## **Associate Attorney Services**

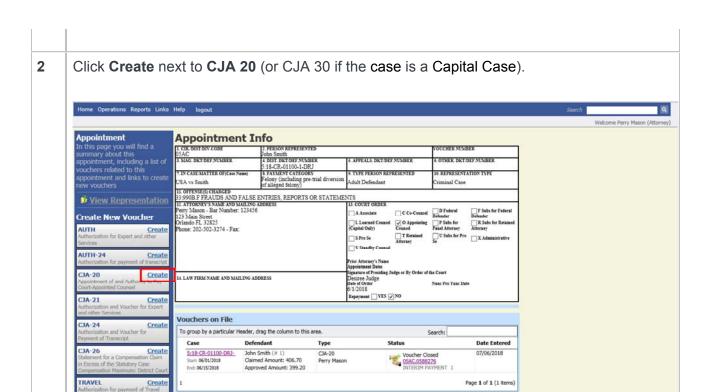
Beginning in eVoucher v5.2, an appointed attorney using the services of an associate attorney may add claims for services and expenses to their own CJA 20/30. To do this, the appointed attorney must contact the court or federal defenders office to ensure the associate attorney is set up in eVoucher and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

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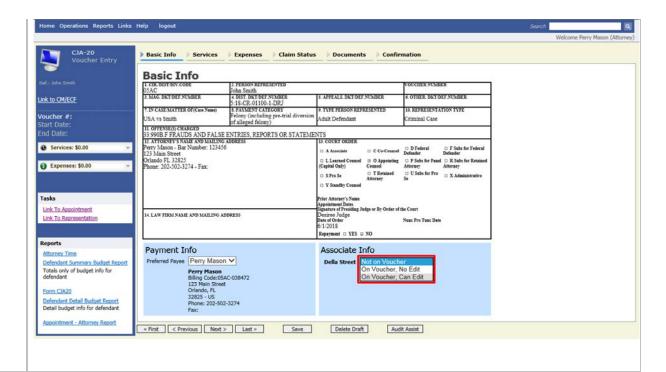




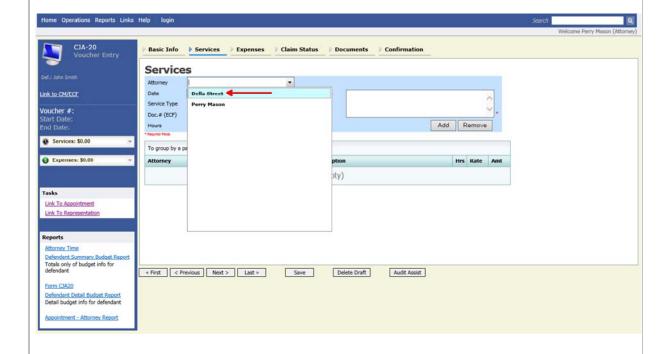
On the **Basic Info** tab, in the **Associate Info** section, select the level of access to this voucher that the associate attorney will have, if any.

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**.

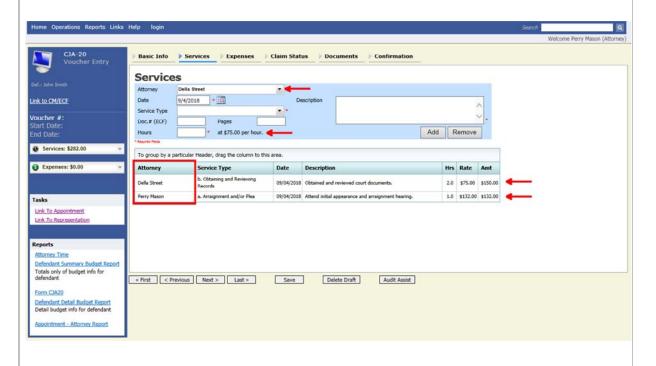


After selecting **On Voucher**, **No Edit** or **On Voucher**, **Can Edit**, click on the **Services** tab to enter service claims for either the appointed attorney or the associate. The **Services** tab will include an additional **Attorney** drop-down field. If no selection is made on the **Attorney** 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.

