







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Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow court reporters to electronically file a DC-40, LIST OF ALLOWANCES.

The ELECTRONIC VOUCHER PAYMENT SYSTEM- COURT REPORTER USER GUIDE is designed for use by court reporters within the Commonwealth of Virginia. This guide is organized to give an overview of the system, with detailed instructions on how to complete functions using EVPS. It is intended to serve both as a training guide for those who are learning to use the computerized system and as a resource guide for those who have completed training and need follow-up instruction or assistance with problem solving.

EVPS is available 23/7; it is down for maintenance from 4:00 AM to 5:00 AM daily.

EVPS is supported by most internet browsers, such as Google Chrome (Best), Microsoft Edge, Bing, and Firefox; however, Internet Explorer is not supported.

Getting Help

If the user does not get a satisfactory answer to their question or problem by reviewing this guide, which is also accessible through the *Help* icon located in the EVPS navigation bar, they should contact EVPS Support at evpssupport@vacourts.gov.

Registration (OES Identification Number)

The Electronic Voucher Payment System can be found on the VA Courts website (vacourts.gov) under *Online Services > Electronic Voucher Payment System (EVPS)*.

The screenshot shows the top of the Virginia's Judicial System website. The header features a gold column on the left and the text "VIRGINIA'S JUDICIAL SYSTEM" in gold on a dark blue background. Below the header is a red navigation menu with the following items: Home, Virginia's Court System, Online Services, Case Status and Information, and Court Administration. A red arrow points to the "Online Services" menu item. The main content area shows a breadcrumb trail: "Home > Online Services". Below this is the "Online Services" section with three links: "Pay Traffic Tickets and Other Offenses", "Assistance with Protective Orders (I-CAN!)", and "Electronic Voucher Payment System (EVPS)". A red arrow points to the "Electronic Voucher Payment System (EVPS)" link. The description for EVPS is: "Online submission of the DC-40 (List of Allowances) by court-appointed counsel."

On this page the user may click on the [Electronic Voucher Payment System](#) link and will then be taken to the registration/login page. Additionally, the user has access to the COURT REPORTER USER GUIDE, as well as the Privacy Policy and Terms and Conditions of Use.

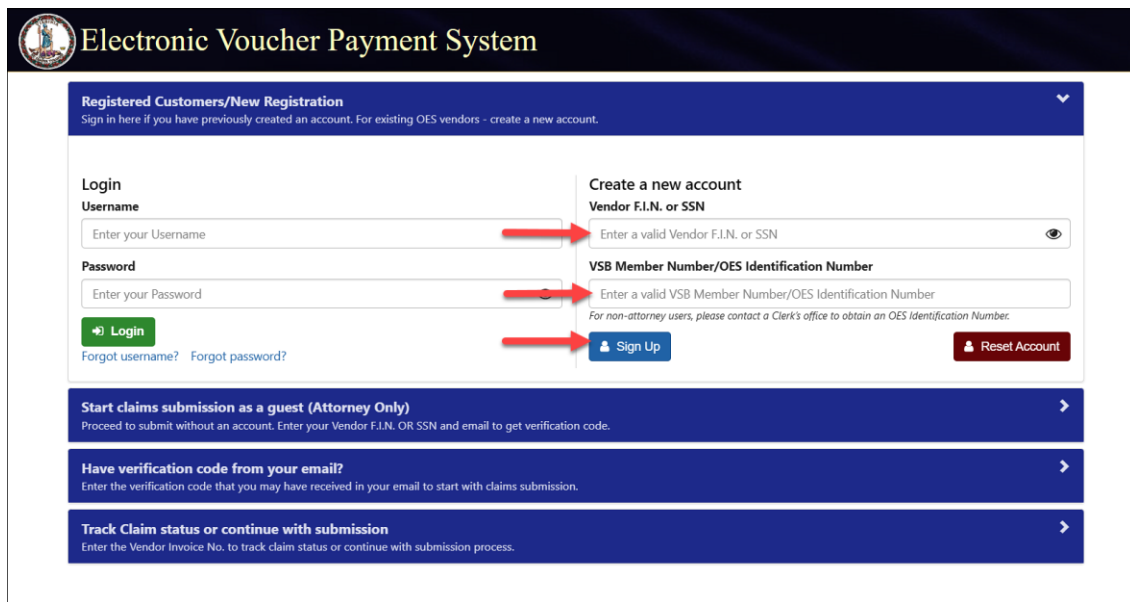
The screenshot shows the "Electronic Voucher Payment System (EVPS)" page on the Virginia's Judicial System website. The header is the same as the previous screenshot. The breadcrumb trail is "Home > Online Services > Electronic Voucher Payment System (EVPS)". The main content area has the title "Electronic Voucher Payment System (EVPS)" and an "About" section. A red arrow points to the "About" section, which states: "The [Electronic Voucher Payment System](#) is for online submission of the DC-40 (List of Allowances) by court-appointed counsel, court reporters, and mediators." Below this is a section titled "Courts Participating in EVPS" and another titled "Resources and Reference Materials" with a list of links: Attorney User Guide, Court Reporter User Guide, Mediator User Guide, Privacy Policy, and Terms and Conditions of Use.

In order to create a new account within EVPS, the user must already be an active OES (Office of the Executive Secretary) vendor receiving payments for DC-40 vouchers. If the user is not an OES vendor, then they must contact the OES Accounts Payable Department at 804-225-3346 to complete the documentation needed to become an OES vendor.

To register/create a new account, the user will need to contact their local Clerk’s Office to receive an OES (Office of the Executive Secretary) Identification Number.

The OES Identification Number will expire in 48 hours. If the OES Identification Number expires before completing account registration, the user will need to receive a new OES Identification Number from their local Clerk’s Office.

1. The user will enter the Vendor F.I.N. or SSN, (also referred to as E.I.N. or Tax ID Number) OES (Office of the Executive Secretary) Identification Number and select the “Sign Up” button.



Note: When given the OES Identification Number, OES is part of the number. For example, OES23456, the user will enter OES23456 as their OES Identification Number.

- 2. The user will enter their email address and select the “Get Verification Code” button.

Electronic Voucher Payment System

New Registration
Start here to create an account if you are an existing vendor

Vendor F.I.N. or SSN
...
 Show Vendor F.I.N. or SSN

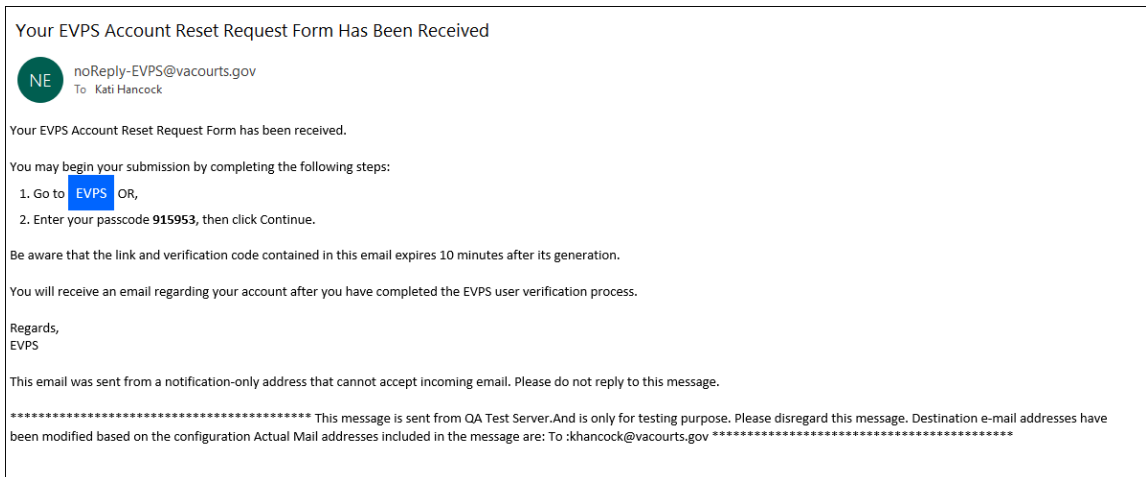
OES Identification Number
OES10145

Email

Get Verification Code

If there are any issues, please contact the court to get a new OES Identification number.

- 3. An email will be sent to the user with a verification code. The email will be from *noReply-EVPS@vacourts.gov*.



- 4. The user will enter their verification code and select the “Continue” button.

- 5. The user will create an EVPS user name and an EVPS user password.

Note: The user name cannot be changed in the future.

- The user will select and answer three security questions.

Electronic Voucher Payment System

Select Security Questions and Answers

* Question 1: Select [dropdown] [text input] * Required Fields

* Question 2: Select [dropdown] [text input]

* Question 3: Select [dropdown] [text input]

Save & Continue

Before registration is complete, the user will need to accept the *Electronic Voucher Payment System Terms and Conditions of Use (End User License Agreement)*.

Note: Once the user's account is created, an email will be sent with their OES Identification Number. The user should retain this email for future reference.

How EVPS is Organized

Accessing EVPS

Logging in to EVPS for the First Time

Once logged in, the user's personal information and voucher preferences will need to be completed. This information may be edited for voucher purposes at any time, as necessary.

Note: The user has the option to add more vendors, by selecting the *Add New Voucher Preference +* or delete vendors as needed.

