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:

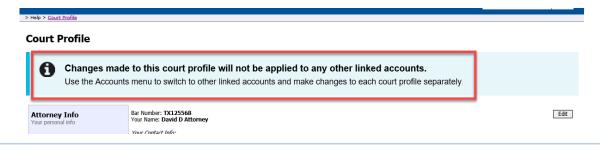
- Edit court account contact information, phone, email address, and/or physical address (Attorney Info section).
- Update your Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (Billing Info section). Copies of a W-9 must be provided to the court, and any 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.



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.

