

**UNITED STATES COURT OF APPEALS  
FOR THE NINTH CIRCUIT**

**AUTHORIZATION FORM: ASSOCIATE, ADDITIONAL, AND CO-COUNSEL**

Associates working in the firm of appointed counsel must bill their time on appointed counsel’s voucher, separately from appointed counsel’s time. When appointed counsel anticipates using the services of an in-house associate attorney in a given case, counsel must ask the court for permission to add the associate to that particular eVoucher appointment. The request must confirm that the associate is an employee in counsel of record’s firm, must provide the associate’s billing rate and the nunc pro tunc date, and must state whether the associate also provided services in the district court. Requests to create an associate record can be submitted via email to the Ninth Circuit Court of Appeals CJA Administrative Attorney at [Sara\\_Rief@ca9.uscourts.gov](mailto:Sara_Rief@ca9.uscourts.gov).

If you wish to use the services of an additional attorney or co-counsel from within or outside of your firm, or an associate counsel outside your firm, you must use the attached form requesting advance authorization to obtain that relief. Submit the request and completed form via email to [Sara\\_Rief@ca9.uscourts.gov](mailto:Sara_Rief@ca9.uscourts.gov).

**1. BASIC CASE INFORMATION**

|                |  |
|----------------|--|
| Attorney Name: |  |
| Case Title:    |  |
| Case Number:   |  |

**2. ASSOCIATE COUNSEL: WITHIN FIRM**

|                       |  |
|-----------------------|--|
| Name:                 |  |
| Email:                |  |
| Firm TIN:             |  |
| Rate:                 |  |
| # of Hours Requested: |  |
| Nunc Pro Tunc Date:   |  |
| District Court: Y/N   |  |
| Date/Sign:            |  |

**Please provide short explanation to justify this funding request/tasks to be performed\*:**

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**3. ASSOCIATE COUNSEL: OUTSIDE OF FIRM**

|                          |  |
|--------------------------|--|
| Name:                    |  |
| Email:                   |  |
| SSN:                     |  |
| Firm/Employer<br>TIN:    |  |
| Rate:                    |  |
| # of Hours<br>Requested: |  |
| Nunc Pro Tunc<br>Date:   |  |
| District Court:<br>Y/N   |  |
| Date/Sign:               |  |

**Please provide short explanation to justify this funding request/tasks to be performed\*:**

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**\*The presumptive statutory maximum applies to the combined compensation of counsel of record and additional counsel.**

**4. CO-COUNSEL/ADDITIONAL COUNSEL**

|                       |  |
|-----------------------|--|
| Name:                 |  |
| Firm Name:            |  |
| Email:                |  |
| Phone Number:         |  |
| Firm TIN/SSN:         |  |
| # of Hours Requested: |  |
| Date/Sign:            |  |

**Please provide explanation why the exceptional complexity of the case and the interests of justice warrant appointment of co-counsel. Attach additional page if necessary.**

**Note:**

- The tax identification number is not required if the firm or individual is already registered as a service provider in the CJA evoucher system, or if the individual is associate counsel employed by the same firm as appointed counsel.
- Completion of this form to request co-counsel or additional counsel is not necessary in death penalty cases, as criminal defendants and petitioners are presumptively eligible for

the services of two attorneys. A request to use in house associate counsel is necessary in all cases.

- The question whether the estimated hours in this request will be awarded in full will be determined when the voucher is reviewed.
- Requests for advance authorization of paralegal, law clerk or other expert services exceeding \$900 are made via the Advance Authorization for Expert Services form.