Log in to EVPS

Registered users will sign in using their username (not case sensitive) and password provided upon completion of the registration portion of the system.

If you are a registered user and do not remember your username or password, please use the *Forgot username?* or *Forgot password?* to have your username or password emailed to you. For more details, please see the **Forgot Username?** and **Forgot Password?** sections within this user guide.

Dashboard

The dashboard includes all of the user's current vouchers with their reflected status. The user may click on any vendor invoice number, and the voucher details will appear for editing or review.

The user will have the option to sort vouchers within a court, by Vendor Invoice No., Submitted Date, Last Updated Date and Status.



Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
161J - WHOVILLE COUNTY JDR COURT >					
710C - NORFOLK CIRCUIT COURT >					

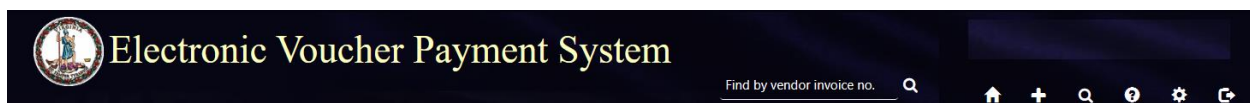
Home | Virginia's Court System | Privacy Policy | EVPS Resources | Procedures and Guidelines Manual | Frequently Asked Questions | Contact Us
Copyright © Office of the Executive Secretary, Supreme Court of Virginia, 2023. All Rights Reserved. Build Number: 5.1.0.80

Vouchers will automatically be removed from the dashboard 30 days after their status has changed to *Processed by OES*. Vouchers are never deleted in EVPS, the user will be able to use the search feature to search for any and all vouchers submitted through EVPS. For more details, refer to the *Search* section within this user guide.

Note: The user may delete, recall or print the voucher from the dashboard. For more details, see the **Delete Voucher**, **Recall Voucher** and **Print Voucher** sections within this user guide.

Navigation Bar

The navigation bar is found on the right side of the home screen.

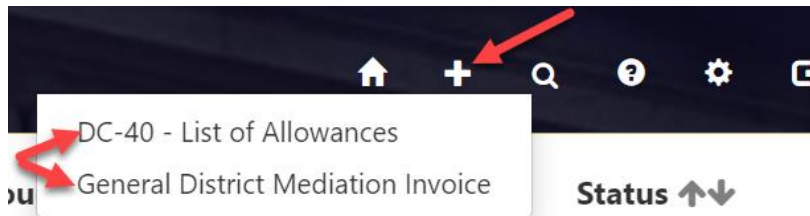


Home 

The *Home* icon will take the user to the home screen at any time. When selecting this icon, the home screen will also be refreshed.

Start New Voucher

The plus icon will allow the user to start a new voucher. There are two options for the user, *DC-40 – List of Allowances* or *General District Mediation Invoice*.



If the user selects *DC-40 – List of Allowances*, they will be routed to the Chart of Allowances.

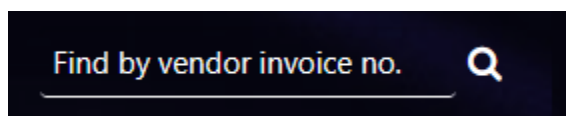
If the user selects *General District Mediation Invoice*, they will be routed to the OES-DRS Mediation Invoice. This selection shall only be used by those who are submitting for their mediation services for General District Court case(s).

Search

The *Search* icon will allow the user to search for cases based on any of the following criteria:

- Court Type/Court Name
- Vendor Invoice Number
- Case Number
- Voucher Status
- Trial/Service Date
- Submitted Date from/to
- Invoices (*Submitted by Me* or *Reviewed by Coordinator*). This criterion will only be seen by those users set up as mediation coordinators.
- Mediator Certification No.

Additionally, the user may search by vendor invoice number on the home screen.



Help

The *Help* icon will provide direct access to the ELECTRONIC VOUCHER PAYMENT SYSTEM-COURT REPORTER USER GUIDE. The user may also access the *Frequently Asked Questions* and read only versions of the *DC-40 List of Allowances* and its instructions, and the *OES-DRS GDC Invoice*. If the user requires additional assistance, they should contact EVPS Support at evpssupport@vacourts.gov.

Settings

The *Settings* icon will allow the user to view or update any of the account information to include:

- **Personal Information**

The user's personal information may be edited for voucher purposes at any time necessary. The name entered here will be the name used as the user's electronic signature on the voucher. All other information entered under *Personal Information* is not displayed on the voucher.
- **Change Password**

The user may change their password at any time.
- **Modify Security Questions**

The user may modify their security questions at any time.
- **Voucher Preferences**
 - On the *Voucher Preferences* tab, the user may update, delete and/or add new vendors at any time. The information entered here is displayed on the voucher and must match the Substitute W-9 on file with the OES Accounts Payable Department. If this information is different than the Substitute W-9 on file, the user's voucher will be rejected by the OES Accounts Payable Department for mismatched information.

The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, there is a header with the system name and a user welcome message 'Welcome GEYER, KATI'. Below the header, there are two tabs: 'Voucher Preferences' and 'Mediation Certification'. The 'Mediation Certification' tab is active, displaying a form with the following fields:

- Vendor F.I.N. or SSN ***: Input field containing '111'.
- Suffix Number**: Input field.
- Payee Name**: Input field containing 'Mediator Consulting'.
- Address Line 1 ***: Input field containing '1254 Payee Address'.
- Address Line 2**: Input field.
- City ***: Input field containing 'Richmond'.
- State ***: Input field containing 'VA'.
- Zip Code ***: Input field containing '23219'.

At the bottom of the form, there is a red 'Save' button and a link 'Add New Voucher Preference +'. A small disclaimer at the bottom of the form reads: 'If updating vendor address or firm name, a new Substitute W-9 Form will need to be submitted to the OES Accounts Payable Department by fax, 804-786-0196 or mail to the Supreme Court of Virginia 100 North Ninth Street, 3rd Floor, Richmond VA 23219. For any questions, please contact the OES Accounts Payable Department at 804-225-3346.'

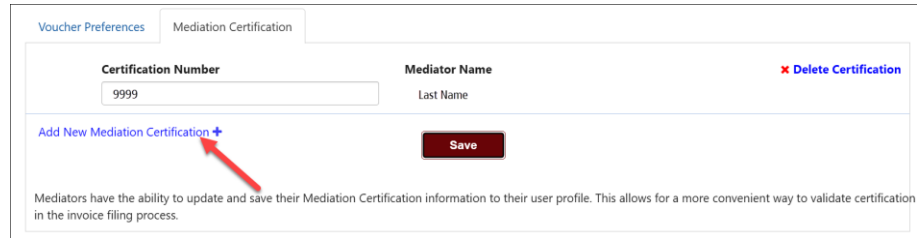
Note: EVPS will not allow the user to changed or add an EIN unless it is valid with the OES Accounts Payable Department.

If updating vendor address or firm name in EVPS, a new [Substitute W-9](#) Form will need to be submitted to the OES Accounts Payable Department by fax, 804-786-0196 or mail to the Supreme Court of Virginia 100 North Ninth Street, 3rd Floor, Richmond VA 23219. For any questions, please contact the OES Accounts Payable Department at 804-225-3346.

Note: For those companies with multiple addresses, an optional, *Suffix Number* field may be completed under the *Voucher Preferences* section. Any questions regarding a suffix number, contact the OES Accounts Payable Department at 804-225-3346.

- On the *Mediation Certification* tab, mediators have the ability to update and save their certification number to their user profile. This allows for a more convenient way to validate certification in the invoice filing process.

The user may add their certification number in the *Certification Number* field followed by selecting the “Save” button. Additionally, users may add multiple certification numbers by selecting *Add New Mediation Certification+*.

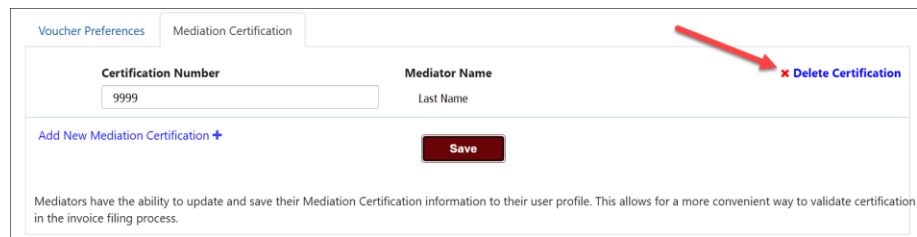


The screenshot shows a web interface with two tabs: 'Voucher Preferences' and 'Mediation Certification'. The 'Mediation Certification' tab is active. It contains a form with two input fields: 'Certification Number' (containing '9999') and 'Mediator Name' (containing 'Last Name'). To the right of the 'Mediator Name' field is a red 'X' icon and the text 'Delete Certification'. Below the input fields is a blue link 'Add New Mediation Certification +' with a plus sign, which is highlighted by a red arrow. To the right of this link is a dark red 'Save' button. At the bottom of the form, there is a small text note: 'Mediators have the ability to update and save their Mediation Certification information to their user profile. This allows for a more convenient way to validate certification in the invoice filing process.'

When the user adds the certification number, the last name of the mediator will appear.

Note: There is no limit on the number of certifications added.

The user may also delete certification numbers by selecting *Delete Certification* in the right corner.



