

## INSTRUCTIONS FOR ONLINE SUBMISSION OF COURT APPOINTED ATTORNEY VOUCHERS

1. Go to [www.ingham.org](http://www.ingham.org). Under the Departments and Agencies heading, select Courts and then 30<sup>th</sup> Judicial Circuit. Select the General Information heading and then Court Appointed Counsel. The link to the online voucher submission screen is found in the paragraph titled "Court Appointed Attorney Voucher Submission Procedures" (<http://apps.ingham.org/attyVoucher/>).
2. The Login screen displays first. If this is your first visit, click on Register to create an account. Otherwise enter in the email address used when creating your account and your password.

### APPOINTED COUNSEL VOUCHER PROCESS

[ Log In ]

#### LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

**Account Information**

Email:

Password:

[Forget your password?](#)

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- To Register and create your account, complete the information on the form. This information will be retained and used for future voucher submissions. Please retain your password in a secure location.

## APPOINTED COUNSEL VOUCHER PROCESS [\[ Log In \]](#)

[Home](#) [Enter Voucher](#) [My Account](#) [About](#)

### CREATE A NEW ACCOUNT

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length and must include 1 non-alphanumeric character such as #,\$,%,&, etc.

**Account Information**

Attorney Name:

P Number:

Company Name:

Address:

Additional Address

P.O. Box:

City:

State:

Zipcode:

E-mail:

Password:

Confirm Password:

Security Question:

*If you forget your password you will be asked the security question you choose here and prompted to enter the answer you specify below*

Security Answer:

- Once you have logged in, select Enter Voucher, from the menu bar, to enter a new voucher. The attorney name is pre-filled with the name entered for your account. Complete the information and click on Continue.

**APPOINTED COUNCIL VOUCHER PROCESS** Welcome [ Log Out ]

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**Ingham County Circuit Court Attorney Voucher Submission**

Attorney Name Joe Smith

**\*\*Do not submit vouchers or documentation unrelated to this case.\*\***

Submission For

(Please enter at least one FID# or Case#)

Case Name FID# (#####-#-NA/DL) Dist Ct Case# Cir Ct Case#

Continue

- To attach documents, click on the browse button and locate your file. Then click on Upload File.

**APPOINTED COUNCIL VOUCHER PROCESS** Welcome [ Log Out ]

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**Ingham County Circuit Court Attorney Voucher Submission**

Attorney Name Joe Smith

Attach the related documents for this case. At least one document must be submitted. Accepted document formats are: .doc .docx .pdf .xls .xlsx .txt and .rtf. Files larger than 2 Gb will not be uploaded.

Browse... Upload File

Attachments Completed

- The uploaded files will be listed. When all documents have been uploaded, click on **Attachments Completed**.

The screenshot shows a web application interface for 'APPOINTED COUNCIL VOUCHER PROCESS'. The header includes 'Welcome' and a '[ Log Out ]' link. A navigation bar contains 'Home', 'Enter Voucher', 'My Account', and 'About'. The main content area is titled 'Ingham County Circuit Court Attorney Voucher Submission'. It displays 'Attorney Name Joe Smith' and instructions: 'Attach the related documents for this case. At least one document must be submitted. Accepted document formats are: .doc, .docx, .pdf, .xls, .xlsx, .txt and .rtf. Files larger than 2 GB will not be uploaded.' There is an empty file input field with a 'Browse...' button and an 'Upload File' button. Below, a table titled 'Attached Files' shows one entry: 'cr\_sql.txt' with a 'Delete' link. A text label states 'Uploaded documents are listed here.' and a button labeled 'Attachments Completed' is visible.

- At this point, you can click on **Enter Another Voucher** to return to the Voucher Entry screen and enter the information and documents for that voucher, or you can click on **Vouchers Completed** to continue.

This screenshot is identical to the previous one, showing the 'Attachments Completed' state. However, the 'Attachments Completed' button is no longer present. Instead, two buttons are visible at the bottom: 'Enter Another Voucher' and 'Vouchers Completed'.

- The information you entered will be displayed. Click on **Finish** to complete your submission. You will receive a confirmation page and an email will be sent to the email address on file.

**APPOINTED COUNCEL VOUCHER PROCESS** Welcome [ Log Out ]

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### Ingham County Circuit Court Attorney Voucher Submission

Attorney Name Joe Smith

Please review the information below before completing your submission.

SUBMISSION FOR: FAMILY COURT

Case Name	FID #	Dist Ct Case #	Cir Ct Case #
135792468	12345678		

FileName: cr\_sql.txt

Cancel Finished

## Change Password

To change your password, from the menu bar, under My Account select Change Password. Enter the required information and click on **Change Password**.

**APPOINTED COUNCEL VOUCHER PROCESS** Welcome [ Log Out ]

Home Enter Voucher My Account About

### CHANGE PASSWORD

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in length.

Account Information

Old Password:

New Password:

Confirm New Password:

Cancel Change Password

## Account Information Changes

1. To change your account information, from the menu bar, under My Account, select Account Information. Your current information will display. Click on the **Edit** button to make changes.

The screenshot displays a web application interface for the 'APPOINTED COUNSEL VOUCHER PROCESS'. The top navigation bar includes 'Home', 'Enter Voucher', 'My Account', and 'About'. The user is logged in, as indicated by 'Welcome' and a '[ Log Out ]' link. The main content area is titled 'Attorney Contact Information' and contains a form with the following fields and values:

Name	Joe Smith
P-Num	12345
Address	123 Main St
PO Box	
City	Lansing
State	MI
Zip Code	55555
Firm Name	ABC
E-mail	#####@#####.org

An 'Edit' button is located to the right of the Name field, and a 'Save Changes' button is at the bottom of the form. A note states: 'Click Edit button to change information.'

2. In the fields on the right side of the screen, enter only the information that needs to be changed. When finished, click on **Save Changes**.

**APPOINTED COUNCEL VOUCHER PROCESS** Welcome [\[ Log Out \]](#)

[Home](#) [Enter Voucher](#) [My Account](#) [About](#)

### Attorney Contact Information

Name	Joe Smith	<input type="text"/>
P-Num	12345	<input type="text"/>
Address	123 Main St	456 Main St
	<input type="text"/>	<input type="text"/>
PO Box	<input type="text"/>	<input type="text"/>
City	Lansing	<input type="text"/>
State	MI	-- Select a State --
Zip Code	55555	<input type="text"/>
Firm Name	ABC	<input type="text"/>
E-mail	<input type="text"/> @ <input type="text"/> .org	<input type="text"/>

## Forgotten Passwords

To reset your password if you are unable to logon, click on the **Forgot your Password?** link on the Login screen.

### APPOINTED COUNSEL VOUCHER PROCESS [\[ Log In \]](#)

#### FORGET YOUR PASSWORD?

Provide the information below to reset your password. An email with a temporary password will be sent to the email address on file.

Forgot Your Password?  
Enter your User Name to receive your password.  
Email:

Enter your email address on the Forget Your Password screen. A temporary password will be emailed to you. You can sign-on using the temporary password. You will need to go to MyAccount/Change Password to setup a new password.