

First Login to CJA eVoucher – Completing your User Profile

The first time you log in to CJA eVoucher, you may see a screen requesting you complete your profile. To activate your profile, you must complete the Attorney and Billing Information sections. Click the **Add** button to the Right of the section in red. Complete any missing information, then log out and log in again. This should send you directly to your Home Page. If the profile error page appears again with a new login attempt, check each section for missing information such as phone numbers, tax id, etc. **Update your email** to receive information from the court regarding your appointments.

logout

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

Login Info
Your Login information

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

Attorney Info
Your personal info

Bar Number:
Your Name: **Adam A Attorney**

Your Contact Info:
Phone: 210-666-7845
Fax:
james_schaaf@aobx.uscourts.gov

Your Address:
1112 N. Main Street
San Antonio, TX 78211
USA

Billing Info
List all available billing info records

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

Select
Add
Edit

Billing Info
List all available billing info records

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).

Billing Type:
 Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:
 UNITED STATES

Users will be required to change their passwords within 30 days of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character
- Users are required to change their passwords periodically.