This screenshot is identical to the one above, but the red arrow points to the 'Delete Certification' link in the top right corner of the form.

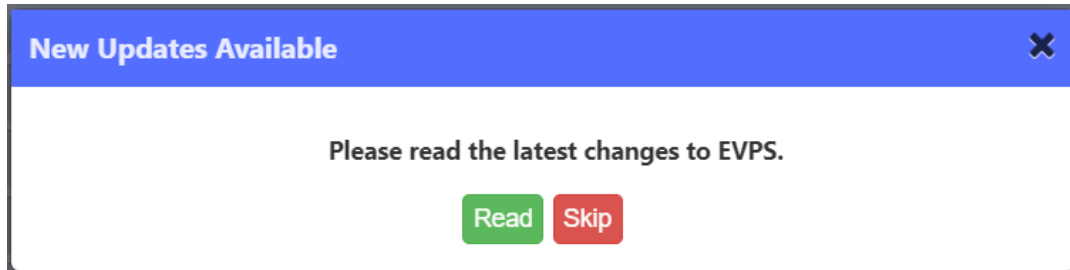
For more information on Mediators/Mediation Coordinators, please refer to the MEDIATOR USER GUIDE.



The *Logout* icon will allow the user to securely log off EVPS.

Notification of EVPS Updates

When updates have been made to EVPS, the user will be notified upon login. The below pop-up will appear.



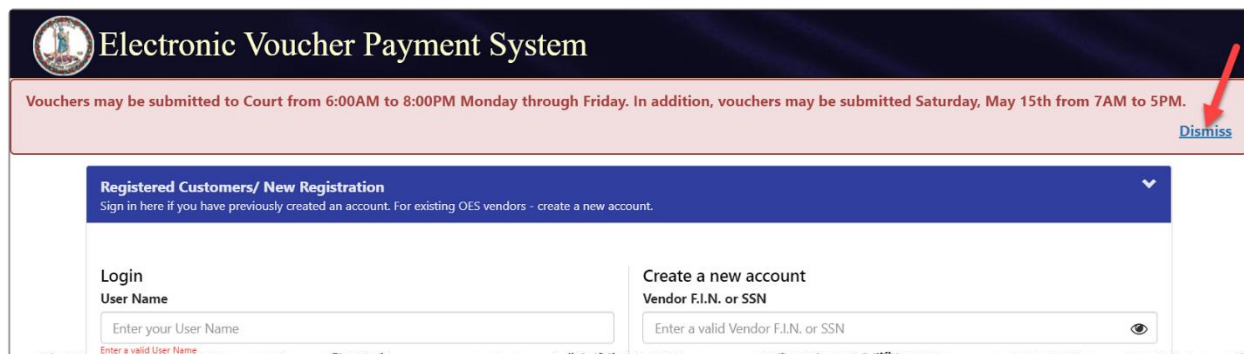
The user may select *Read*, and a listing of the new updates will be displayed.

Note: The pop-up will display for three logins unless the user selects *Read*.

Message Alerts

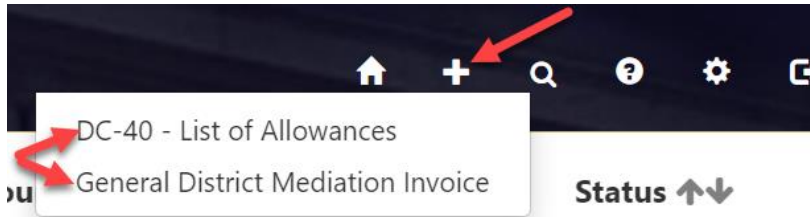
EVPS Admin may add a message on the EVPS login page for all users to view. This message will display any upcoming system maintenance dates or dates that the system will/will not be available.

The user will have the option to *Dismiss* the message.



How to Start a Voucher

To start a voucher, the user will need to select the plus icon in the upper right corner of their EVPS dashboard. There are two options for the user, *DC-40 – List of Allowances* or *General District Mediation Invoice*.



The user will need to select *DC-40 – List of Allowances* if they are submitting a DC40-LIST OF ALLOWANCES.

The user will need to select the *General District Mediation Invoice* if they are submitting a mediation invoice to a General District Court. For more information on General District Mediation Invoices, please refer to the [Mediator User Guide](#).

After selecting the appropriate voucher type, the user will need to review and complete the *Vendor Information*, *Pay To The Order Of*, and *Court Information* sections.

A screenshot of the 'Electronic Voucher Payment System' form. The form is titled 'Electronic Voucher Payment System' and features the state seal of Virginia. It is divided into three main sections: 'VENDOR INFORMATION', 'PAY TO THE ORDER OF', and 'COURT INFORMATION'.
VENDOR INFORMATION: Includes a dropdown menu for '111 - Court Reporter LLC', a refresh icon, 'Vendor F.I.N. or SSN' (111(VND0000056458)), 'Vendor Invoice No.' (22-257046), 'OES Identification Number' (OES10132), and a 'Vendor Reference (Optional)' field.
PAY TO THE ORDER OF: Includes 'Payee Name' (Court Reporter LLC), 'Vendor Name *' (HANCOCK, KATI MICHELLE), 'Address Line 1' (2316 Help Lane 2), 'Address Line 2', 'City' (Richmond), 'State' (Va), and 'Zip Code' (23219).
COURT INFORMATION: Includes a 'Court Type' dropdown menu (Select a Court Type), a 'Court Name' field (Select Court), and a 'Continue' button at the bottom.

- *Vendor Information* includes the Vendor F.I.N. or SSN, OES Identification Number, Vendor Invoice Number, and Vendor Reference.

A dropdown menu is displayed for users that have multiple vendors listed in their *Voucher Preferences*. A refresh icon is displayed to the right of the dropdown menu, if selected, their information will be updated with any changes made in the *Voucher Preferences* section.

Note: The *Vendor Reference* is an optional field. This information will be printed on the check stub. Do not use any characters other than numbers or letters in this field.

- *Pay To The Order Of* displays the *Payee Name*, *Vendor Name* and the payee address. This information comes from the *Voucher Preferences* section. If any updates need to be made, please update under *Settings > Voucher Preferences*.

Note: *Payee Name* and address must match the Substitute W-9 filed with the OES Accounts Payable Department, even for those payments sent electronically.

- *Court Information* includes the *Court Type*, which requires the user to select the level of court, for example Circuit Court, General District Court, or J&DR Court and the *Court Name*, which requires the user to select the name of the court that the case was heard.

Note: Combined courts are listed under both *General District Court* and *J&DR Court*.

Once the *Vendor Information*, *Pay To The Order Of*, and *Court Information* sections have been completed, the user will click the “Continue” button. The user will then be directed to the CHART OF ALLOWANCES, where they will be prompted to select the appropriate allowances code.

After the appropriate allowances code has been selected, the user will click the “Continue” button. From here, the user will be routed to the voucher.

The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, there is a header with the system name and a logo. Below the header, the page is titled 'SELECT A CHART OF ALLOWANCES CODE §'. There are two links: 'DC-40 List of Allowances' and 'DC-40 Form Instructions'. Underneath, it says 'RECENTLY USED ALLOWANCE CODE §' and lists '19.2-166 - Court reporters' with a radio button next to it, which is highlighted by a red arrow. Below this is a search bar labeled 'Search Code §'. The main content area is a scrollable list of allowance codes. The first entry is '8.01-9 - Guardian ad litem for defendant under a disability in a civil action. Note: Payment out of the criminal fund of fees and expenses of a guardian ad litem for a defendant under a disability in a civil action is authorized only in certain, limited situations.' It includes four radio button options: (1) In a civil action against an incarcerated felon for divorce where the felon is incarcerated as a result of a crime committed against the felon's spouse, child, or stepchild and involving physical injury, sexual assault, or sexual abuse (as set forth in the statute); (2) In a civil action against an incarcerated felon for damages arising out of a criminal act (as set forth in the statute); (3) A court in a divorce action has made specific findings that both the plaintiff and the defendant are indigent and that the defendant is a person under a disability as defined in § 8.01-2, and based upon those findings, the court has determined that payment of the guardian ad litem out of the criminal fund is required as a matter of law. Court order indicating that plaintiff and defendant are both indigent and that defendant is a person under a disability is required.; (4) In a civil action to enter an interdiction order pursuant to §4.1-333 when the respondent is indigent and a "person under a disability" as defined by §8.01-2. Below this are two more entries: '8.01-384.1 - Interpreters for the speech-impaired or hearing-impaired in civil proceedings' and '8.01-384.1:1 - Interpreters for non-English-speaking persons in civil cases.' Both have a note: 'Please use DC-44 paper form.' At the bottom right, there is a 'Continue' button and a 'Select code §' label, both highlighted with red arrows.

Note: Recently used allowance code sections will be listed at the top for future entries.

Voucher Details

Every voucher will have the navigation bar, a banner bar, and a voucher header. Additionally, Circuit Court vouchers will be different than District Court vouchers. For more details, refer to the *Circuit Court Voucher* and *District Court Voucher* sections within this section.

