

# eVoucher Continuing Legal Education (CLE) Instructions

## Step 1

Hover over your name in the top righthand corner on your HOME page and click "Court Profile" to open the profile page. Go to the [Continuing Legal Education](#) section, click **View** to expand the CLE field.



## Step 2

Click **Add**, to begin entering your CLE information.



## Step 3

Click the **Credit** drop-down arrow to select "Criminal Law" or other appropriate CLE category. In the corresponding fields, enter the date, the number of hours, and a description of how the CLE is relevant to federal criminal law. Click **SAVE**.



## Step 4

Click **Choose File** to upload and attach a PDF document (supporting documents for CLE sponsored by the FPD, SACDLA, TCDLA, or NACDL are not required). Once uploaded, click **SAVE**.



You may also upload PDF documents under the [Related Documents](#) section.

