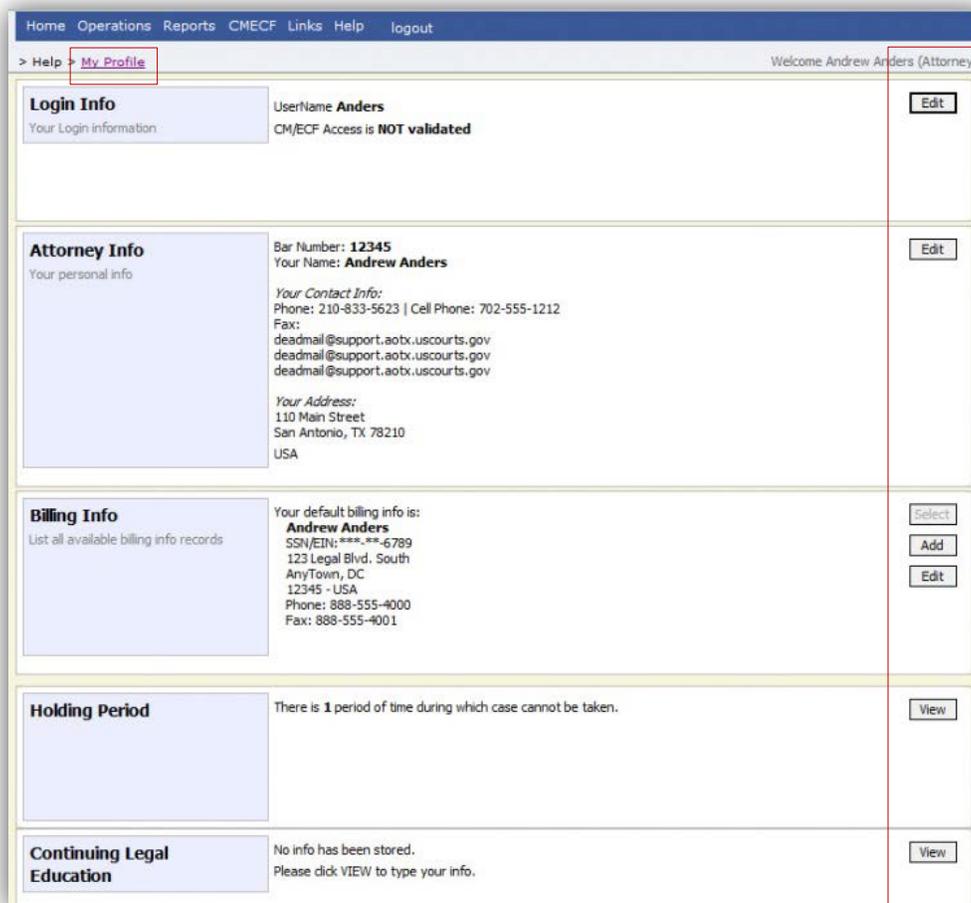
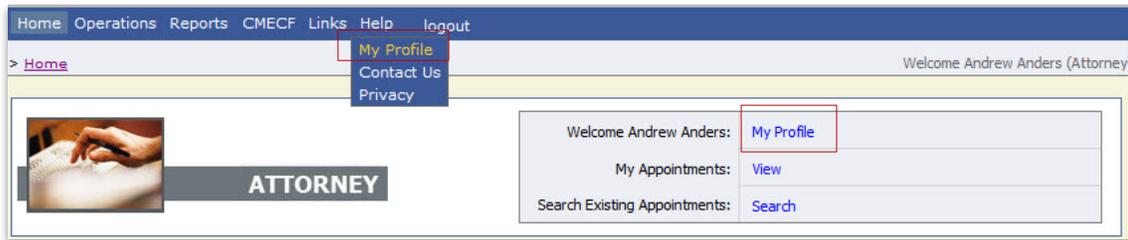


My Profile

In the My Profile section, the attorney can:

- Change their password (Login Info section.)
- Edit their contact information, phone, email, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.)