Banner Bar



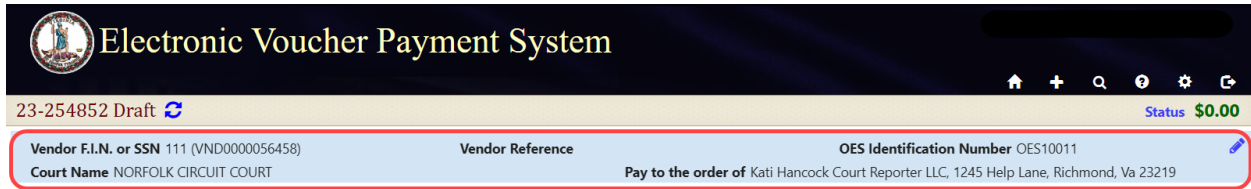
Displayed on the left side of the banner bar:

- Vendor Invoice Number
- Status of the current voucher
- Refresh icon

Displayed on the right side on the banner bar:

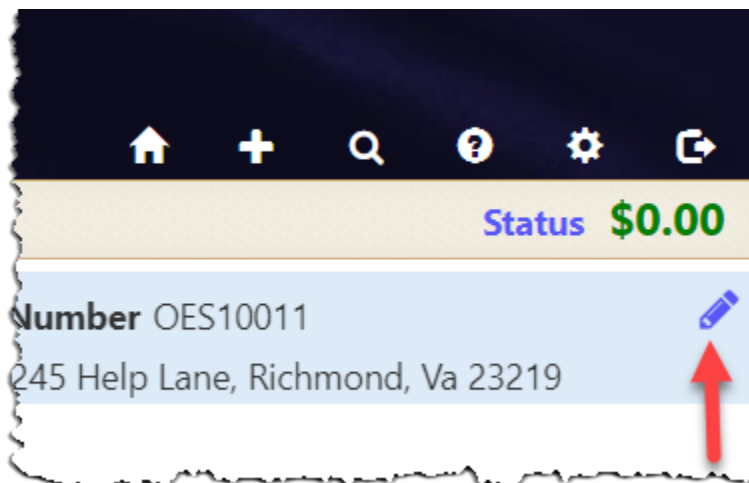
- *Status*, when selected will display a detailed summary of the status thus far, as well as any rejection reasons.
- At the end of the banner bar, the total amount for the voucher will be displayed.

Voucher Header



The screenshot shows the top portion of the EVPS application. At the top left is the system logo and the title "Electronic Voucher Payment System". To the right of the title are navigation icons: a home icon, a plus sign, a magnifying glass, a question mark, a gear (settings), and a share icon. Below the title bar, the voucher number "23-254852 Draft" is displayed on the left, and the status "Status \$0.00" is on the right. A light blue horizontal bar contains the following information: "Vendor F.I.N. or SSN 111 (VND0000056458)", "Vendor Reference", "OES Identification Number OES10011", and "Court Name NORFOLK CIRCUIT COURT". Below this bar, the "Pay to the order of" field is populated with "Kati Hancock Court Reporter LLC, 1245 Help Lane, Richmond, Va 23219". A small blue pencil icon is visible on the right side of the OES Identification Number field, indicating it is editable.

The voucher header lists the *Vendor F.I.N. or SSN*, *Vendor Reference* (if applicable), *OES Identification Number*, *Court Name*, and *Pay to the order of*. If needed, the user may edit these fields by selecting the edit icon.



Note: If Vendor FIN/SSN or *Pay to the order of* needs to be edited, user must first edit the information in their *Voucher Preferences* located under the *Settings* icon. Then the user will select the edit icon on the voucher.

Circuit Court Voucher

For Circuit Court vouchers there are two Chart of Allowances codes used §19.2-166 and §19.2-215.

Chart of Allowances code §19.2-166

The user will be required to select one of the following sub-categories for Chart of Allowances code §19.2-166.

19.2-166[?] - Court reporters

<input type="radio"/> Sexually Violent Predator (SVP) case
<input type="radio"/> Special Grand Jury
<input type="radio"/> Other Appearances/Transcript

A. Sexually Violent Predator (SVP) cases

VOUCHER INFORMATION

Allowances Code §
19.2-166 (Sexually Violent Predator (SVP) case)

Case Number * **Defendant's Name *** **Trial/ Service Date**

Total Appearance Fee **Transcript Fee (if applicable)**

Other Remarks

ATTACHMENTS
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)


Total appearance fee claimed \$	0.00
Total transcript fee claimed \$	0.00
Total amount claimed \$	0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

The *Allowances Code §* will be displayed, 19.2-166 (Sexually Violent Predator (SVP) case).

The *Case Number* and *Defendant's Name* are required. The *Case Number* is a twelve-character alphanumeric court case number. EVPS will verify that the case number entered is a valid case number in the Court's Case Management System. If the case number is valid, the user will receive a green check mark.

Case Number * ✓ 

JJ2513620000

If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.

• Case does not exist in Case Management System.

VOUCHER INFORMATION

Allowances Code §
19.2-166

Case Number * ⚠ **Defendant's Name ***

JJ251362000

The screenshot shows a form with a red error message at the top: "Case does not exist in Case Management System." Below this is the "VOUCHER INFORMATION" section. It includes an "Allowances Code §" field with the value "19.2-166". There are two input fields: "Case Number * ⚠" and "Defendant's Name *". The "Case Number" field contains the value "JJ251362000". A red arrow points to the warning icon next to the "Case Number" label. The "Defendant's Name" field is empty.

If the user has previously, electronically submitted on the case number, a duplicate submission pop-up message will appear.

This appears to be a duplicate submission. Do you want to proceed?

OK Cancel

The dialog box has a white background and a black border. It contains the text "This appears to be a duplicate submission. Do you want to proceed?" and two buttons: "OK" (blue) and "Cancel" (white with blue border).

If *OK* is selected, the case number will be validated by the Court's Case Management System. If *Cancel* is selected, the case number will not be validated.

The user has the option to enter the *Trial/Service Date* as well as any information in the *Other Remarks* field. The information entered in the *Other Remarks* field will be seen by the Court and OES Accounts Payable Department.

Note: If a *Total Appearance Fee* amount is entered, the *Trial/Service Date* will be required. A *Transcript Fee Invoice* will be required if a transcript fee is entered.

B. Special Grand Jury

VOUCHER INFORMATION

Allowances Code §
19.2-166 (Special Grand Jury)

Number of Defendants * **Trial/ Service Date**

Total Appearance Fee **Transcript Fee (if applicable)**

Other Remarks

ATTACHMENTS
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)

Total appearance fee claimed \$	0.00
Total transcript fee claimed \$	0.00
Total amount claimed \$	0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

The *Allowances Code §* will be displayed, 19.2-166 (Special Grand Jury).

The *Number of Defendants* field will be required. This field can also be used for number of witnesses.

The user has the option to enter the *Trial/Service Date* as well as any information in the *Other Remarks* field. The information entered in the *Other Remarks* field will be seen by the court and OES Accounts Payable Department.

Note: A *Court Reporter Worksheet* will be required if an appearance fee is entered. In addition, a *Transcript Fee Invoice* will be required if a transcript fee is entered.

C. Other Appearances/Transcript

VOUCHER INFORMATION

Allowances Code §
19.2-166 (Other Appearances/Transcript)

Number of Defendants * **Trial/ Service Date**

Total Appearance Fee

Other Remarks

TRANSCRIPT INVOICES
Please enter case number, transcript fee and attach the transcript invoice using the icon.

Case Number		Transcript Fee
<input style="width: 90%;" type="text"/>		\$0.00
+		\$0.00

ATTACHMENTS
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)

Total appearance fee claimed \$	0.00
Total transcript fee claimed \$	0.00
Total amount claimed \$	0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

- **Voucher Information**

The *Allowances Code §* will be displayed, 19.2-166 (Other Appearances/Transcript).

The *Number of Defendants* field will be required.

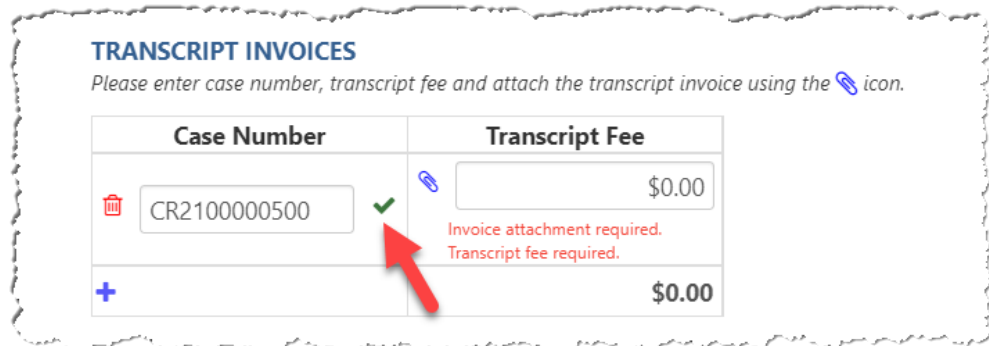
The user has the option to enter the *Trial/Service Date* as well as any information in the *Other Remarks* field. The information entered in the *Other Remarks* field will be seen by the court and OES Accounts Payable Department.

Note: A *Court Reporter Worksheet* will be required if an appearance fee is entered.

