

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 CJA eVoucher interface for the Texas Western District Court. The user is logged in as Desiree Attorney (Attorney). The main navigation bar includes Home, Operations, Reports, Links, and Help. The interface is divided into several sections:

- My Active Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists four entries for Kip Schild (#1) with types TRAVEL, CJA-26, BUDGETAUTH, and CJA-20.
- Appointments List:** A table with columns Appointments and Defendant. The first row is selected, showing details for Case: 1:18-CR-01001-DRJ, Defendant: Kip Schild, and Attorney: Desiree Attorney. A red arrow points to this row.
- My Proposed Assignments:** A section titled 'Appointments' and 'Defendant' with the message 'All cases have been currently assigned' and 'No data'.
- My Submitted Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists six entries with various statuses like 'Submitted to Court' and 'Submitted to Court WITHHOLDING PAYMENT'.
- My Service Provider's Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered.

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

CJA eVoucher - Texas Western District Court
Welcome, Desiree Attorney (Attorney)

Home Operations Reports Links Help

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

BUDGETAUTH [Create](#)
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

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

CJA-24 [Create](#)
Authorization and Voucher for Payment of Transcript

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Appointment Info

1. CIR. DIST. DIV. CODE 0342	2. PERSON REPRESENTED Kip Schild	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:18-CR-01001-1-DRJ	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Kip Schild	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 43:104 P DISOBEDIENCE TO SUBPOENA			
12. ATTORNEY'S NAME AND MAILING ADDRESS Desiree Attorney AO CMSO Orlando FL 32825 Phone: 321-662-1742 Email: desiree_joyes@ao.uscourts.gov		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 <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 Date Signature of Presiding Judge or By Order of the Court W. S. Chesler Date of Order: 7/25/2018 Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:18-CR-01001-DRJ Start: 07/25/2018 End: 07/25/2018	Kip Schild (# 1) Claimed Amount: 1,001.33 Approved Amount: 1,001.33	CJA-20 Desiree Attorney	Voucher Closed 0542.0588587 INTERIM PAYMENT 1	09/25/2018
1:18-CR-01001-DRJ Start: 07/26/2018 End: 07/26/2018	Kip Schild (# 1) Claimed Amount: 2,032.80 Approved Amount: 2,032.80	CJA-20 Desiree Attorney	Voucher Closed 0542.0588588 INTERIM PAYMENT 2	09/25/2018
1:18-CR-01001-DRJ Start: 07/27/2018 End: 07/27/2018	Kip Schild (# 1) Claimed Amount: 0.00	CJA-20 Desiree Attorney	Submitted to Court 0542.0588589 WITHHOLDING PAYMENT	09/25/2018

- 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.

NOTE: For information on importing associate attorney services into a CJA 20/30, see the topic [Import Service Entries](#).

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**.

CJA eVoucher - Texas Western District Court Welcome, Desiree Attorney (Attorney)

Home Operations Reports Links Help

CJA-20
Attorney Enters
Voucher

Def.: Kip Schild

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00

Expenses: \$0.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Reports

[Defendant Summary Budget Report](#)

Totals only of budget info for defendant

[Form CJA20](#)

[Defendant Detail Budget Report](#)

Detail budget info for defendant

[CJA20 - Attorney.rp](#)

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CHR. DIST. DIV. CODE 0542	3. PERSON REPRESENTED Kip Schild	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 118-CR-01001-1-DRJ	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Kip Schild	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
43.104 P DISOBEDIENCE TO SUBPOENA

12. ATTORNEY'S NAME AND MAILING ADDRESS
Desiree Attorney
AO CMSO
Orlando FL 32825
Phone: 321-662-1742
Email: desiree_rjyas@ao.uscourts.gov

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 Past Attorney R Subs for Retained Attorney
 S Pro Se T Retained Attorney U Subs for Pro Se X Administrative
 V Steadby Counsel

Prior Attorney's Name
Appointment Date:
Signature of Presiding Judge or By Order of the Court
14. S. Clerk:
Date of Order: 7/25/2018 Nunc Pro Tunc Date:
Repayment: YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

15. Associate Info
Desiree Associate Not on Voucher
Not on Voucher
On Voucher, No Edit
On Voucher, Can Edit

Payment Info
Preferred Payee: Desiree Attorney
Desiree Attorney
Billing Code: 0542-038500
AO CMSO
Orlando, FL
32825 - US
Phone: 321-662-1742
Fax:

< 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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Attorney (Attorney)

