

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 continuing legal education 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.

Court Profile

- ! Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

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

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

Note: If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Attorney Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

Court Profile

i For **Attorney Info** or **Expert Info** section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.
Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Note: If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

Court Profile

i Changes made to the **Billing Info** section of this court profile will NOT be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile **Billing Info** section separately.