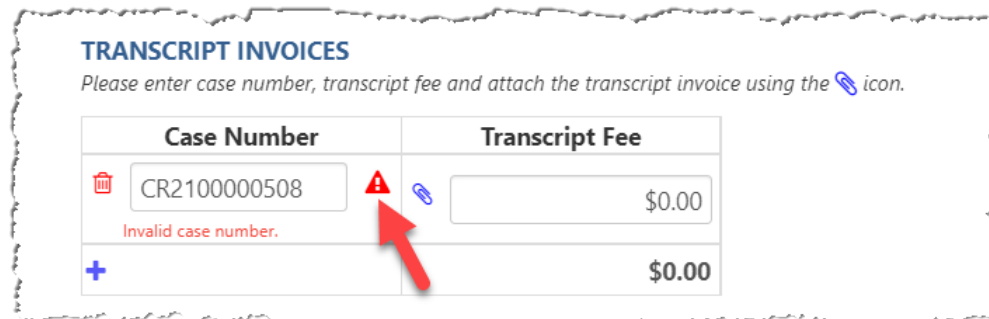
- *Transcript Invoices*

The user will enter transcript invoice information in this section, if applicable. The case number, transcript fee, and the transcript invoice are required.

The case number will be verified with the Court’s Case Management System. If the case number is a valid case number, the user will receive a green check mark.



If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.



The user may add up to 10 case numbers for transcript payment, per voucher by selecting the “+” icon.

Note: The transcript fee invoice must be attached in the *Transcript Invoices* section by using the paperclip icon, not in the *Attachments* section.

Chart of Allowances code §19.2-215

VOUCHER INFORMATION

Allowances Code §
19.2-215

Number of Defendants * **Trial/ Service Date**

Total Appearance Fee **Transcript Fee (if applicable)**

Other Remarks

ATTACHMENTS
Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.

[Click to browse](#)

Total appearance fee claimed \$	0.00
Total transcript fee claimed \$	0.00
Total amount claimed \$	0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher
Save As Draft
Send Voucher To Court

The *Allowances Code §* will be displayed, 19.2-215.

The *Number of Defendants* field will be required.

The user has the option to enter the *Trial/Service Date* as well as any information in the *Other Remarks* field. The information entered in the *Other Remarks* field will be seen by the court and OES Accounts Payable Department.

Note: A *Court Reporter Worksheet* will be required if an appearance fee is entered. In addition, a *Transcript Fee Invoice* will be required if a transcript fee is entered.

Voucher Summary

The voucher will display the Total appearance fee claimed, Total transcript fee claimed, and Total amount claimed.

Total appearance fee claimed \$ 0.00
Total transcript fee claimed \$ 0.00
Total amount claimed \$ 0.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher **Save As Draft** **Send Voucher To Court**

The user will be required to check, “I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.” in order for voucher submission.

If the user is submitting 30 days past the *Trial/Service Date*, an additional checkbox will be required.

Total appearance fee claimed \$ 0.00
Total transcript fee claimed \$ 0.00
Total amount claimed \$ 0.00

All requests for payment of fees or for travel or other expenses must be submitted no later than thirty (30) days after the service or the travel is completed. For court-appointed counsel, each time limit is measured from the completion of all proceedings in the court for which the request is being submitted. See Va. Code § 19.2-163. If a request for payment is submitted more than thirty (30) days after the service or the travel is completed, the Office of the Executive Secretary may require additional documentation.

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher **Save As Draft** **Send Voucher To Court**

District Court Voucher

For District Court vouchers, Chart of Allowances code §19.2-166 should be used.

The screenshot displays the 'Electronic Voucher Payment System' interface. At the top, it shows the user's name 'HANCOCK, KATI MICHELLE' and a 'Start New Voucher' button with a status of '\$0.00'. The main form area is titled '23-258203 Draft' and includes a sidebar with 'Allowances Code § 19.2-166' and an 'Add Case Number' button. The main form fields are:

- Vendor F.I.N. or SSN (VND0000056458)**: Vendor Reference
- Court Name**: TAZEWELL ON ESATEST
- OES Identification Number**: OES10132
- Pay to the order of**: Court Reporter LLC, 2316 Help Lane 2, Richmond, Va 23219
- VOUCHER INFORMATION**:
 - Allowances Code §**: 19.2-166
 - Case Number ***: [Input field]
 - Defendant's Name ***: [Input field]
 - Trial/Service Date ***: [Input field, format MM/DD/YYYY]
 - Appearance Fee**: [Input field, value \$0.00]
 - Transcript Fee (if applicable)**: [Input field, value \$0.00]
 - Other Remarks**: [Input field]
- ATTACHMENTS**: Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB. [Click to browse]
- SUMMARY FOR THIS CHARGE**:


Appearance fee claimed \$	0.00
Transcript fee claimed \$	0.00
Total amount claimed \$	0.00

At the bottom, there is a checkbox for certifying the claim and three buttons: 'Delete Voucher', 'Save As Draft', and 'Send Voucher To Court'.

Voucher Information

The user will be required to enter the *Case Number*, *Defendant's Name*, and *Trial/Service Date*. Additionally, the user will enter an *Appearance Fee* and/or a *Transcript Fee*, if applicable. The *Other Remarks* field is optional, information entered in this field will be displayed to the court and OES Accounts Payable Department.

The *Case Number* is a twelve-character alphanumeric court case number. EVPS will verify that the case number entered is a valid case number in the Court's Case Management System. If the case number is valid, the user will receive a green check mark.

Case Number * ✓ 



JJ2513620000

If the case number is not valid, the user will receive a red triangle. The user will be required to enter a valid case number for voucher submission.

• [Case does not exist in Case Management System.](#)

VOUCHER INFORMATION

Allowances Code \$
19.2-166

Case Number *  
JJ251362000

Defendant's Name *

If the user has previously, electronically submitted on the case number, a duplicate submission pop-up message will appear.

This appears to be a duplicate submission. Do you want to proceed?

OK Cancel

If *OK* is selected, the case number will be validated by the Court’s Case Management System. If *Cancel* is selected, the case number will not be validated.

Summary for this Charge

The *Summary for this Charge* section will display the Appearance fee claimed, Transcript fee claimed, and Total amount claimed per case number.

SUMMARY FOR THIS CHARGE

Appearance fee claimed \$	100.00
Transcript fee claimed \$	0.00
Total amount claimed \$	100.00

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

Delete Voucher Save As Draft Send Voucher To Court

The user will be required to check, “I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.” in order for voucher submission.

If the user is submitting 30 days past the *Trial/Service Date*, an additional checkbox will be required.

SUMMARY FOR THIS CHARGE

Appearance fee claimed \$	0.00
Transcript fee claimed \$	0.00
Total amount claimed \$	0.00

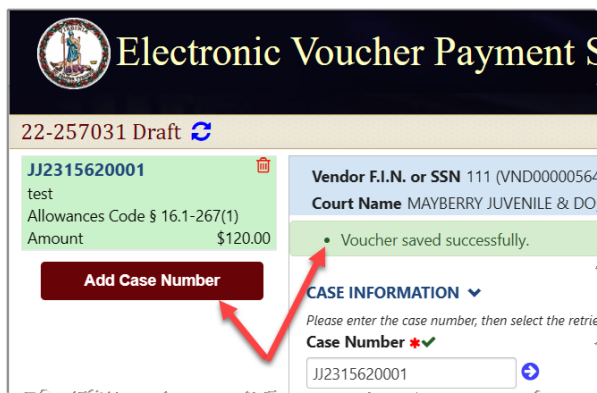
All requests for payment of fees or for travel or other expenses must be submitted no later than thirty (30) days after the service or the travel is completed. For court-appointed counsel, each time limit is measured from the completion of all proceedings in the court for which the request is being submitted. See Va. Code § 19.2-163. If a request for payment is submitted more than thirty (30) days after the service or the travel is completed, the Office of the Executive Secretary may require additional documentation.

I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

[Delete Voucher](#) [Save As Draft](#) [Send Voucher To Court](#)

Add a Case Number

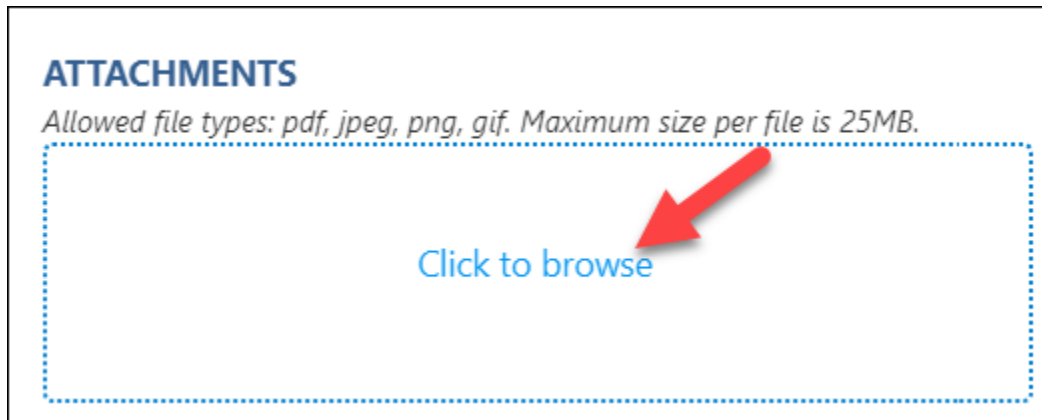
The user may enter up to 10 cases per voucher. In order to add a case number, the user needs to save their voucher by selecting the “Save as Draft” button. A message will then appear, “Voucher saved successfully.” Once the message appears, the user may then select the “Add Case Number” button.



