

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 displays the eVoucher system's Home Page. At the top, there is a navigation bar with links: Home, Operations, Reports, Links, Help, and Logout. A search bar is located on the right. Below the navigation bar, a welcome message reads "Welcome Perry Mason (Attorney)". A profile section for "ATTORNEY" includes a photo and links for "My Profile", "My Appointments: View", and "Search Existing Appointments: Search".

The main content area is divided into several sections:

- My Active Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows "No rows have been recorded on the database" and "No data".
- My Proposed Assignments:** A table with columns Appointments and Defendant. It shows "All cases have been currently assigned" and "No data".
- Appointments' List:** A table with columns Appointments and Defendant. It shows a single entry for Case: S-18-CR-01100-05, Defendant: John Smith, and other details. A red arrow points to the Case ID.
- My Submitted Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows "No rows have been recorded on the database" and "No data".
- My Service Provider's Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows "No rows have been recorded on the database" and "No data".
- Closed Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows a single entry for Case: S-18-CR-01100-05, Defendant: John Smith, and other details.

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

Home Operations Reports Links Help Logout Search Welcome Perry Mason (Attorney)

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

CJA-20 [Create](#)
Appointment of and Authorization for 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. CR. DIST. DEF. CODE 05AC	1. PERSON REPRESENTED John Smith	7. APPEALS DKT DEF NUMBER	VOUCHER NUMBER
3. MAG. DKT DEF NUMBER 5:18-CR-01100-1-DRJ	4. DIST. DKT DEF NUMBER 5:18-CR-01100-1-DRJ	8. OTHER DKT DEF NUMBER	
1. IN CASE MATTER Of (Case Name) USA vs Smith	2. 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
83.990B F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS

12. ATTORNEY'S NAME AND MAILING ADDRESS
Perry Mason - Bar Number: 123456
123 Main Street
Orlando FL 32825
Phone: 202-503-3274 - Fax:

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 (Capital Only)	<input checked="" type="checkbox"/> O Appointing Counsel	<input type="checkbox"/> P Subs for Paid 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"/> V Standby Counsel			

Prior Attorney's Name
Appointment Date
Signature of Presiding Judge or By Order of the Court
Deputy Judge
Date of Order
6/1/2018
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
5:18-CR-01100-DRJ- Start: 06/01/2018 End: 06/15/2018	John Smith (# 1) Claimed Amount: 406.70 Approved Amount: 399.20	CJA-20 Perry Mason	Voucher Closed 05AC.0588276 INTERIM PAYMENT 1	07/06/2018

Page 1 of 1 (1 items)

- 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.

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**.

Home Operations Reports Links Help login

Welcome Perry Mason (Attorney)

CJA-20 Voucher Entry

Def.: John Smith

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$0.00 Expenses: \$0.00

Tasks: Link To Appointment Link To Representation

Reports: Attorney Time Defendant Summary Budget Report Form CJA20 Defendant Detail Budget Report Appointment - Attorney Report

Basic Info

1. CJC DISTRICT CODE 05AC	2. PERSON REPRESENTED John Smith	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER 5-18-CR-01100-1-DRJ	4. DIST. DIST. DEF. NUMBER 5-18-CR-01100-1-DRJ	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Smith	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
33-990B F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS

12. ATTORNEY'S NAME AND MAILING ADDRESS
Perry Mason - Bar Number: 123456
123 Main Street
Orlando FL 32825
Phone: 202-502-3274 - Fax:

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender
☐ L Learned Counsel ☐ 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
 Prior Attorney's Name
 Appointment Date
 Signature of Presiding Judge or By Order of the Court
 Desiree Judge
 Date of Order
 6-1-2018
 Reapportionment ☐ YES ☐ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Payment Info
Preferred Payee: Perry Mason
Perry Mason
Billing Code: 05AC-038472
123 Main Street
Orlando, FL
32825 - US
Phone: 202-502-3274
Fax:

Associate Info
Della Street
Not on Voucher
On Voucher, No Edit
On Voucher, Can Edit

« 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.

Home Operations Reports Links Help login

Welcome Perry Mason (Attorney)

CJA-20 Voucher Entry

Def.: John Smith

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$0.00 Expenses: \$0.00

Tasks: Link To Appointment Link To Representation

Reports: Attorney Time Defendant Summary Budget Report Form CJA20 Defendant Detail Budget Report Appointment - Attorney Report

Services

Attorney: Della Street

Date: Perry Mason

Service Type: Doc.# (ECF): Hours: Add Remove

To group by a p

Attorney

Option Hrs Rate Amt

(ty)

« 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.

