

MEMORANDUM

United States District Court, Southern District of California



To: CJA Attorney Panel

From: Mickey Ochoa, Financial Supervisor

Date: March 5, 2013

Re: G.O. 602 - Submitting CJA Voucher For Associate or Contract Attorney Updated

PLEASE NOTE: An associate or contract attorney voucher can be submitted without an interim order. We will review and process them accordingly.

We have received many questions and inquiries regarding submitting payment requests for work performed by associate or contract attorneys under General Order 602. There appears to be some misinformation being shared by some panel attorneys.

All requests for payment of associate or contract attorneys (including under G.O. 602) **must** be submitted on a **CJA 20 payable to the appointed CJA Panel Attorney** in accordance with:

§ 230.53 Compensation of Co-Counsel

§ 230.53.10 Without Separate Appointment

1. (a) Unless separately appointed in accordance with [§ 230.53.20\(b\)](#) or [Guide, Vol 7A, § 620.10](#), co-counsel or associate attorneys may not be compensated under the CJA.
2. (b) However, an appointed counsel may claim compensation for services furnished by a partner or associate or, with prior authorization by the court, counsel who is not a partner or associate, within the maximum compensation allowed by the CJA, separately identifying the provider of each service.

Billing for associate or contract attorneys are made by separate voucher, paid by separate check, but payable to the CJA appointed attorney. Please note that fees for services performed by associate or contract attorneys are included in the total representation statutory maximum.

When ready to bill in eVoucher, send a request to the CJA Desk asking to add an associate appointment at a specific rate (in accordance with G.O. 602). We will need the case number and name of represented party. Send your request using the “contact us” feature in eVoucher or to:

efile_cjafinance@casd.uscourts.gov

You will get an email from eVoucher stating that the appointment was made.

Go to your “My Appointments” where two appointments for the defendant will be listed. One is to be used for “Appointing Counsel” vouchers and a second for the “Associate or Contract Attorney (Reduced Rate)” vouchers. Choose the “Associate” appointment and create a separate CJA 20. The hourly fee rate on this voucher will calculate at the associate or contract attorney rate submitted in your request. Fees and expenses can be added to the voucher in the same manner as your regular CJA 20, but will be paid at the lower rate. Submit the voucher when ready.

The Court has asked that all Associate or Contract Attorney vouchers include a comment in the notes section under the Confirmation Tab that lists the name of the associate or contract attorney along with the number of years of experience the attorney has acquired. For Example: “Bryan Hartman, 3yrs”.

Attention: The notes you enter will be available to the next approval level.

Notes for Attorney

I swear and affirm the truth or correctness of the above statements

Date:



CJA 21 vouchers should only be used by service providers. This includes attorneys who perform paralegal work, but at the paralegal rate (up to \$45), authorized by the 9th Circuit.