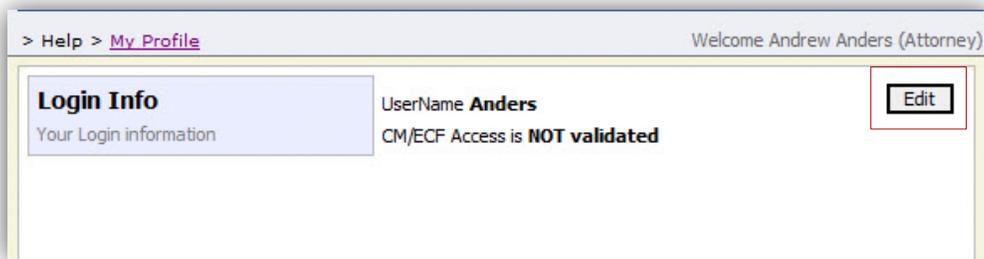
Click the **My Profile** link from either the home page or the Help menu bar to open the “My Profile” page.



Changing My Profile Username and Password

Step
1

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



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

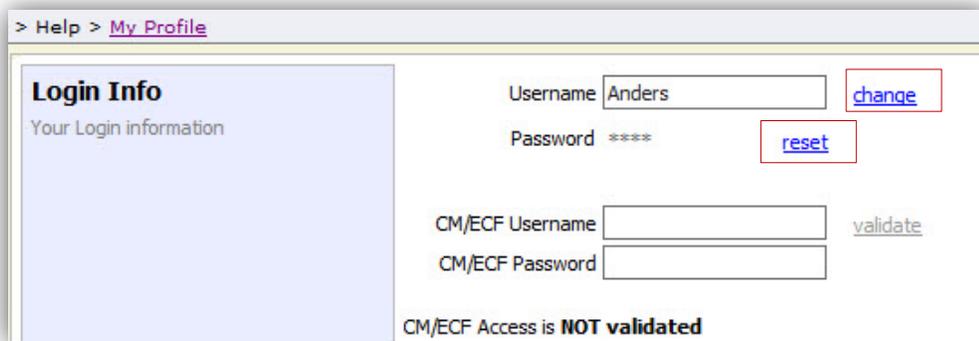
Login Info
Your Login information

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

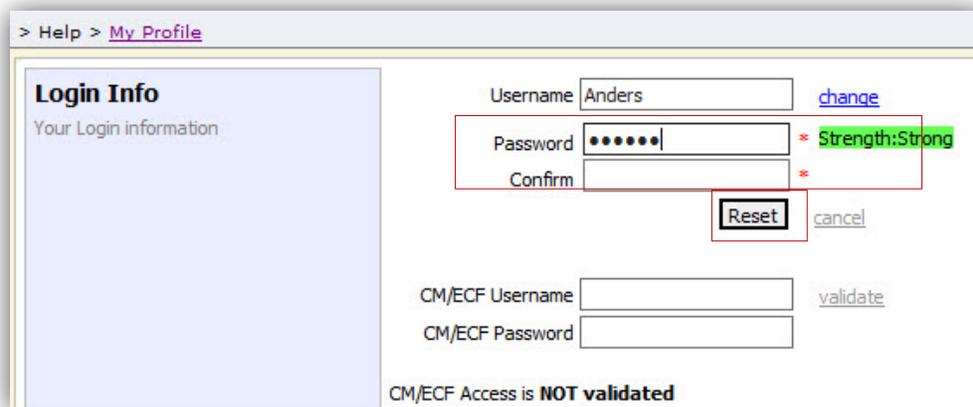
CM/ECF Username

CM/ECF Password

CM/ECF Access is **NOT validated**

Step
3

To reset your password, click **Reset**. Type the new password and retype it in the confirm field. Press the **Reset** button to save.



> 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
4

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

The screenshot shows a web browser window with the title bar "> Help > My Profile" and a user greeting "Welcome Andrew Anders (Attorney)". 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, there are several input fields and links: "Username" with the value "Anders" and a "change" link; "Password" with "****" and a "reset" link; "CM/ECF Username" with an empty field and a "validate" link; and "CM/ECF Password" with an empty field. At the bottom of this section, it says "CM/ECF Access is **NOT validated**". A "Close" button is located in the top right corner of the form area and is highlighted with a red rectangular box.

