

### First Login to CJA eVoucher

logout

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

**Login Info**  
Your Login information  
UserName **AAttorney**

**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.*

**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.

The first time you log on to CJA eVoucher, a screen may appear requesting you to complete your profile information, especially your billing information. Click **Add** to the right of the **Billing Info** section. When you have completed any missing information, log out and log on again, and you be taken 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.

You are required to change your password within 30 days of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character.
- One uppercase character.
- One number.
- One special character.

You are required to periodically change your password.

**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