Services

Attorney: Della Street
 Date: 9/4/2018
 Service Type: [dropdown]
 Doc. # (ECF): [text]
 Hours: [text] at \$75.00 per hour.

Services Grid:

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Della Street	b. Obtaining and Reviewing Records	09/04/2018	Obtained and reviewed court documents.	2.0	\$75.00	\$150.00
Perry Mason	a. Arraignment and/or Plea	09/04/2018	Attend initial appearance and arraignment hearing.	1.0	\$132.00	\$132.00

- 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.

Expenses

Attorney: Della Street
 Date: 09/04/2018
 Expense Type: [dropdown]
 Miles: [text] at \$0.55 per mile.
 Amount: [text]

Expenses Grid:

Attorney	Expense Type	Date	Description	Mile	Rate	Amt
Della Street	Photocopies	09/04/2018	Copies of court documents	0	\$0.00	\$5.00

- 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.

Home Operations Reports Links Help Logout

Welcome Della Street (Attorney)

CJA-20 Voucher Entry
[Read Only]
Def.: John Smith

Link to CM/ECF

Voucher #:
Start Date:
End Date:

Services: \$112.50

Expenses: \$0.00

Tasks
[Link To Appointment](#)

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? ☐ 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

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.

Home Operations Reports Links Help logout Search

Welcome Della Street (Attorney)

ATTOREY

Welcome Della Street: My Profile

My Appointments: View

Search Existing Appointments: Search

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
5:18-CR-01100-DRJ	John Smith (# 1)	CJA-20	Voucher Entry	09/04/2018
Start:	Claimed Amount: 1...	Perry Mason		
End:				

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
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.

Home Operations Reports Links Help logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry

Def.: John Smith

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$150.00 Expenses: \$0.00

Tasks Link To Appointment

Basic Info

1. CLK. DIST. DKT. CODE 05AC	2. PERSON REPRESENTED John Smith	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:18-CR-01100-1-DRJ	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Smith	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 31-990B.F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Della Street Associate for Perry Mason 123 Main Street Orlando FL 32825 Phone: 202-502-3274 - Fax:		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 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 Perry Mason TIN: XX XXXXXXXX 123 Main Street Orlando FL 32825 Phone: 202-502-3274		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Date of Order Reapptment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

« First < Previous Next > Last » Save

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

Home Operations Reports Links Help logout Search []

Welcome Della Street (Attorney)

CJA-20 Voucher Entry

Def.: John Smith

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$150.00

Expenses: \$5.00

Tasks
[Link To Appointment](#)

Services

Date: 9/7/2018 * 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	09/04/2018	Obtained and reviewed court documents.	2.0	\$75.00	\$150.00

< First < Previous Next > Last > Save

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

Home Operations Reports Links Help logout Search []

Welcome Della Street (Attorney)

CJA-20 Voucher Entry

Def.: John Smith

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$150.00

Expenses: \$5.00

Tasks
[Link To Appointment](#)

Expenses

Date: 9/7/2018 * 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
Other Expenses	09/07/2018	Associate Expense	0	\$0.000	\$5.00

< First < Previous Next > Last > Save

- 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.

Home Operations Reports Links Help Logout Search

Welcome Della Street (Attorney)

Associate Appointment Appointment Info

1. CIR. DIST. DIV. CODE 05AC	2. PERSON REPRESENTED John Smith		VOUCHER NUMBER
3. MAG. DIST. DIV. NUMBER	4. DIST. DIST. DIV. NUMBER 5:18-CR-01100-1-DPJ	6. APPEALS DIST. DIV. NUMBER	6. OTHER DIST. DIV. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Smith	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 33-990B F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Della Street Associate for Perry Mason 123 Main Street Orlando FL 32825 Phone: 202-502-3274 - Fax:		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 <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 Perry Mason TIN: XX-XXXXXXX 123 Main Street Orlando FL 32825 Phone: 202-502-3274		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Date of Order 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
5:18-CR-01100-08-1 Start: 09/04/2018 End: 09/07/2018	John Smith (# 1) Claimed Amount: 155.00	CJA-20 Perry Mason	Submitted to Court 05AC.0588566 INTERIM PAYMENT 1	09/07/2018

1 Page 1 of 1 (1 items)

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

Step Action

- 1 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.

