

District of Oregon CJA Tip Sheet

Associate Billing

If you use in-house or contract associates on your cases, there are some important changes under eVoucher 5.2 that will help us track the need for associate attorneys on cases.

Associate funding request: use CJA26 instead of AUTH

Please use the CREATE link next to the CJA-26 option instead of the AUTH option.

- Basic Info page: please complete the information requested to the extent possible
- Justification page: there are seven questions (# 3 - # 9). You only need to complete # 3 with the following information: "Associate Request, see attached."
- Documents page: upload a declaration as you normally would.
- Confirmation page: in the Public/Attorney notes section towards the bottom of the page, please include the following:

Request Associate attorney (name) effective (start date) for \$(total amount) (Xh @ \$x/h).

Sample: Request Associate attorney Jane Doe effective 01/01/2019 for \$5,000 (50h @ \$100/h).

Billing: In-House Associate

It is easier to pay in-house associates under eVoucher 5.2. Once funds are authorized, the panel office will add the in-house associate to the lead attorney's appointment. The lead attorney can then create a separate CJA 20 for the associate and bill it under the lead attorney's profile. The lead attorney should review and submit the associate's CJA20 voucher. Please see the attached for the walkthrough from the national folks.

Billing: Contract (External) Associate

Once funds are authorized, the panel office will create a separate eVoucher appointment for the contract associate. The contract associate will need to create and bill on a separate CJA20, under their own eVoucher profile.

There is a different process for the lead attorney to review and approve the voucher. *Prior to submitting the CJA20 voucher to court*, the contract associate should save a copy of the voucher and email a PDF to the lead attorney for review. To save a PDF of the voucher, click the Form CJA20 Report. Once the lead attorney reviews and approves the voucher, the associate should include the following in the Public/Attorney notes section of the Confirmation page:

Lead attorney (name) reviewed this voucher and approved this voucher on (date).

Sample: Lead attorney Jane Doe reviewed this voucher and approved on 01/01/2019.

Notes:

Associates do not need to complete a separate CJA 20 worksheet.

Reasonable time spent by the lead attorney reviewing associate vouchers is compensable.

A Legal Analyst/Consultant expert is different from an associate in that they are specialized in a specific field of law such as immigration. Continue to use an Auth and CJA21 for Legal Analyst/Consultants.

Associate: Existing Appointments

If you currently have an associate attorney helping you, make sure:

1. Your associate (whether in house or contact) submits any outstanding CJA20 vouchers ASAP, and no later than 01/14/2019 (we have a technical fix to make if more needs to be billed).
2. If your associate's services will continue, please email OR_PanelTeam@fd.org because we'll need to create a separate appointment in eVoucher to shift remaining authorized funds to the right place.