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

St ep Action

On	the F	lome	Page, s	elect a case f	rom the Ap	pointments List grid.
		ions Reports	Links Help logou	ıt		Search
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	Defendant #	USA vs Smith	-	Defendant: John Smith Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 06/01/18 Pres. Judge: Desiree Judge Adm./Mag Judge:		Case Defendant Type Status Date Entered No rows have been recorded on the database No No No
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Appointment In this page you will find a	Appointment In				_
summary about this appointment, including a list of	1. CIR./DIST/DIV.CODE 05AC 3. MAG. DKT/DEF.NUMBER	2. PERSON REPRESENTED John Smith 4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER	_
vouchers related to this appointment and links to create	7. IN CASE/MATTER OF(Case Name)	5:18-CR-01100-1-DRJ 8. PAYMENT CATEGORY Felony (including pre-trial diversio	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE	-
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View Representation	12. ATTORNEY'S NAME AND MAILING A Perry Mason - Bar Number: 123456		13. COURT ORDER A Associate C Co-Counsel	D Federal F Subs for Federa	1
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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.

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

St ep Action

1 Log into eVoucher, and in the **My Active Documents**, click **Edit** 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.

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	123 Main Street Orlando FL 32825			L Learned Counsel (Capital Only)	1 O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retained Attorney		
	Phone: 202-502-3274 - Fax:			S Pro Se	T Retained	U Subs for Pro			
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	Perry Mason TIN: XX-XXXXXXX 123 Main Street Orlando FL 32825 Phone: 202-502-3274			Prior Attorney's Name Appointment Dates Signature of Presiding Date of Order Repayment VES	Judge or By Order o Nu	f the Court nc Pro Tunc Date			
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As an Associate Attorney, view services and/or expenses on a voucher (On Voucher, No Edit)

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Action



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