

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.



The screenshot shows the "Continuing Legal Education" section. A message states: "No info has been stored. Please click VIEW to type your info:". A red arrow points to the "View" button in the top right corner.

Step 2

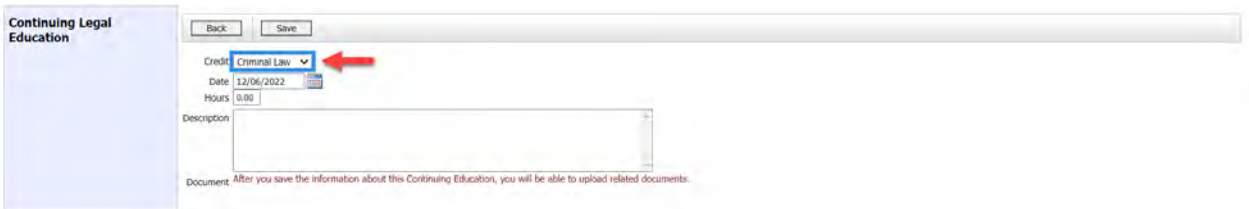
Click **Add**, to begin entering your CLE information.



The screenshot shows the "Continuing Legal Education" section. A red arrow points to the "Add" button. Below the button is a table with columns: Files, Credit, Date, Hours, and Subject. The table is currently empty, showing "No Continuing Legal Education" and "No data".

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**.



The screenshot shows the "Continuing Legal Education" form. A red arrow points to the "Credit" dropdown menu, which is currently set to "Criminal Law". Other fields include "Date" (12/06/2022), "Hours" (0.00), and a "Description" text area. A "Document" section below states: "After you save the information about this Continuing Education, you will be able to upload related documents."

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**.



The screenshot shows the "Continuing Legal Education" form. A red arrow points to the "Choose File" button in the "Document" section. Below this is a table with columns: File, and a "Delete" button. The table is currently empty, showing "No Documents" and "No data".

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



The screenshot shows the "Related Document" section. It includes a "Choose File" button and a table with columns: File, and a "Delete" button. The table is currently empty, showing "No Documents" and "No data".