

## CJA eVoucher Associate Functionality for Court Staff

This document explains the features of the **Associate** functionality in CJA eVoucher. Courts have handled associates in a variety of ways, and this functionality provides one clear way to do so. For reporting purposes, it is important to use this functionality.

Any attorney user in eVoucher can be linked to an appointment as an associate. If the associate attorney is not a user in the eVoucher application, the appointed attorney must contact the court or federal defender's office to set up the associate attorney as a user. Once this is done, an attorney having an associate on their appointment can add associate services and expenses to a CJA 20/30 and submit those along with their own services and expenses on the same voucher.

**Note:** Payments are always sent to the appointed attorney, and the billing is determined at the CJA 20/30 document level based on the billing information for the appointed attorney.

### Users Manager

Associates are created as attorney users in the Users Manager in the same manner as traditional attorney users. No new rights or roles are required to create associates. Any attorney can be designated as an associate and added to an associate appointment.

<b>Attorney Info</b> This is the contact information that will appear on payment vouchers.	<b>* Required Fields</b>		
	Bar Number	<input type="text" value="4589885"/>	
	First Name *	Middle	Last Name *
	<input type="text" value="Eddie"/>	<input type="text"/>	<input type="text" value="Associate"/>

**Note:** Attorney user types can be configured in the Panel Manager; however, to configure an associate attorney, you must first go to the Panel Statuses Lookup Table and deselect the **On Panel** check box for the associate attorney's panel status, since associate attorneys are not on the panel.

Creating an Associate Appointment

Creating an associate appointment is similar to creating an attorney appointment. However, on the Appointment Info screen, clicking **Add Associate** links the associate appointment to the attorney appointment.

**Note:** To add an associate to the appointment, the associate must already be created in the database as an attorney.

**Step 1**

On the Appointment Info screen for the attorney who will use the services of the associate, click **Add Associate**.

**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**

**Appointment Info** Edit Appointment Delete Add Associate Appointment Adjustments

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 David Dd Attorney - Bar Number: 1234123 2500 Main St		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender	

**Step 2**

Manually assign the associate attorney, and then click **Confirm**.

**Appointment**

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
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11. OFFENSE(S) CHARGED 12:1738.P MORTGAGE DISCRIMINATION			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

**FILTER DEFAULTS:**

Division: ALL Divisions

**Attorney's Flags:**  Match ANY Flag  Match ALL Flags

Appellate  ESL  Habeas Case  Non Capital Habeas  Spanish Speaker

Auxiliary  Extradition  Juvenile  Non-Local DR Attorney  Test 1

Ft Hood  Petty  Test 2

Back Filter All Confirm

Please request the next available attorney from the list.

To group by Division, drag the column here. Search:

Attorney	Division	Flags
Eddie Associate	Austin, ...	
David D Attorney		
Kerry Krieger		



# eVoucher 6.12

# Court Staff Associate Functionality

**Note:** A start date and rate are required even if the associate attorney is billing at the statutory hourly rate. Claims for services by the associate attorney must be dated after the date entered in the **Start Date** field of the Attorney Rates section. If the associate attorney claims services on a voucher prior to the date entered in this field, the service entries on the voucher appear with a \$0 hourly rate.

The appointed attorney under which the associate attorney was added can now add services and expenses to their own CJA 20/30 vouchers. The associate appointment appears on the Representation Info screen as shown below. The associate attorney does **NOT** receive a confirmation email.

**Representation**  
In this page you can view or delete the representation.

**Appointment** Create  
Create a new Appointment under this Representation

**Reports**  
[Representation Report](#)  
[CJA Reimbursement Guidelines](#)  
Provides payment guidelines  
[Attorney Time by Case](#)

### Representation 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	
EXCESS FEE LIMIT \$10,300.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE	
				DESIGNEE 1	
				DESIGNEE 2	

App.ID	Attorney	Order Type	Order	Email
3253...	David Attorney	Appointing Counsel	03/03/14	daviddattorney@gmail.com
3253...	Eddie Associate	Associate For David Dd Att...		eddieassociate@gmail.com