

Associate Attorney Services

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 account 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.

An official website of the United States government

CJA eVoucher - Texas Western District Court Welcome, Desiree Attorney (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 Start: 07/21/19 End: 07/21/19	Kip Schild (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	05/07/2019
1:18-CR-01001-DRJ Start: 07/21/19 End: 07/21/19	Kip Schild (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	05/07/2019
1:18-CR-01001-DRJ Start: 07/21/19 End: 07/21/19	Kip Schild (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	05/23/2019
1:18-CR-01001-DRJ Start: 07/21/19 End: 07/21/19	Kip Schild (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	05/23/2019

1 Page 1 of 1 (4 items)

Appointments List

Appointments	Defendant
Case: 1:18-CR-01001-DRJ Defendant #: 1 Case Title: USA vs Kip Schild Attorney: Desiree Attorney	Defendant: Kip Schild Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 07/25/18 Pres. Judge: Desiree R. Judge Adm./Mag Judge:
Case: 3:19-CR-01999-DRJ-DRM Defendant #: 1 Case Title: USA vs. Keke Schild Attorney: Desiree Attorney	Defendant: Keke Schild Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 08/01/19 Pres. Judge: Desiree R. Judge Adm./Mag Judge: Desiree Magistrate

1 Page 1 of 1 (2 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	
No data	

My Submitted 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 Start: 07/21/19 End: 07/21/19	Kip Schild (# 1) Claimed Amount: 0.00	CJA-20 Desiree Attorney	Submitted to Court 0542.0589589 WITHHOLDING PAYMENT	09/25/2019
1:18-CR-01001-DRJ Start: 05/07/19 End: 05/07/19	Kip Schild (# 1) Claimed Amount: 2.00	BUDGETAUTH	Submitted to Court 0542.0589460	05/07/2019
3:19-CR-01999-DRJ-DRM Start: 08/01/19 End: 08/01/19	Keke Schild (# 1) Claimed Amount: 1.00	CJA-20 Desiree Attorney	Submitted to Court 0542.0590095 INTERIM PAYMENT 1	09/16/2019
3:19-CR-01999-DRJ-DRM Start: 08/01/19 End: 08/01/19	Keke Schild (# 1) Claimed Amount: 2.00	BUDGETAUTH	Submitted to Court 0542.0590102	09/17/2019
3:19-CR-01999-DRJ-DRM Start: 08/01/19 End: 08/01/19	Keke Schild (# 1) Claimed Amount: 8.00	CJA-21 Desiree Expert Interpreter/Translat...	Submitted to Court 0542.0590104	09/16/2019
1:18-CR-01001-DRJ Start: 12/06/18 End: 12/06/18	Kip Schild (# 1) Claimed Amount: 0.00	AUTH-24	Submitted to Court 0542.0590365	12/02/2019

1 Page 1 of 1 (6 items)

My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
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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)

HomeOperationsReportsLinksHelp

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 0542	1. PERSON REPRESENTED Kip Schild	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	2. DIST. DKT. DEF. NUMBER 1:18-CR-01001-1-DRJ	4. 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_jrjesus@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 Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ V 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 ☐ YES ☒ 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: Payment for this voucher will go to the Preferred Payee selected **Payment Info** section.

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11/4/2025, 2:28 PM

CJA eVoucher - Texas Western District Court

Welcome, Desiree Attorney (Attorney)

HomeOperationsReportsLinksHelp

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 re](#)

Basic Info

1. CJC 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-L-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 42:104.P DISOBEDIENCE TO SUBPOENA			
12. ATTORNEY'S NAME AND MAILING ADDRESS Desiree Attorney AO CMSO Orlando FL 32825 Phone: 321-662-1742 Email: desiree_rjvix@ao.uscourts.gov		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ I Licensed 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 Date: Signature of Presiding Judge or By Order of the Court W. S. Chiefcler Date of Order 7/25/2018 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Desiree Associate

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

Associate Info

Desiree Associate

Not on Voucher
Not on Voucher
On Voucher, No Edit
On Voucher, Can Edit

« First

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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)

HomeOperationsReportsLinksHelp

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 re](#)