Attachments

EVPS allows PDF, JPEG, PNG, and GIF file attachments only, and the maximum size per file is 25MB.

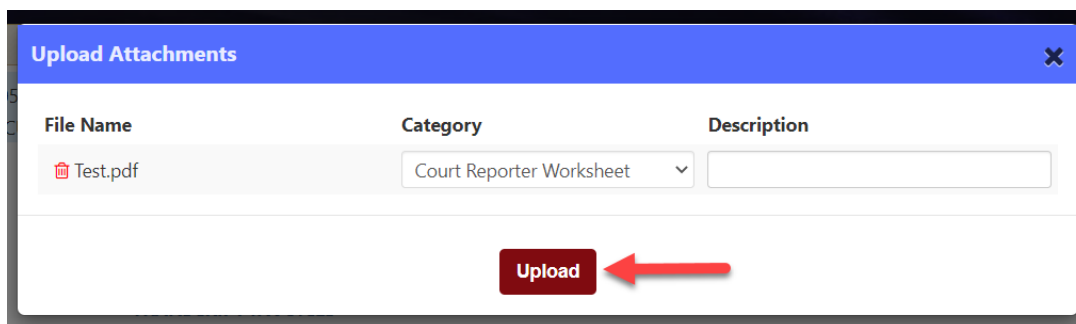
The user will need to select, *Click to Browse*, and select their document they want to attach.



Once the user has selected their document, a *Category* must be selected from the drop-down list. The *Description* field is optional.

Note: For Circuit Court vouchers, the *Court Reporter Worksheet* will default as the category.

The user will need to select the "Upload" button in order to successfully upload their document.



Note: The user, when attaching the court order will need to select *Court Order* as their *Category*. The *Description* field is optional.

Delete Voucher

The user may delete their voucher by selecting the “Delete Voucher” button.

The user has the option to delete their voucher from the dashboard; however, the voucher must have a *Draft*, *Rejected by Court*, or *Rejected by Coordinator* status.

Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED ▾					
22-256620		Mar 29, 2022, 10:19:36 AM	\$0.00		Draft
041G - CHESTERFIELD GENERAL DISTRICT COURT ▸					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT ▸					
185C - TAZEWell COUNTY CIRCUIT COURT ▸					
185G - TAZEWell ON ESATEST ▸					

Note: To delete a case number, not the voucher, the user may select the red trash can icon.

21-255482 Draft

JJ0327250400 tests Allowances Code § 19.2-166 Amount \$100.00	Vendor F.I.N. or SSN 111 (VND0000056458) Court Name MAYBERRY JUVENILE & DOME
JA1965600100 hancock Allowances Code § 19.2-166 Amount \$0.00	VOUCHER INFORMATION Case Number *✓ JJ0327250400 Appearance Fee \$100.00

Add Case Number

Save As Draft

The user may select the “Save as Draft” button if they want to save and continue later. For District Court vouchers, the user must *Save as Draft* in order to add case numbers to the voucher.

Send Voucher to Court

Once the user has completed their voucher and they are ready to submit, select the “Send Voucher to Court” button.

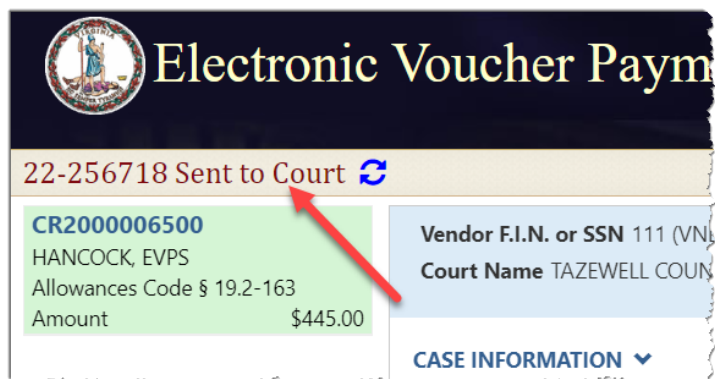
If the voucher has been successfully sent to the court, the user will receive a message, *Voucher sent to Court successfully*.



Note: The user will receive an email if the court rejects their voucher. A rejection reason will be given to the user.

Status

The status will be displayed on the user’s dashboard and in the left corner of the voucher.



- *Draft* - Voucher is waiting for user to complete and submit to Court. Voucher may be edited or deleted when in *Draft* status.
- *Processed by OES* – Voucher has been approved by the Accounts Payable Department. When the status of a voucher has been updated to *Processed by OES*, EVPS will display the OES approved amount certified for payment as well as the voucher number.
- *Rejected by Coordinator* – Voucher has been rejected by the mediation coordinator. The

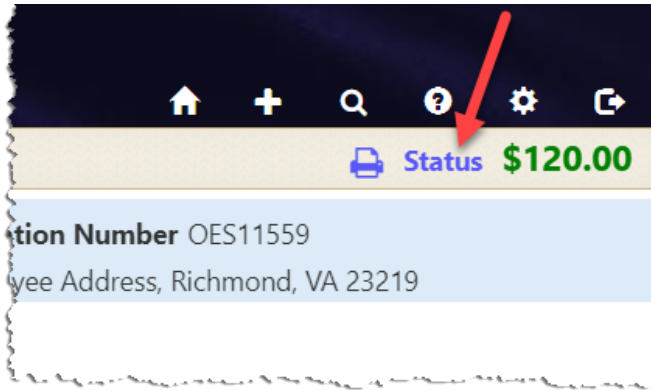
user may edit and resubmit the voucher. The mediation coordinator should provide a reason for rejection.

- *Rejected by Court*- Voucher has been rejected by the Clerk's Office. The user may edit and resubmit the voucher, if applicable. The Clerk's Office should provide a reason for rejection.
- *Rejected by OES (Dispute Resolution Services)* – Invoice has been rejected by the Dispute Resolution Services and sent back to the Clerk's Office. The Clerk's Office must reject the voucher in order for the user to edit and resubmit.
- *Rejected by OES (Foreign Language Services)* – Voucher has been rejected by the Foreign Language Services and sent back to the Clerk's Office. The Clerk's Office must reject the voucher in order for the user to edit and resubmit.
- *Rejected by the Presiding Judge* – Voucher has either been rejected by the Judge and waiting for Clerk's Office to take action. The Clerk's Office must reject the voucher in order for the user to edit and resubmit.
- *Resubmitted to Court* – Voucher has been recalled and sent back to the Court or the voucher has been resubmitted after Court rejection.
- *Sent to Court* – Voucher has been sent to Court and awaiting the Clerk's Office review.
- *Sent to OES (Accounts Payable)* – Voucher has been approved by the Judge, certified by the Clerk's Office, and sent to OES (Accounts Payable Department) for payment.

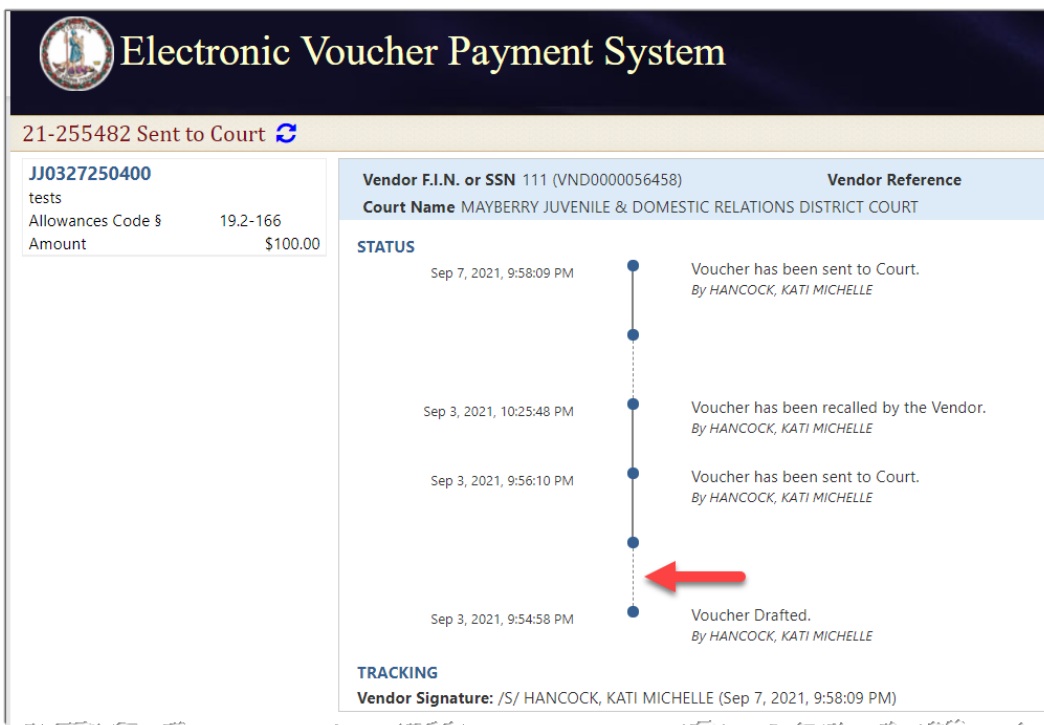
Note: For General District Mediation Invoices, invoices have been certified by the Clerk's Office, and approved by the Dispute Resolution Services Division.

