U.S. District Court
District of Arizona

eVoucher - Getting Started

Upon receipt of your eVoucher login and password, follow these steps:

1. Go to the CJA page of the court's web-site:
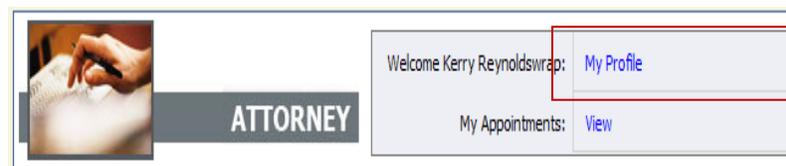http://www.azd.uscourts.gov/attorneys/cja/evoucher-login

2. Click the eVoucher Login button:

3. Enter your login into the Username box. Enter your temporary Password
into the Password box. Click **Log In**

4. Click on **My Profile**

You will be routed to the Profile page.

You must verify and add information to this page in order to activate your account.

5.   In the Login Info section, click **Edit.**

6.   Next to Password****, click **reset** to change your password
      (see below for requirements).

Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

7.   Attorney Info. Click **Edit** to review contact information. Update if necessary and click **Save**. The panel attorney is responsible for entering and maintaining their attorney information in eVoucher. If there is an error with your Social Security Number, please contact the CJA department. CJA disbursement checks are mailed from the U.S. Treasury to the attorney at the address in Attorney Info section of the profile.

8.   Billing Info Click **Add** or **Edit** to edit your billing information. The panel attorney is responsible for entering and maintaining their billing information in eVoucher. If there is an error with your EIN (if provided), please contact the CJA department. 1099s will be issued under the SSN/EIN and will be mailed to the address listed in the Billing Info section of the profile.

9.   Scroll back to the top of your screen. Click **logout** to exit eVoucher.

10.   Log back into eVoucher with your username and new password. You will now be at the eVoucher Home page.

Appointments' List	Displays pending appointments
My Active Vouchers	Displays vouchers or documents that you are currently working on or have been submitted for your approval.
My Submitted Vouchers	Displays vouchers or documents that you have completed or approved and have been submitted to the court. To review the voucher - click on the voucher number (i.e. 970.00000001)
My Service Provider's Documents	Displays vouchers or documents that you have completed or approved on behalf of services providers and have been submitted to the court. To review the voucher - click on the voucher number (i.e. 970.00000001)
Closed Vouchers	Displays vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for your active appointments. When your appointment has been closed, the vouchers associated with the closed case will not display on your home page. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want.