Services

Attorney
Date
Service Type
Doc.# (ECF)
Hours

Desiree Associate
Desiree Attorney

Add Remove

To group by a part
Attorney

Jon
y)

Hrs Rate Amt

« 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](#)

Services

Attorney: **Desiree Associate** Date: 1/10/2020 Service Type: Doc.# (ECF): Pages: Hours: at \$75.00 per hour. Add Remove

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](#)

Expenses

Attorney: **Desiree Associate** Date: 1/10/2020 Expense Type: Miles: at \$0.55 per mile. Amount: Add Remove

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)

HomeOperationsReportsLinksHelp

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 InfoServicesExpensesClaim StatusDocumentsConfirmation

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? *

If Yes, were you paid?

☐ Yes ☐ No

☐ 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

☐ Yes ☐ No

* Required Fields

< First < Previous Next > Last >

Save

Delete Draft

Audit Assist

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
p 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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11/4/2025, 2:28 PM

CJA eVoucher - Texas Western District Court

Welcome, Desiree Associate (Attorney)

HomeOperationsReportsLinksHelp

> Home

My Active Documents

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

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

INTERIM PAYMENT 2

End:

1

Page 1 of 1 (1 items)

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:

1

Page 1 of 1 (1 items)

My Proposed Assignments

Appointments

Defendant

All cases have been currently assigned

No data

My Submitted Documents

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

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.

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.

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)

HomeOperationsReportsLinksHelp

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 InfoServicesExpensesClaim Status

Basic Info

1. CIR. DIST. DIV. CODE DS42	2. PERSON REPRESENTED Kip Schild	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 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 ☒ 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	
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 11/1/2020 Nunc Pro Tunc Date	
Repayment ☐ YES ☒ NO			

< First

< Previous

Next >

Last >

Save

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

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11/4/2025, 2:28 PM

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](#)

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](#)

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	\$0.00	\$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.

CJA eVoucher - Texas Western District Court

Welcome, Desiree Associate (Attorney)

Home Operations Reports Links Help

Associate Appointment

Appointment Info

1. CHC DIST DIV CODE 0342	2. PERSON REPRESENTED Kip Schild	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 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 ☒ 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	
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 ☐ YES ☒ 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

Page 1 of 1 (1 items)

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

Step
p Action

- 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.

CJA eVoucher - Texas Western District Court

Welcome, Desiree Associate (Attorney)

Home Operations Reports Links Help

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 Start: 01/02/2020 End: 01/10/2020	Kip Schild (# 1) Claimed Amount: 155.00	CJA-20 Desiree Attorney	Voucher Entry 0542.0589761 INTERIM PAYMENT 2	05/23/2019

Page 1 of 1 (1 items)

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 Proposed Assignments

Appointments

Defendant

All cases have been currently assigned

No data

My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
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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
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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)

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CJA-20 Attorney Enters Voucher
Def.: Kip Schild
[Link to OM/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	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 ☒ 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 Date Signature of Presiding Judge or By Order of the Court Desiree Magistrate Date of Order 1/1/2020 Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS Desiree Attorney TIN: XX-XXXXXXX AO CMSO Orlando FL 32825 Phone: 321-662-1742			

< 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.

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CJA-20 Voucher Entry
[Read Only]
Def.: Kip Schild
[Link to OM/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

Service Type
Doc.# (ECF)
Pages
Hours
at \$75.00 per hour.

Description

Add Remove

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.

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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](#)

Expenses

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.

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.

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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](#)

Claim Status

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

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? *
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

1. CHC.DIST.DIV.CODE
0542

2. PERSON REPRESENTED
Kip Schild

3. VOUCHER NUMBER

3. MAG. DKT.DEF.NUMBER

4. DIST. DKT.DEF.NUMBER
1:18-CR-01001-1-DRJ

5. APPEALS. 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

☒ 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 Date

Signature of Presiding Judge or By Order of the Court

Desiree Magistrate

Date of Order
1/1/2020

Nunc Pro Tunc Date

Repayment ☐ YES ☒ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Desiree Attorney
TIN: XX-XXXXXXX
AO CMSO
Orlando FL 32825
Phone: 321-662-1742

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

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