



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

First Login to eVoucher – CJA Counsel

Release 4.2.1

July 2015

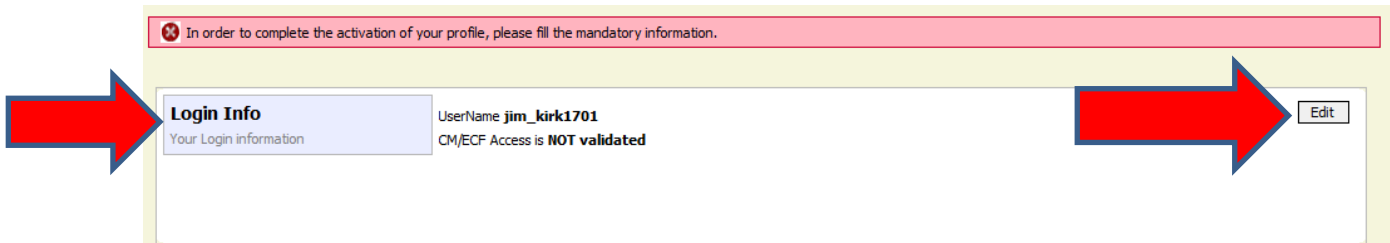


First Login to CJA eVoucher

The first time you login to eVoucher, you will be prompted to fill out basic contact and billing information. It is critical that you:

- Change your password in order to prevent unauthorized access to your account;
- Complete your profile (“Attorney Info”) in order to ensure that you receive notice of eVoucher activity that requires your attention;
- Complete your billing and tax information (“Billing Info”) in order to ensure that your vouchers are paid.

1. Start at the *Login Info* section and click *Edit*.



In order to complete the activation of your profile, please fill the mandatory information.

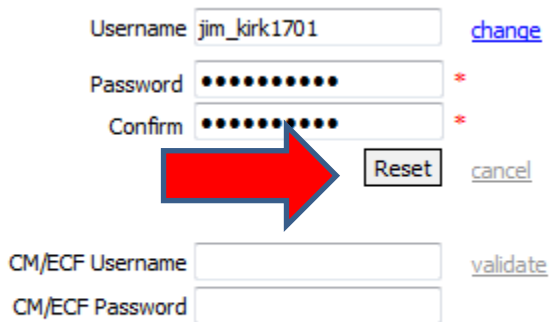
Login Info
Your Login information

UserName **jim_kirk1701**
CM/ECF Access is **NOT validated**

[Edit](#)

2. Click the *reset* button to the right of the password field to change your password – Click the *Reset* box to update your account with the new password.

Note: Do Not use the CM/ECF validation feature in eVoucher. Please skip this step.



Username [change](#)

Password *

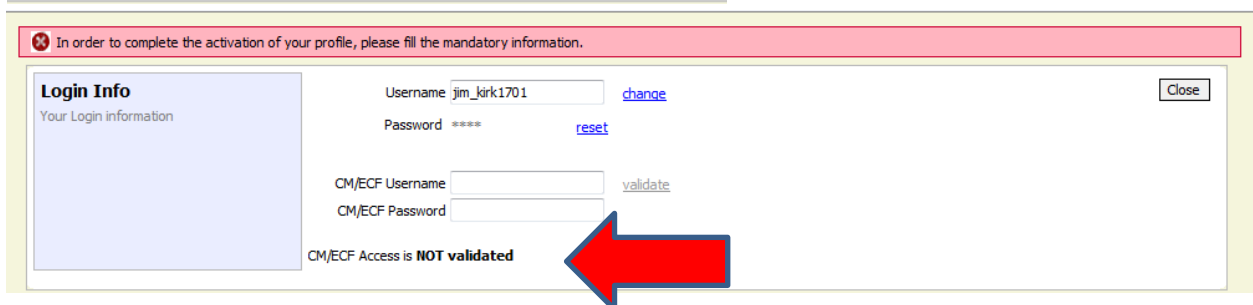
Confirm *

[Reset](#) [cancel](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**



In order to complete the activation of your profile, please fill the mandatory information.

Login Info
Your Login information

UserName [change](#)

Password [reset](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

[Close](#)

3. Click the *Close* button on the right hand side of the *Login Info* box to save your changes.

 In order to complete the activation of your profile, please fill the mandatory information.

Login Info
Your Login information

Username: jim_kirk1701 [change](#)

Password: **** [reset](#)

CM/ECF Username: [validate](#)

CM/ECF Password:

CM/ECF Access is **NOT validated**

[Close](#)



- Move down to the *Attorney Info* box and fill out all required information. Pay particular attention to the *SSN* and *Payee Certification* instructions.

NOTE: Before proceeding to the *Billing Info* box, make sure to click the *Save* button. The system will *not* allow you to proceed unless that button has been hit.

Attorney Info
Your personal info

SSN Instructions:
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

The following mandatory field(s) are missing: Address1, City, State, Zip Code, Phone

Bar Number:

Tax Identification Number:
SSN:

Confirm:

First Name: James Middle: T. Last Name: Kirk

Main Email: evoucher@ca10.uscourts.gov

2nd Email:

3rd Email:


Phone: Cell Phone: Fax:

Address 1: City:

Address 2: State: Zip:

Address 3: Country: UNITED STATES

[Save](#)




- The *Billing Info* box cannot be filled out until the *Attorney Info* section is completed and saved. When ready, click the *Add* button in the box to set up a new billing entry.

Billing Info
List all available billing info records

In order to get paid you need to setup at least one Billing entry.

[Select](#)

[Add](#)



- You will have multiple options to choose from that best suit your needs. Once all the information has been filled out, click the *Save* button on the right side of the box.

Note: If selecting a Billing Type of Firm, this where you will enter the firm's TIN.

Billing Info
List all available billing info records

EIN Instructions:
If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
 EIN/TIN:
 Confirm:

Copy Address from Profile

Name:

Phone: Fax:


Address 1:

Address 2:

Address 3:

City: State: Zip Code:


Country: UNITED STATES



7. Do not fill out the *Holding Period* or *Continuing Legal Education* boxes. Simply click *logout* to complete your registration – then sign back in.

logout

Welcome James T. Kirk (Attorney)

 In order to complete the activation of your profile, please fill the mandatory information.


Login Info
Your Login information
 UserName **jim_kirk1701**
 CM/ECF Access is **NOT validated**

Attorney Info
Your personal info
 Bar Number:
 Your Name: **James T. Kirk**
 Your Contact Info:
 Phone: 303-335-3157
 Fax:
 evoucher@ca10.uscourts.gov
 Your Address:
 1823 Stout Street
 Denver, CO 80257
 US

Billing Info
List all available billing info records
 Please select your Default Billing Info:
 U.S. Courts
 Billing Code:10AC-000013
 1823 Stout Street
 Denver, CO
 80257 - US
 Phone: 303-335-3157
 Fax:

Holding Period
No info has been stored.
Please click VIEW to type your info.

Continuing Legal Education
No info has been stored.
Please click VIEW to type your info.




8. At your next sign on, you should be directed to the eVoucher Home Page.

Each of these important tasks can be updated at any time by clicking on "My Profile." The **My Profile** link can be found either on the *Home* screen or under *Help* on the blue menu bar.

Home Operations Reports CMECF Links Help [logout](#)

> [Home](#) [My Profile](#) [Contact Us](#) [Privacy](#) Welcome Andrew Anders (Attorney)



ATTORNEY

Welcome Andrew Anders: [My Profile](#)

My Appointments: [View](#)

Search Existing Appointments: [Search](#)