


First Login to CJA eVoucher

1. The first time you login to CJA eVoucher you will see a screen requesting you to complete your profile information and your billing information. All fields with a red * are required.

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

2. You must enter your Bar Number and social security number (SSN).
3. Verify your name.
4. Change your Main Email to your email address. The first email listed will be the one notified of password changes, voucher kickbacks, and approvals.

Main Email *

deadmail@ao.uscourts.gov

5. The first Phone listed will be called for appointments.
6. Enter your address and click on Save
7. After clicking on Save – if the Billing Info field is greyed out – you will need to logout and log back in.

Billing Info
List all available billing info records

* Required Fields

Billing Type:

Self-Employed

Firm

Associate

Billing Code: *

After logging back in, you will now have the option to select the Billing Type.

Billing Info
List all available billing info records

* Required Fields

Billing Type:

Self-Employed

Firm

Associate

Copy Address from Profile

You can click on Copy Address from Profile if the address will be the same from above.

8. Complete the Name field.
9. Click on Save.
10. Logout of the system. When you log back into eVoucher, you will go directly to your home screen.