

Withdrawal as Counsel

Note:

Once the Court has terminated your appointment you appointment will no longer be on your home page listed under **Appointment List**. The appointment has moved to your **My Appointment List**. You will see in red the termination date of your appointment.

Your CJA 20 voucher will be in **My Active Documents** until you submit it to the Court.

ALWAYS attach your order of withdrawal with your CJA 20/30 upload into eVoucher.

Locate the **My Appointments** section at the top of the screen on your home page

The screenshot shows a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation bar is a breadcrumb trail: > Home. The main content area features a profile card for 'ATTORNEY' with a photo of hands writing. To the right of the profile card is a user menu with the following items:

- Welcome Billy Bates: [My Profile](#)
- [My Appointments: View](#)

Step
1

Click the case number hyperlink to open the **Appointment** page

Appointments	Defendant
Case: 1:14-CR-02201-BB Defendant #: 1 Case Title: USA v Stephens Attorney: Billy Bates	Defendant: Karl Stephens Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-02202-BB Defendant #: 1 Case Title: USA v Mercer Attorney: Billy Bates	Defendant: James Mercer Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-03006-EE Defendant #: 1 Case Title: USA v Dillinger Attorney: Billy Bates Termination Date:01/30/15	Defendant: John Dillinger Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/15 Pres. Judge: Ernest Edgars Adm./Mag Judge:

Step
2

Follow the Instructions in the **Attorney User Manual Pages 16-28** to submit your CJA 20 voucher.