

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:

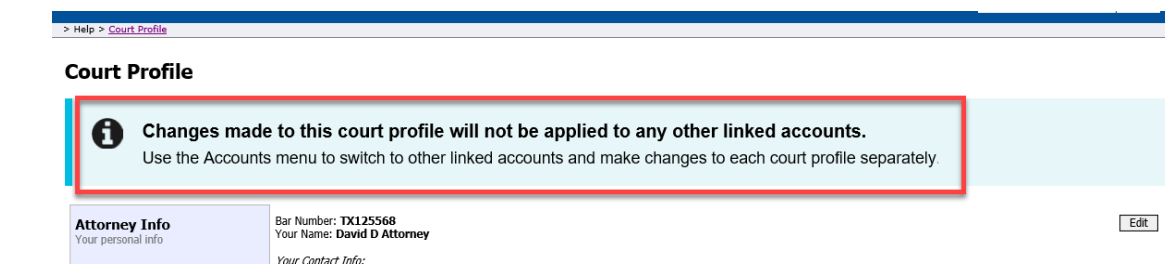
- Edit court account contact information, phone, email address, and/or physical address (Attorney Info section).
- Update your employee identification number (EIN) and any firm affiliation (Billing Info section). **Copies of a W-9 must be provided to the court.** Any changes to the SSN after the first login to that court account must be made through the court.
 - Email completed W-9 to ohnddb_CJA@ohnd.uscourts.gov
- Add a time period during which the attorney will be out of the office (Holding Period section).

Step 1

You are able to make changes to your eVoucher account information by clicking the **Court Profile** link on the Home page.



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.

> Help > [Court Profile](#)

Court Profile

Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney <i>Your Contact Info:</i> Phone: 555-555-5555 Fax: deadmail@ao.uscourts.gov <i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78228 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	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 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Holding Period	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>