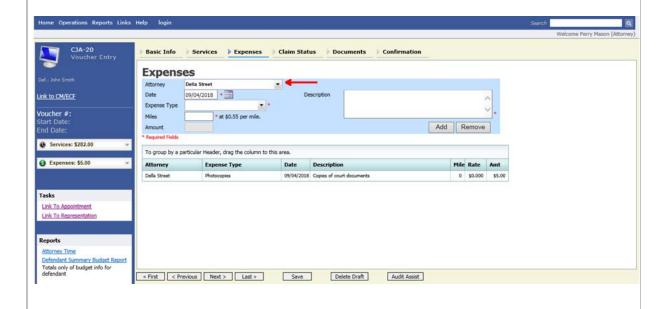


Entries added for the associate will be added at the rate entered by staff when the associate was added to the appointment. The rate may be at or below the statutory hourly rate.

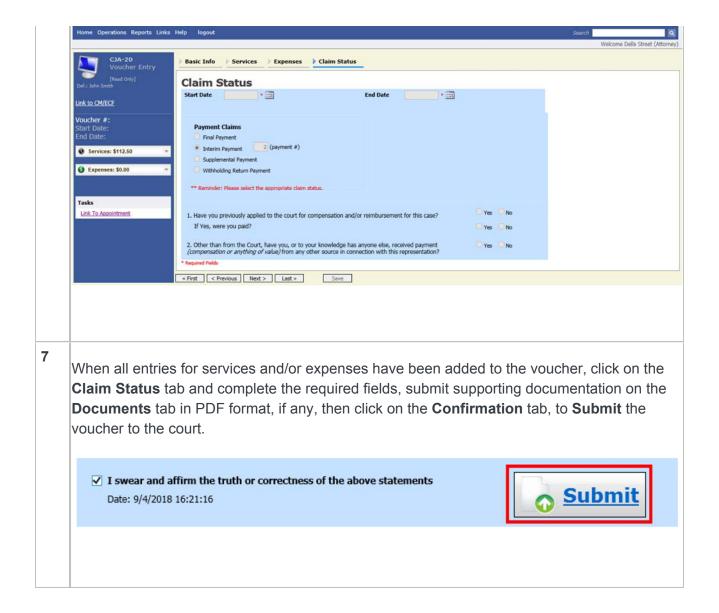
Service entries for the appointed attorney will appear at the statutory rate (non-capital or capital). The Attorney column in the grid indicates for whom each line item applies.



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.



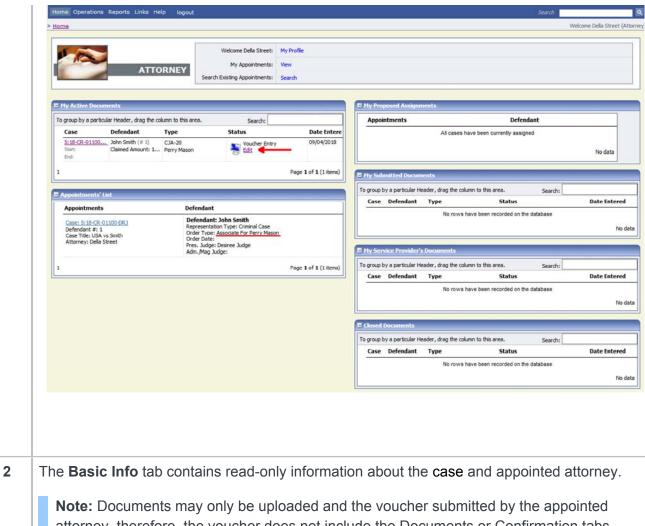
Click on the **Claim Status** tab to view the start and end dates of the voucher and other information, if entered by the appointed attorney when viewing. This tab is always read-only for the associate.



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

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

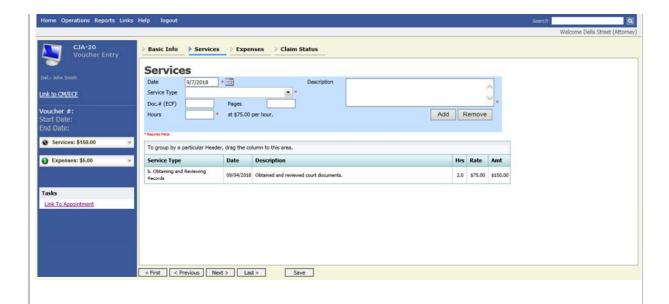
Note: Associate appointments will appear in the Appointments List grid with the Order Type of Associate For (the appointed attorney's name). Only the appointed attorney can create vouchers.



