



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

CJA eVoucher

First Login to eVoucher – CJA Counsel

Release 4.2.1

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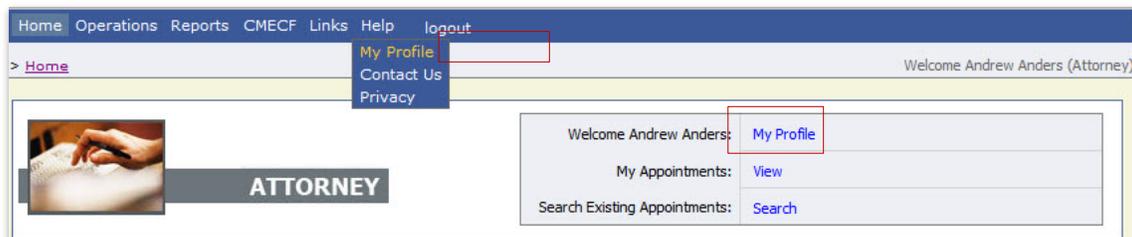


First Login to CJA eVoucher

The first time you login to eVoucher, it is critical that you:

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

Each of these important tasks can be completed by clicking on “My Profile” and following the instructions below. The **My Profile** link can be found either on the “Home” screen or under “Help” on the blue menu bar.

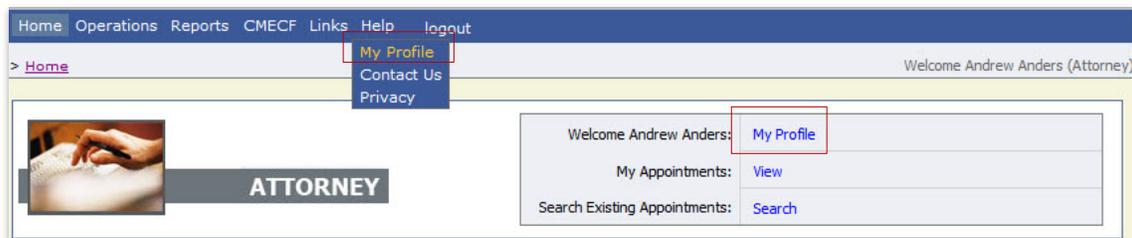


My Profile

In the My Profile section, the attorney can:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- **Note:** Neither the “Holding Period” nor the “Continuing Legal Education” functions will be utilized by the Tenth Circuit Court of Appeals at this time.

Click the [My Profile](#) link from either the Home screen or the Help menu bar to open the “My Profile” page.



This screenshot shows the main content area of the 'My Profile' page. The navigation bar is the same as in the previous screenshot. The page is titled 'Welcome Andrew Anders (Attorney)'. The 'My Profile' link in the navigation bar is highlighted with a red box. The page is divided into several sections, each with an 'Edit' or 'View' button:

- Login Info:** Your Login information. Username: Anders. CM/ECF Access is NOT validated. Edit button.
- Attorney Info:** Your personal info. Bar Number: 12345. Your Name: Andrew Anders. Your Contact Info: Phone: 210-833-5623 | Cell Phone: 702-555-1212. Fax: deadmail@support.aobx.uscourts.gov. Your Address: 110 Main Street, San Antonio, TX 78210, USA. Edit button.
- Billing Info:** List all available billing info records. Your default billing info is: Andrew Anders, SSN/EIN: ***-**-6789, 123 Legal Blvd. South, AnyTown, DC 12345 - USA, Phone: 888-555-4000, Fax: 888-555-4001. Buttons: Select, Add, Edit.
- Holding Period:** There is 1 period of time during which case cannot be taken. View button.
- Continuing Legal Education:** No info has been stored. Please click VIEW to type your info. View button.

Changing Your Username and Password

Step 1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders**

CM/ECF Access is **NOT validated**

Step 2

To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

> Help > [My Profile](#)

Login Info
Your Login information

Username

Password

CM/ECF Username

CM/ECF Password

CM/ECF Access is **NOT validated**

Step 3

To reset your password, click **reset**.

Step 4

Type the new password and retype it in the confirm field.

> Help > [My Profile](#)

Login Info
Your Login information

Username

Password * **Strength:Strong**

Confirm

CM/ECF Username

CM/ECF Password

CM/ECF Access is **NOT validated**

Step 5

Press the **Reset** button to save.

Step 6

Click the **Close** button to exit the login Info section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username

Password

CM/ECF Username

CM/ECF Password

CM/ECF Access is **NOT validated**

CM/ECF Login

Note: The connection between CM/ECF and eVoucher is not currently functional for appellate courts; there is no need to input your CM/ECF username and password.

The screenshot shows a web application interface with a blue navigation bar at the top containing links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation bar is a breadcrumb trail: > Help > My Profile. The main content area is divided into two sections. On the left is a light blue box titled 'Login Info' with the subtitle 'Your Login information'. On the right is a form with the following elements: a 'Username' field containing 'Anders' with a 'change' link; a 'Password' field with a red asterisk; a 'Confirm' field with a red asterisk; a 'Reset' button and a 'cancel' link; a 'CM/ECF Username' field with a 'validate' link; a 'CM/ECF Password' field; and a red-bordered box at the bottom containing the text 'CM/ECF Access is **NOT validated**'.

Attorney Info

Step 1

Under the **Attorney Info** section, click the **Edit** button to access your personal information.

Attorney Info
Your personal info

Bar Number: **12345**
Your Name: **Andrew Anders**

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
Fax:
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
USA

Edit

Step 2

Make any necessary changes.

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.

Bar Number

Tax Identification Number:
SSN:
Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

Save

[cancel](#)

Step 3

Click **Save**.

Note:

- Each *appointed* attorney (i.e., not associates) must enter his/her Social Security Number into the user profile. Associates need not enter a SSN because they will bill their time via the appointed attorney's voucher.
- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

Billing Info

Step
1

Under the **Billing Info** section, click **Add** if no billing information is available.

Billing Info

List all available billing info records

Your default billing info is:

Andrew Anders
 Billing Code:0101-000001
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-833-5623
 Fax:

Step
2

Click **Edit** if you wish to change the information already entered.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the “Copy Address from Profile” checkbox if your billing address is the same as your “Attorney Info” address.

Step
3

Make any necessary changes and click **Save**.

Billing Info

List all available billing info records

Billing Type:

Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Step 4

If applicable,
Add Billing Info
for a Firm or an
Associate.

Biling Info

List all available billing info records

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:

Biling Info

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Billing Code:

Andrew Anders
Billing Code:0101-000001
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Note:

- Attorneys with a pre-existing agreements must enter the firm's EIN and name (required)
- Associates do not need to enter a Social Security Number, but they will need to enter the Billing Code of the attorney to be paid.