

Modifying Your Court Profile

Your Court Profile section, formerly your My Profile section, contains court-specific information for each eVoucher account you have. You can edit your court profile for each court account you have, in one or more courts. Any changes in your court profile do not affect your Single Login Profile (SLP). From your court profile, you can:

- Edit court account contact information, phone, email address, and/or physical address (**Attorney Info section**).
- Attorneys and Experts are **not** able to make changes to their **Billing Info section**. Copies of a W-9 must be provided to the court when the attorney and expert are being registered in eVoucher **AND** any time their billing information needs to be updated. Updated W-9 forms must be submitted to the Fiscal Department of the Clerk's Office at CJA_ilnd@ilnd.uscourts.gov.
- Copies of a W-9 must be provided to the court, and any changes to the SSN after the first login to that court account must be made through the court.
- Add a time period during which the attorney will be out of the office (Holding Period section).
- Document any CLE attendance.

Step 1

If given access by your court, you may be able to make changes to your eVoucher account information by clicking the **Court Profile** link on the Home page.



Note: Billing Info section changes are initiated by Court only. Please forward required documents to CJA_ilnd@ilnd.uscourts.gov

Be aware that any changes made to your court profile are not applied to any of your other linked accounts. This is noted at the top of your court profile page.

Step 2

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, enter any missing information.

The screenshot shows the 'Court Profile' page. At the top, there is a breadcrumb trail: '> Help > Court Profile'. Below this is the title 'Court Profile'. A prominent warning message is displayed in a light blue box with a red border: 'Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.' Below the warning, there are several sections:

- Attorney Info**: 'Your personal info'. Includes 'Bar Number: TX125568' and 'Your Name: David D Attorney'. An 'Edit' button is located to the right.
- Billing Info**: 'List all available billing info records'. Includes 'Your default billing info is: David D Attorney', 'Billing Code:0101-000077', '123 San Antonio Way', 'San Antonio, TX 78228 - US', 'Phone: 555-555-5555', and 'Fax:'. To the right are 'Select', 'Add', and 'Edit' buttons.
- Holding Period**: 'No info has been stored. Please click VIEW to type your info.' To the right is a 'View' button.
- Continuing Legal Education**: 'No info has been stored. Please click VIEW to type your info.' To the right is a 'View' button.