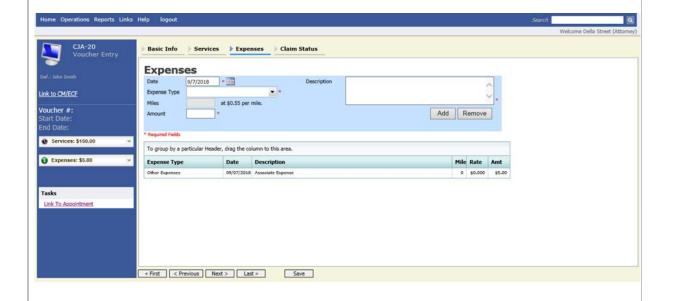
attorney, therefore, the voucher does not include the Documents or Confirmation tabs when viewed by the associate.



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

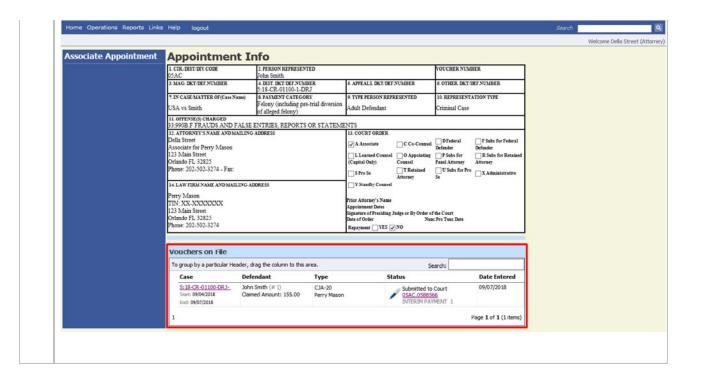


4 If there are expenses to be claimed, click on the **Expenses** tab. Complete the required fields and click **Add**.

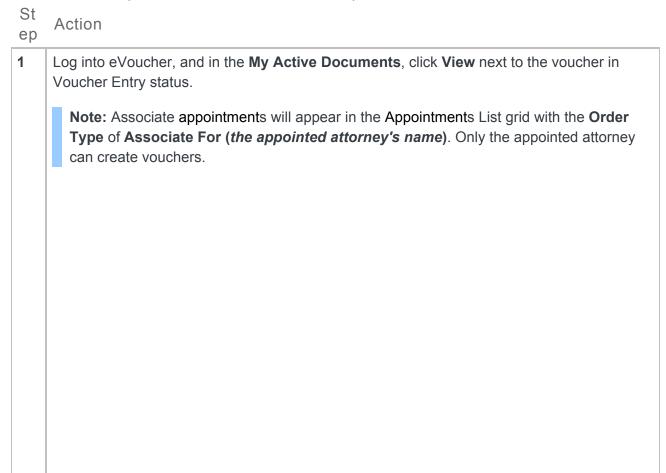


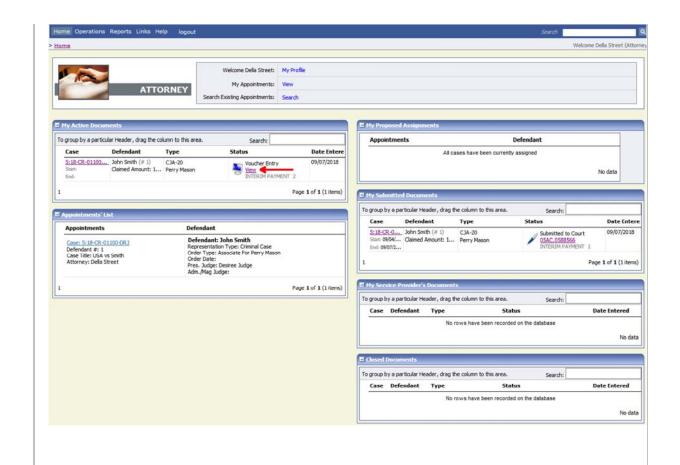
When all **Service** and **Expense** items have been added to the voucher, click **Save**. The appointed attorney will submit the voucher to the court when ready. After the voucher is submitted to the court, it may still be accessed from the **Appointment Info** page, but will be read-only. To access 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.