CM/ECF Login

eVoucher has a read-only connection with the District's CM/ECF database. In the **My Profile** section, enter your CM/ECF login and password into your profile and you will be able to search for basic case information and a modified version of the docket report for a case. Once you have logged in with your CM/ECF login and password, access will show as validated.

The screenshot shows a web application interface with a blue navigation bar at the top containing links for 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, there are several input fields and buttons. The "Username" field contains the text "Anders" and has a "change" link to its right. Below it are "Password" and "Confirm" fields, both followed by a red asterisk (*). A "Reset" button is positioned below the "Confirm" field, and a "cancel" link is to its right. Further down, there are two more input fields: "CM/ECF Username" and "CM/ECF Password", with a "validate" link to the right of the second field. At the bottom of the form area, a red-bordered box contains 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, then click **Save**.

Attorney Info
Your personal info

Bar Number
12345

First Name: Andrew Middle: Last Name: Anders

Main Email: deadmail@support.aotx.uscourts.gov
2nd Email: deadmail@support.aotx.uscourts.gov
3rd Email: deadmail@support.aotx.uscourts.gov

Phone: 210-833-5623 Cell Phone: 702-555-1212 Fax:

Address 1: 110 Main Street City: San Antonio
Address 2: State: TX Zip: 78210
Address 3: Country: USA

[Save](#) [cancel](#)

- **Note:** You may list up to three email addresses. Notifications from eVoucher will be sent to all email addresses listed in this field.

Billing Info

Step
1

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

The screenshot shows a 'Billing Info' section with a light blue header and a list of records. To the right, a card displays 'Your default billing info is: Andrew Anders' with contact details. A red box highlights 'Select', 'Add', and 'Edit' buttons.

Name	SSN/EIN
Andrew Anders	123-45-6789

Copy Address from Profile

Phone: 888-555-4000 Fax: 888-555-4001

Address 1: 123 Legal Blvd. South

Address 2: [Empty]

Address 3: [Empty]

City: AnyTown State: DC ZipCode: 12345

Country: USA

Step
2

Click **Edit** if you wish to change the information already entered. Make any necessary changes and click **Save**.

The screenshot shows the 'Billing Info' section in edit mode. A red box highlights the 'Save' button.

Name	SSN/EIN
Andrew Anders	123-45-6789

Copy Address from Profile

Phone: 888-555-4000 Fax: 888-555-4001

Address 1: 123 Legal Blvd. South

Address 2: [Empty]

Address 3: [Empty]

City: AnyTown State: DC ZipCode: 12345

Country: USA

Note: You must enter billing information before any payments can be made.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, you will not be given a new assignment. **(Note:** This “Holding Period” section is for CJA purposes only, and attorneys must continue to file request for excusal pursuant to LR Gen 207.)

Step 1 Under the **Holding Period** section click **View**.

The screenshot shows a sidebar with a 'Holding Period' section highlighted in light blue. To the right, a message states: 'No info has been stored. Please click VIEW to type your info.' A 'View' button is located in the top right corner of the main content area.

Step 2 Click **Add**.

The screenshot shows the 'Holding Period' sidebar. The main area contains a toolbar with 'Back', 'Edit', 'Add', and 'Delete' buttons. The 'Add' button is highlighted with a red box. Below the toolbar is a table with columns for 'Starting', 'Ending', and 'Notes'. The table is currently empty, displaying 'No Holding Period' and 'No data'.

Step 3 Enter the **Starting** and **Ending Date**, along with **Notes**.

The screenshot shows the 'Holding Period' sidebar. The main area has a 'Save' button highlighted with a red box. Below it, the 'Starting Date' is set to 07/11/2014 and the 'Ending Date' is set to 08/01/2014, both with calendar icons. The 'Notes' field contains the text 'Vacation Cruise.'.

Step 4 Click **Save**.