

United States Court of Appeals

For the Eighth Circuit

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eVoucher Update

We are pleased to announce that the Eighth Circuit will be implementing a new version of eVoucher.

You will not be able to access the eVoucher program beginning Saturday, June 20, 2015 through Sunday, June 21, 2015. Access will be restored by the morning of Monday, June 22, 2015.

This version will provide an automatic interface with the system that issues checks to attorneys and service providers. With this interface come additional requirements listed below:

1. Passwords must be a minimum of eight characters and contain:

- a. One lower-case character
- b. One upper-case character
- c. One number
- d. One special character

If your password does not already comply with these requirements, you will be required to change your password within 30 days to comply. Thereafter, your password will expire every 180 days.

2. All appointed attorneys, except associates, will be required to enter their social security number on the profile (Attorney Info). Payments cannot be made to an attorney if the social security number is missing from the profile.

3. The "Billing Info" section has added a "Billing Type" which includes:

- a. "Self-Employed" – used when payments are made to the attorney's social security number.
- b. "Firm" – used when payments are made to a firm's EIN number. A "Billing Code" will be provided to safeguard the privacy of EIN numbers.
- c. "Associate" -- used for payments are made to a firm. Add the firm's billing code.

Validations have been added to billing information to ensure the data is in proper format to be sent to the payment system. The system will alert you if there are problems with your billing information data. You will need to fix the information.

We ask that you assess your profile and verify your social security number, add your social security number if it is not there, and verify your billing information. Please note that once this information has been synced with the interface and payment has been made, you will not be able to change the information. You may add a new billing record if your billing information changes; be sure to select the new billing record as your default. Do not edit the existing record. Please contact Robin Weinberger (314-244-2400) if you have questions.