Home Operations Reports Links Help logout Search

Welcome Della Street (Attorney)

ATTORNEY

Welcome Della Street: [My Profile](#)

My Appointments: [View](#)

Search Existing Appointments: [Search](#)

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
S:18-CR-01100-...	John Smith (# 1)	CJA-20	Voucher Entry	09/07/2018
Start:	Claimed Amount: 1...	Perry Mason	INTERIM PAYMENT 2	
End:				

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
S:18-CR-01100-...	John Smith (# 1)	CJA-20	Submitted to Court	09/07/2018
Start: 09/04/...	Claimed Amount: 1...	Perry Mason	OSAC: 0588556	
End: 09/07/2...			INTERIM PAYMENT 1	

Page 1 of 1 (1 items)

Appointments' List

Appointments	Defendant
Case: S:18-CR-01100-ORJ	Defendant: John Smith
Defendant #: 1	Representation Type: Criminal Case
Case Title: USA vs Smith	Order Type: Associate For Perry Mason
Attorney: Della Street	Order Date:
	Pres. Judge: Desiree Judge
	Adm./Mag Judge:

Page 1 of 1 (1 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
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.

Home Operations Reports Links Help logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry

Def.: John Smith

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$150.00 Expenses: \$0.00

Tasks [Link To Appointment](#)

Basic Info

1. CIR. DIST. DIV. CODE		2. PERSON REPRESENTED		VOUCHER NUMBER	
05AC		John Smith			
3. MAG. DIST. DEF. NUMBER	4. DIST. DEF. NUMBER	5. APPEALS. DIST. DEF. NUMBER	6. OTHER. DIST. DEF. NUMBER		
	018-CR-01100-1-DRJ				
7. IN CASE MATTER OF (Case Name)		8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE	
USA vs Smith		Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case	
11. OFFENSE(S) CHARGED					
93-9909. F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS					
12. ATTORNEY'S NAME AND MAILING ADDRESS			13. COURT ORDER		
Della Street Associate for Perry Mason 123 Main Street Orlando FL 32825 Phone: 202-502-3274 - Fax:			<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 Licensed Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorneys <input type="checkbox"/> R Subs for Retained Attorneys <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			15. Prior Attorney's Name		
Perry Mason TIN: XXX-XXXXXXX 123 Main Street Orlando FL 32825 Phone: 202-502-3274			Appointment Date: Signature of Presiding Judge or By Order of the Court Date of Order: Sign Pro Tax Date Repayment <input type="checkbox"/> YES <input 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.

Home Operations Reports Links Help Logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry [Read Only]
Def.: John Smith

Link to CM/ECF

Voucher #:
Start Date:
End Date:

Services: \$112.50
Expenses: \$0.00

Tasks
[Link To Appointment](#)

Basic Info Services Expenses Claim Status

Services

Date: 09/07/2018 Description: Search Case Law

Service Type: c. Legal Research and Brief Writing

Doc.# (ECF): Pages:

Hours: 1.5 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
c. Legal Research and Brief Writing	09/07/2018	Search Case Law	1.5	\$75.00	\$112.50

« First < Previous Next > Last » Save

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

Home Operations Reports Links Help Logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry [Read Only]
Def.: John Smith

Link to CM/ECF

Voucher #:
Start Date:
End Date:

Services: \$112.50
Expenses: \$0.00

Tasks
[Link To Appointment](#)

Basic Info Services Expenses Claim Status

Expenses

Date: 9/7/2018 Description:

Expense Type:

Miles: at \$0.55 per mile. Add Remove

Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
--------------	------	-------------	------	------	-----

« 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.

Home Operations Reports Links Help Logout Search

Welcome Della Street (Attorney)

CJA-20 Voucher Entry
[Read Only]
Def.: John Smith
Link to CM/ECF

Voucher #:
Start Date:
End Date:

Services: \$112.50
Expenses: \$0.00

Tasks
Link to Appointment

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? ☐ 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.

Home Operations Reports Links Help Logout Search

Welcome Della Street (Attorney)

Associate Appointment Appointment Info

1. CIR. DIST. DIV. CODE 05-AC	2. PERSON REPRESENTED John Smith		VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:18-CR-01100-1-DRJ	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs Smith	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 §3-990B F FRAUDS AND FALSE ENTRIES, REPORTS OR STATEMENTS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Della Street Associate for Perry Mason 123 Main Street Orlando FL 32825 Phone: 202-502-3274 - Fax:		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 <input type="checkbox"/> O Appointing Counsel (Capital Only) <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 Perry Mason TIN: XX-XXXXXXX 123 Main Street Orlando FL 32825 Phone: 202-502-3274		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Date of Order: _____ 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
5:18-CR-01100-08 J- Start: 09/04/2018 End: 09/07/2018	John Smith (# 1) Claimed Amount: 155.00	CJA-20 Perry Mason	Submitted to Court 05AC-0588566 INTERIM PAYMENT 1	09/07/2018

1 Page 1 of 1 (1 items)

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