Home Operations Reports Links Help

CJA-20
Attorney Enters
Voucher

Def.: Kip Schild

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00

Expenses: \$0.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Reports

[Defendant Summary Budget Report](#)

Totals only of budget info for defendant

[Form CJA20](#)

[Defendant Detail Budget Report](#)

Detail budget info for defendant

[CJA20 - Attorney.rp](#)

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Attorney: **Desiree Associate**

Date:

Service Type:

Doc.# (ECF):

Hours:

Add Remove

To group by a part

Attorney	Rate	Hrs	Rate	Amt
(y)				

< 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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Attorney (Attorney)

Home Operations Reports Links Help

CJA-20 Attorney Enters Voucher

Def.: Kip Schild

Link to CM/ECF

Voucher #:
Start Date:
End Date:

Services: \$302.00

Expenses: \$0.00

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

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

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Attorney: Desiree Associate

Date: 1/10/2020

Service Type:

Doc.# (ECF): Pages:

Hours: at \$75.00 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
Desiree Associate	b. Obtaining and Reviewing Records	01/02/2020	Obtained and reviewed court documents.	2.0	\$75.00	\$150.00
Desiree Attorney	a. Arraignment and/or Plea	01/02/2020	Attend initial appearance and arraignment hearing	1.0	\$152.00	\$152.00

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

- 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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Attorney (Attorney)

Home Operations Reports Links Help

CJA-20 Attorney Enters Voucher

Def.: Kip Schild

Link to CM/ECF

Voucher #:
Start Date:
End Date:

Services: \$302.00

Expenses: \$5.00

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

Reports
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant
[Form CJA20](#)

Basic Info Services Expenses Claim Status Documents Confirmation

Expenses

Attorney: Desiree Associate

Date: 1/10/2020

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.

Attorney	Expense Type	Date	Description	Mile	Rate	Amt
Desiree Associate	Photocopies	01/10/2020	Copies of court documents	0	\$0.000	\$5.00

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

- 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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Attorney (Attorney)

Home Operations Reports Links Help

CJA-20
Attorney Enters Voucher

Def.: Kip Schild
[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$302.00
Expenses: \$5.00

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

Reports
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

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

Claim Status

Start Date: * End Date: *

Payment Claims *

Final Payment
 Interim Payment (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**

- 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.

I swear and affirm the truth or correctness of the above statements
 Date: 9/4/2018 16:21:16



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

Step 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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#)

> [Home](#)

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
1:18-CR-01001-DRJ	Kip Schild (# 1)	CJA-20	Voucher Entry	05/23/2019
Start:	Claimed Amount: 155.00	Desiree Attorney		
End:			INTERIM PAYMENT - 2	

Page 1 of 1 (1 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	
No data	

Appointments' List

Appointments	Defendant
Case: 1:18-CR-01001-DRJ Defendant #: 1 Case Title: USA vs Kip Schild Attorney: Desiree Associate	Defendant: Kip Schild Representation Type: Criminal Case Order Type: Associate For Desiree Attorney Order Date: 01/01/20 Pres. Judge: Desiree R. Judge Adm./Mag Judge:
Page 1 of 1 (1 items)	

My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				
No data				

My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				
No data				

Closed Documents

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

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				
No data				

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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#)

CJA-20
Attorney Enters
Voucher

Def.: Kip Schild

[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](#)

Basic Info

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Kip Schild	3. VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER 1:18-CR-01001-1-DRJ	4. DIST. DKT. DEF. NUMBER 1:18-CR-01001-1-DRJ	5. APPEALS. DKT. DEF. NUMBER
6. OTHER. DKT. DEF. NUMBER	7. IN CASE MATTER OF (Case Name) USA vs Kip Schild	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 §3-104 P DISOBEDIENCE TO SUBPOENA		
12. ATTORNEY'S NAME AND MAILING ADDRESS Desiree Associate Associate for Desiree Attorney AO CMSO Orlando FL 32825 Phone: 321-662-1742		
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 (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 Desiree Attorney TIN: XX-XXXXXXX AO CMSO Orlando FL 32825 Phone: 321-662-1742		
Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Desiree Magistrate Date of Order: 1/1/2020 Nusc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

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

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney) 

Home Operations Reports Links Help 

CJA-20
Attorney Enters Voucher

Def.: Kip Schild

[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: 1/10/2020 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	01/02/2020	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**.