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



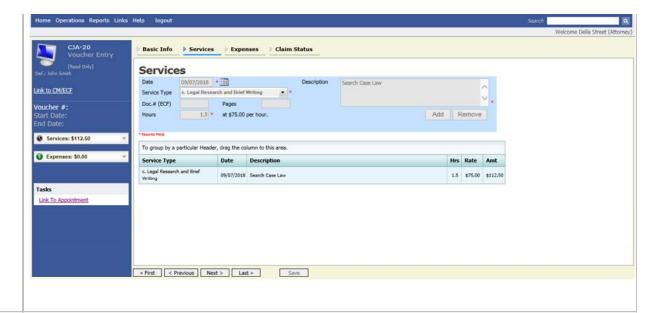


2 The **Basic Info** tab contains read-only information about the **case** and appointed attorney.

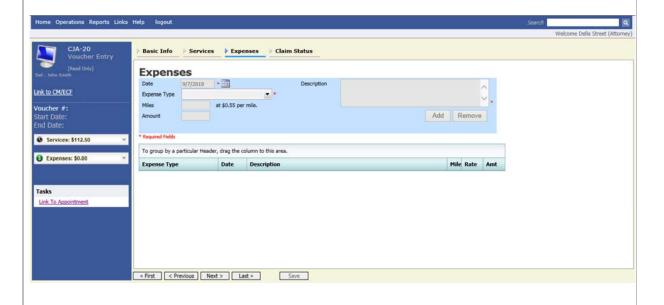
**Note:** Documents may only be uploaded and the voucher submitted by the appointed attorney, therefore, the voucher does not include the Documents or Confirmation tabs when viewed by the associate.



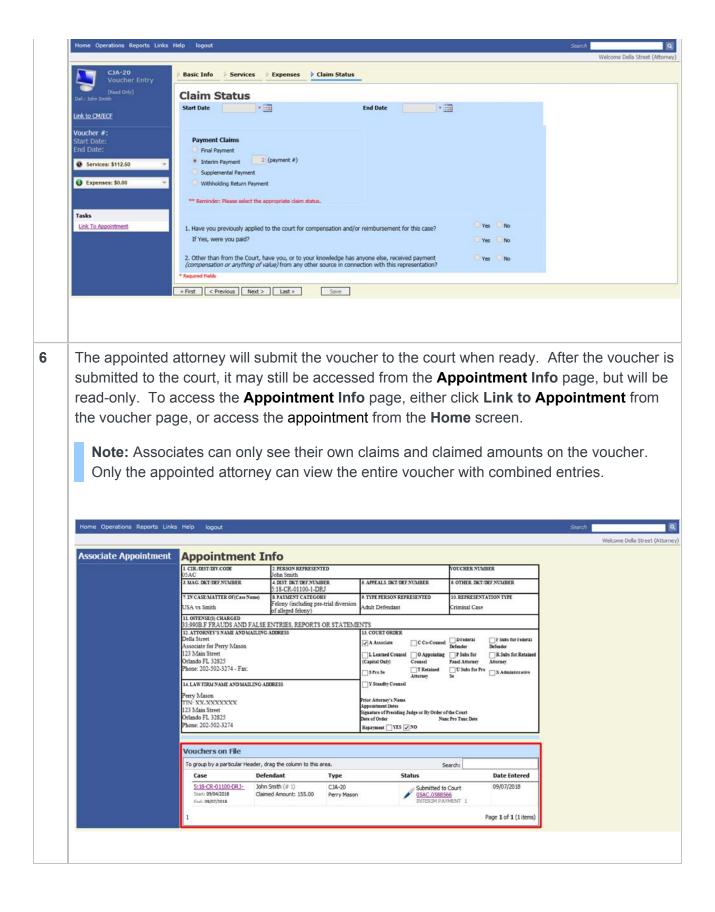
Click on the **Services** tab to view entries added to the voucher by the appointed attorney. Observe that the entries are read-only and the Save button is disabled.



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



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.



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