- *Sent to OES (Dispute Resolution Services)* – Invoice has been approved by the Clerk's Office and waiting review from the Dispute Resolution Services. This status can also indicate the invoice has been rejected by the OES Accounts Payable Department and has been sent back to the Dispute Resolution Services waiting their review.
 - *Sent to OES (Foreign Language Services)* – Voucher has been approved by the Clerk's Office and waiting review from Foreign Language Services. This status can also indicate the invoice has been rejected by the OES Accounts Payable Department and has been sent back to the Foreign Language Services waiting their review.
 - *Under Court Review* – Voucher has been rejected by OES and waiting for the Clerk's Office to take action. The Clerk's Office must reject the voucher in order for the user to edit and resubmit.
 - *Waiting for Clerk Approval* – Voucher has been approved by the Judge and waiting Clerk certification to OES.
 - *Waiting for Coordinator Approval* – Voucher has been sent to the mediation coordinator for said Court and is waiting their review. Once approved, the voucher will be sent to the Court.
- Note:** Not all Courts will have a mediation coordinator.
- *Waiting for Court Approval* – Voucher has been sent to the Judge for review.

In addition, the user is able to view an up-to-date timeline for the stage of each voucher in the *Status* section.



At a glance the user can track where the voucher is during the approval and payment process.



The user may click on the dotted line to extend the timeline.

Note: The user may select the case number on the left column to go back to the voucher details. Circuit Court vouchers, the user may select the View Details button.



Electronic Voucher Payment System

22-256646 Sent to OES (Accounts Payable) 

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference
Court Name TAZEWELL COUNTY CIRCUIT COURT

View Details 

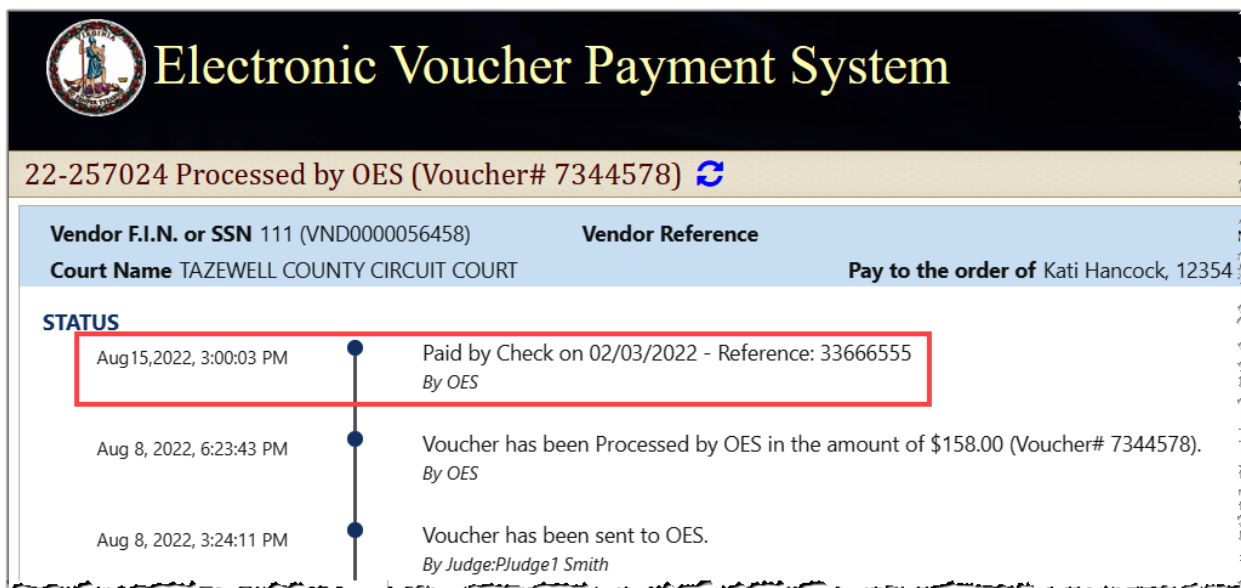
STATUS

- Jul 19, 2022, 4:43:20 PM Voucher has been sent to OES.
By Judge: PJudge1 Smith
- Jul 19, 2022, 4:43:20 PM Voucher has been approved by the Presiding Judge.
By Judge: PJudge1 Smith
- Jul 19, 2022, 4:42:50 PM Voucher has been sent to Court.
By HANCOCK, KATI MICHELLE
- Apr 4, 2022, 2:03:55 PM Voucher Drafted.
By HANCOCK, KATI MICHELLE


Payment Information

The user will be able to view payment information on vouchers that have been *Processed by OES*.

The payment method, payment date, and payment reference number will be listed.



Electronic Voucher Payment System

22-257024 Processed by OES (Voucher# 7344578) 

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference
Court Name TAZEWELL COUNTY CIRCUIT COURT Pay to the order of Kati Hancock, 12354

STATUS

- Aug 15, 2022, 3:00:03 PM Paid by Check on 02/03/2022 - Reference: 33666555
By OES
- Aug 8, 2022, 6:23:43 PM Voucher has been Processed by OES in the amount of \$158.00 (Voucher# 7344578).
By OES
- Aug 8, 2022, 3:24:11 PM Voucher has been sent to OES.
By Judge: PJudge1 Smith

Payment Methods are as follows: *ACH, Check, EFT, GE* (form of EFT payment), *Manual Check, and Wire Transfer*. If the payment method has been stopped or voided, EVPS will display *Stopped or Void*.

Every Monday, OES receives payment details from the Department of Accounts, at which time EVPS will display the payment disbursed within the last week.

Note: If Monday is a holiday, payment information will be displayed on the next business day.

Payment information will only be seen by the user, it will not be displayed for the Clerk's Office or judges.

Note: If payment method is by check, the reference number is the check number.

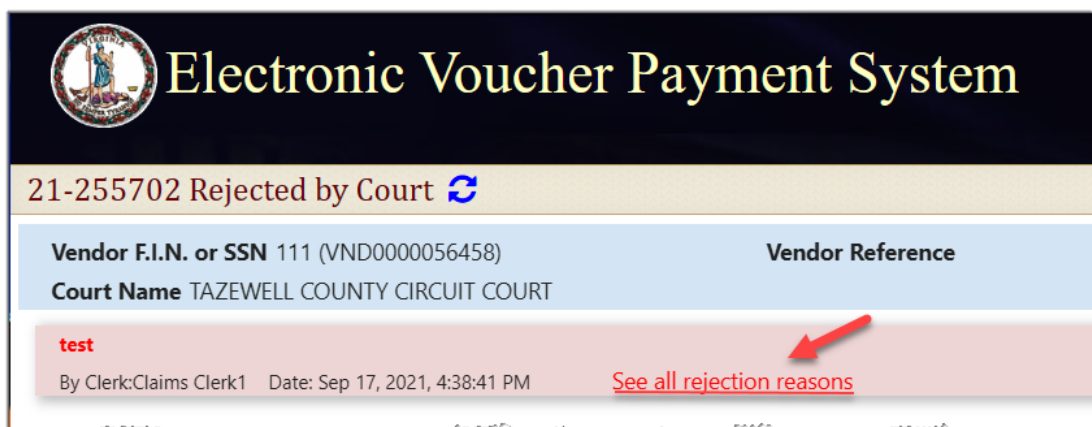
For any questions regarding payment information, please contact the OES Accounts Payable Department at 804-225-3346.

Rejections

Vouchers may be rejected by the judge, Clerk's Office, or OES (Accounts Payable Department).

If a voucher has been rejected, the latest rejection reason will be in red at the top of the voucher. The user can ONLY edit and resubmit the voucher once the Clerk's Office has rejected the voucher. When the Clerk's Office rejects the voucher, the user will receive an email that said voucher has been rejected.

A link will be displayed in the rejection reason box, *See all rejection reasons*, if there is more than one rejection reason.




When selecting the link, the user will be taken to the *Status* page where all rejection reasons are listed under the *Rejection Reasons* section.

Vendor F.I.N. or SSN 111 (VND0000056458)		Vendor Reference
Court Name TAZEWELL COUNTY CIRCUIT COURT		
Test		
By Clerk:Claims Clerk1 Date: Aug 8, 2022, 12:13:24 AM		See all rejection reasons
STATUS		
Aug 8, 2022, 12:13:24 AM	●	Voucher has been rejected by the Clerk. By Clerk:Claims Clerk1
Aug 8, 2022, 12:13:03 AM	●	Voucher has been sent to Court. By HANCOCK, KATI MICHELLE; 1360
Aug 7, 2022, 11:24:03 PM	●	Voucher has been rejected by the Clerk. By Clerk:Claims Clerk1
Aug 5, 2022, 7:18:23 AM	●	Voucher has been sent to Court. By HANCOCK, KATI MICHELLE; 1360
Aug 5, 2022, 7:03:49 AM	●	Voucher Drafted. By HANCOCK, KATI MICHELLE; 1360
REJECTION REASONS		
Clerk:Claims Clerk1 rejected voucher for the following reason - Aug 8, 2022, 12:13:24 AM Test		
Clerk:Claims Clerk1 rejected voucher for the following reason - Aug 7, 2022, 11:24:03 PM test		






Note: All rejection reasons can be found under the *Status* section.