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney) 

Home Operations Reports Links Help 

CJA-20
Attorney Enters Voucher

Def.: Kip Schild

[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: 1/10/2020 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
Photocopies	01/10/2020	Copies of court documents	0	\$0.000	\$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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney)

Home Operations Reports Links Help [Search] [Magnifying Glass]

> Home

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
1:18-CR-01001-DRJ	Kip Schild (# 1)	CJA-20	Voucher Entry	05/23/2019
Start:	Claimed Amount: 155.00	Desiree Attorney		
End:			INTERIM PAYMENT - 2	

Page 1 of 1 (1 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	

No data

Appointments' List

Appointments	Defendant
Case: 1:18-CR-01001-DRJ Defendant #: 1 Case Title: USA vs Kip Schild Attorney: Desiree Associate	Defendant: Kip Schild Representation Type: Criminal Case Order Type: Associate For Desiree Attorney Order Date: 01/01/20 Pres. Judge: Desiree R. Judge Adm./Mag Judge:

Page 1 of 1 (1 items)

My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

Closed Documents

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

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney)

Home Operations Reports Links Help [Search] [Magnifying Glass]

CJA-20
Attorney Enters
Voucher

Def.: Kip Schild

[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

Basic Info

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0542	Kip Schild		
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
	1:18-CR-01001-1-DRJ		
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA vs Kip Schild	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			
§3-104 P DISOBEDIENCE TO SUBPOENA			
12. ATTORNEY'S NAME AND MAILING ADDRESS			
Desiree Associate Associate for Desiree Attorney AO CMSO Orlando FL 32825 Phone: 321-662-1742			
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 (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			
Desiree Attorney TIN: XX-XXXXXXX AO CMSO Orlando FL 32825 Phone: 321-662-1742			
15. ATTORNEY'S Name Appointment Date			
Desiree Magistrate Date of Order: 1/1/2020 Nusc Pro Tunc Date			
Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

<< 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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney)

Home Operations Reports Links Help

CJA-20
Voucher Entry
(Read Only)
Def.: Kip Schild

[Link to CM/ECF](#)

Voucher #: 0542.0589761
Start Date: 1/2/2020
End Date: 1/10/2020

Services: \$150.00

Expenses: \$5.00

Tasks
[Link To Appointment](#)

Basic Info | **Services** | Expenses | Claim Status

Services

Date: 1/10/2020 Description:

Service Type:

Doc.# (ECF): Pages:

Hours: 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
b. Obtaining and Reviewing Records	01/02/2020	Obtained and reviewed court documents.	2.0	\$75.00	\$150.00

« First < Previous Next > Last » Save

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

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney)

Home Operations Reports Links Help

CJA-20
Voucher Entry
(Read Only)
Def.: Kip Schild

[Link to CM/ECF](#)

Voucher #: 0542.0589761
Start Date: 1/2/2020
End Date: 1/10/2020

Services: \$150.00

Expenses: \$5.00

Tasks
[Link To Appointment](#)

Basic Info | Services | **Expenses** | Claim Status

Expenses

Date: 1/10/2020 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
Photocopies	01/10/2020	Copies of court documents	0	\$0.000	\$5.00

« 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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney)

Home Operations Reports Links Help

CJA-20
Voucher Entry
Def.: Kip Schild
Link to CM/ECF

Voucher #: 0542.0589761
Start Date: 1/2/2020
End Date: 1/10/2020

Services: \$150.00
Expenses: \$5.00

Tasks
[Link To Appointment](#)

Claim Status

Start Date: 1/2/2020 End Date: 1/10/2020

Payment Claims *

Final Payment
 Interim Payment (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.

CJA eVoucher - Texas Western District Court Welcome, Desiree Associate (Attorney)

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Associate Appointment

Appointment Info

1. CR. DIST.DIV.CODE 0542	2. PERSON REPRESENTED Kip Schild	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:18-CR-01001-1-DRJ	5. APPEALS. DKT DEF NUMBER	6. OTHER. DKT DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Kip Schild	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 43:104 P DISOBEDIENCE TO SUBPOENA			
12. ATTORNEY'S NAME AND MAILING ADDRESS Desiree Associate Associate for Desiree Attorney AO CMSO Orlando FL 32825 Phone: 321-662-1742		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 Desiree Attorney TIN: XX-XXXXXXX AO CMSO Orlando FL 32825 Phone: 321-662-1742		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Desiree Magistrate Date of Order 1/1/2020 *Nunc Pro Tunc Date Repayment <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
1:18-CR-01001-DRJ- Start: 01/02/2020 End: 01/10/2020	Kip Schild (# 1) Claimed Amount: 155.00	CJA-20 Desiree Attorney	Submitted to Court 0542.0589761 INTERIM PAYMENT 2	01/10/2020

1 Page 1 of 1 (1 items)

