se', and 'X Administrative'.
- 14. LAW FIRM NAME AND MAILING ADDRESS:** Lists 'Perry Mason', 'TIN: XX-XXXXXXX', '123 Main Street', 'Orlando FL 32825', and 'Phone: 202-502-3274'.

Below the form is a 'Vouchers on File' table with the following data:

Case	Defendant	Type	Status	Date Entered
5:18-CR-01100-OR-1 Start: 09/04/2018 End: 09/07/2018	John Smith (# 1) Claimed Amount: 155.00	CJA-20 Perry Mason	Submitted to Court 05AC.0588566 INTERIM PAYMENT 1	09/07/2018

The table indicates there is 1 item on page 1 of 1.

As an Associate Attorney, view services and/or expenses on a voucher (On Voucher, No Edit)

Step Action

- 1 Log into eVoucher, and in the **My Active Documents**, click **View** next to the voucher in Voucher Entry status.

Note: Associate appointments will appear in the Appointments List grid with the **Order Type** of **Associate For (the appointed attorney's name)**. Only the appointed attorney can create vouchers.

The dashboard includes a navigation bar with 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. A search bar is located in the top right. Below the navigation is a welcome message for Della Street (Attorney) and a profile section with links for 'My Profile', 'My Appointments', and 'Search Existing Appointments'.

Four main sections are visible:

- My Active Documents:** A table with columns: Case, Defendant, Type, Status, Date Entere. It shows one entry for case 5:18-CR-01100-DRJ with status 'Voucher Entry' and a 'View' link.
- My Proposed Assignments:** A table with columns: Appointments, Defendant. It contains the text 'All cases have been currently assigned' and 'No data'.
- Appointments' List:** A table with columns: Appointments, Defendant. It shows details for case 5:18-CR-01100-DRJ, including defendant John Smith and attorney Della Street.
- My Submitted Documents:** A table with columns: Case, Defendant, Type, Status, Date Entere. It shows one entry for case 5:18-CR-01100-DRJ with status 'Submitted to Court'.
- My Service Provider's Documents:** A table with columns: Case, Defendant, Type, Status, Date Entered. It contains the text 'No rows have been recorded on the database'.
- Closed Documents:** A table with columns: Case, Defendant, Type, Status, Date Entered. It contains the text 'No rows have been recorded on the database'.

2 The **Basic Info** tab contains read-only information about the case and appointed attorney.

Note: Documents may only be uploaded and the voucher submitted by the appointed attorney, therefore, the voucher does not include the Documents or Confirmation tabs when viewed by the associate.

The 'Basic Info' tab displays a form with the following sections:

- Navigation:** Home, Operations, Reports, Links, Help, logout. Search bar.
- Case Information:** CJA-20 Voucher Entry, Def.: John Smith, Link to CM/ECF, Voucher #, Start Date, End Date, Services: \$150.00, Expenses: \$0.00, Tasks (Link To Appointment).
- Basic Info Form:**

1. CIR. DIST. DIV. CODE 05AC	2. PERSON REPRESENTED John Smith	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 5:18-CR-01100-1-DRJ	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF(Case Name) USA vs Smith	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 33-9909. F. FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Della Street Associate for Perry Mason 123 Main Street Orlando FL 32825 Phone: 202-502-3274 - 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"/> I Licensed 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 Attorney <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 Perry Mason TIN: XX-XXXXXXX 123 Main Street Orlando FL 32825 Phone: 202-502-3274		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Date of Order Vouch Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
- Navigation:** < First, < Previous, Next >, Last >, Save

3 Click on the **Services** tab to view entries added to the voucher by the appointed attorney. Observe that the entries are read-only and the Save button is disabled.

Home Operations Reports Links Help logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry [Read Only] Def.: John Smith

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$112.50 Expenses: \$0.00

Tasks [Link To Appointment](#)

Basic Info Services Expenses Claim Status

Services

Date: 09/07/2018 Description: Search Case Law

Service Type: c. Legal Research and Brief Writing

Doc.# (ECF): Pages:

Hours: 1.5 * at \$75.00 per hour. Add Remove

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
c. Legal Research and Brief Writing	09/07/2018	Search Case Law	1.5	\$75.00	\$112.50

« First < Previous Next > Last » Save

- 4 Click on the **Expenses** tab to view entries added to the voucher by the appointed attorney, if any.

Home Operations Reports Links Help logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry [Read Only] Def.: John Smith

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$112.50 Expenses: \$0.00

Tasks [Link To Appointment](#)

Basic Info Services Expenses Claim Status

Expenses

Date: 9/7/2018 Description:

Expense Type:

Miles: at \$0.55 per mile. Amount: Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
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« First < Previous Next > Last » Save

- 5 Click on the **Claim Status** tab to view the start and end dates of the voucher and other information, if entered by the appointed attorney when viewing. This tab is always read-only for the associate.

Claim Status

Start Date: [] End Date: []

Payment Claims

- Final Payment
- Interim Payment 2 (payment #)
- Supplemental Payment
- Withholding Return Payment

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

1. Have you previously applied to the court for compensation and/or reimbursement for this case? Yes No
If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? Yes No

* Required Fields

« First < Previous Next > Last » Save

6 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. To access the **Appointment Info** page, either click **Link to Appointment** from the voucher page, or access the appointment from the **Home** screen.

Note: Associates can only see their own claims and claimed amounts on the voucher. Only the appointed attorney can view the entire voucher with combined entries.

Appointment Info

1. CIR. DIST. DIV. CODE 05AC	2. PERSON REPRESENTED John Smith	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:18-CR-01100-1-DRJ	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Smith	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 §3-990B F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Della Street Associate for Perry Mason 123 N Main Street Orlando FL 32825 Phone: 202-502-3274 - Fax:		13. COURT ORDER <input checked="" 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 <input type="checkbox"/> O Appointing Counsel (Capital Only) <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 Perry Mason TIN: XX-XXXXXXX 123 N Main Street Orlando FL 32825 Phone: 202-502-3274		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Date of Order: Nunc Pro Tunc Date Regayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
5:18-CR-01100-DRJ- Start: 09/04/2018 End: 09/07/2018	John Smith (# 1) Claimed Amount: 155.00	CJA-20 Perry Mason	Submitted to Court 05AC-0588566 INTERIM PAYMENT 1	09/07/2018

1 Page 1 of 1 (1 items)

Administrative Office of the United States Courts - eVoucher (Last Updated October 2018)