Recall Voucher

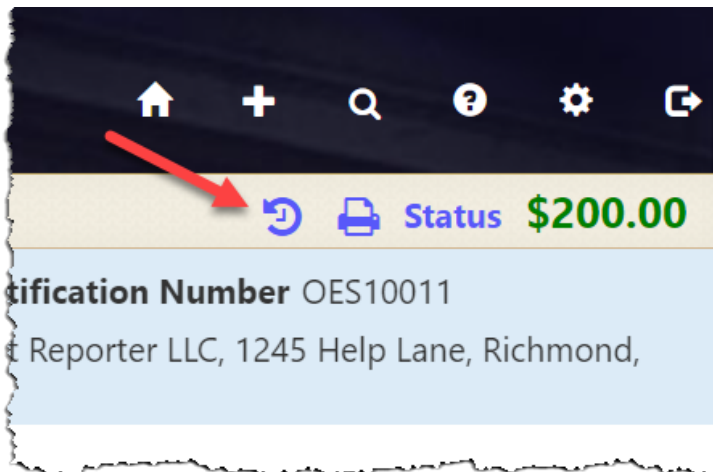
A recall icon () will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Sent to Court* or *Resubmitted to Court*.

The recall icon can be found on the dashboard to the left of the print icon.



Vendor Invoice No.	Submitted Date	Last Updated Date	Requested Amount	Approved Amount	Status
023G - BOTETOURT COUNTY COMBINED >					
041G - CHESTERFIELD GENERAL DISTRICT COURT >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
21-255501	Sep 14, 2021, 12:06:09 AM	Sep 14, 2021, 12:18:29 AM	\$127.00		Sent to Court 
TEST JA0802530600					
21-255697	Sep 15, 2021, 10:53:03 PM	Sep 17, 2021, 4:38:54 PM	\$150.00		Rejected by Court 
TEST JA0802530600					
21-255757	Sep 30, 2021, 11:39:28 AM	Sep 30, 2021, 11:39:31 AM	\$5.00		Draft 
TEST JI0327250400					
21-255780	Oct 5, 2021, 3:10:02 PM	Oct 5, 2021, 3:10:08 PM	\$100.00		Draft 
TEST JI0327250400					
21-256063	Mar 3, 2022, 2:30:00 PM	Jul 19, 2022, 4:04:47 PM	\$100.00	\$100.00	Sent to OES 
TESTS JI0327250400					
185C - TAZEWELL COUNTY CIRCUIT COURT >					
185G - TAZEWELL ON ESATEST >					

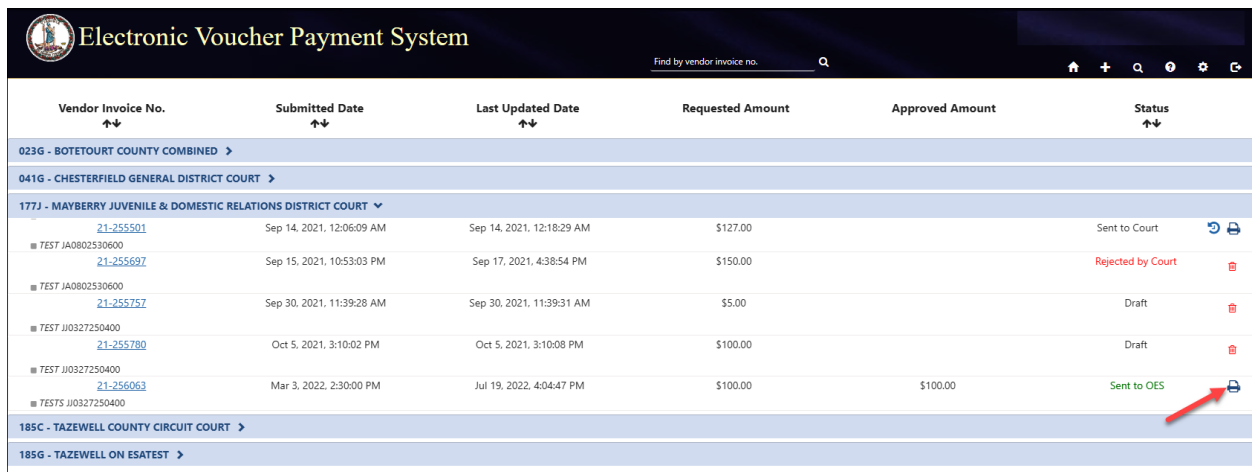
The recall icon can also be found on the voucher, itself.



Print Voucher

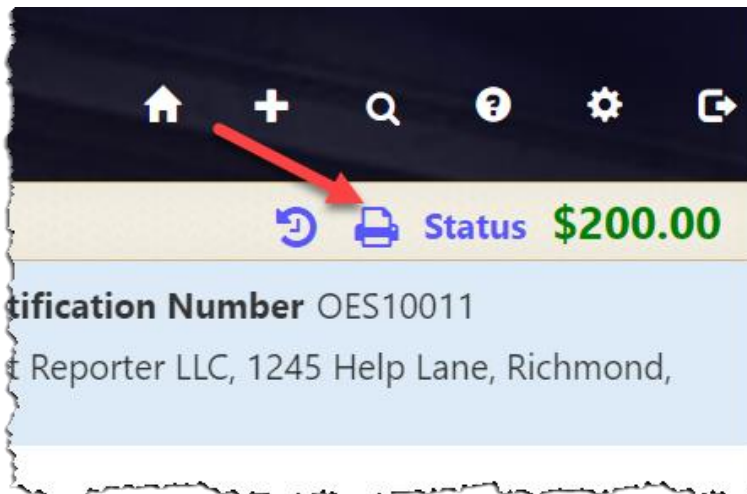
The user may print their voucher using the print icon. The voucher may only be printed once it has been sent to the court.

The print icon can be found on the dashboard.



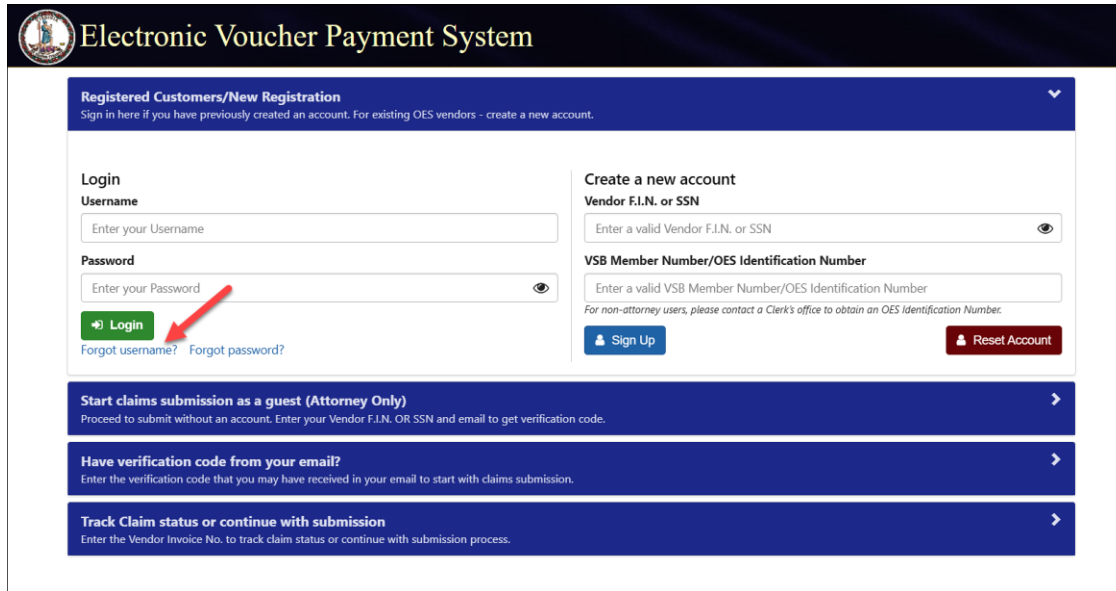
Vendor Invoice No.	Submitted Date	Last Updated Date	Requested Amount	Approved Amount	Status
023G - BOTETOURT COUNTY COMBINED >					
041G - CHESTERFIELD GENERAL DISTRICT COURT >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT v					
21-255501	Sep 14, 2021, 12:06:09 AM	Sep 14, 2021, 12:18:29 AM	\$127.00		Sent to Court
TEST JA0802530600					
21-255697	Sep 15, 2021, 10:53:03 PM	Sep 17, 2021, 4:38:54 PM	\$150.00		Rejected by Court
TEST JA0802530600					
21-255757	Sep 30, 2021, 11:39:28 AM	Sep 30, 2021, 11:39:31 AM	\$5.00		Draft
TEST JI0327250400					
21-255780	Oct 5, 2021, 3:10:02 PM	Oct 5, 2021, 3:10:08 PM	\$100.00		Draft
TEST JI0327250400					
21-256063	Mar 3, 2022, 2:30:00 PM	Jul 19, 2022, 4:04:47 PM	\$100.00	\$100.00	Sent to OES
TESTS JI0327250400					
185C - TAZEWELL COUNTY CIRCUIT COURT >					
185G - TAZEWELL ON ESATEST >					

The print icon can also be found on the voucher, itself.



Forgot Username

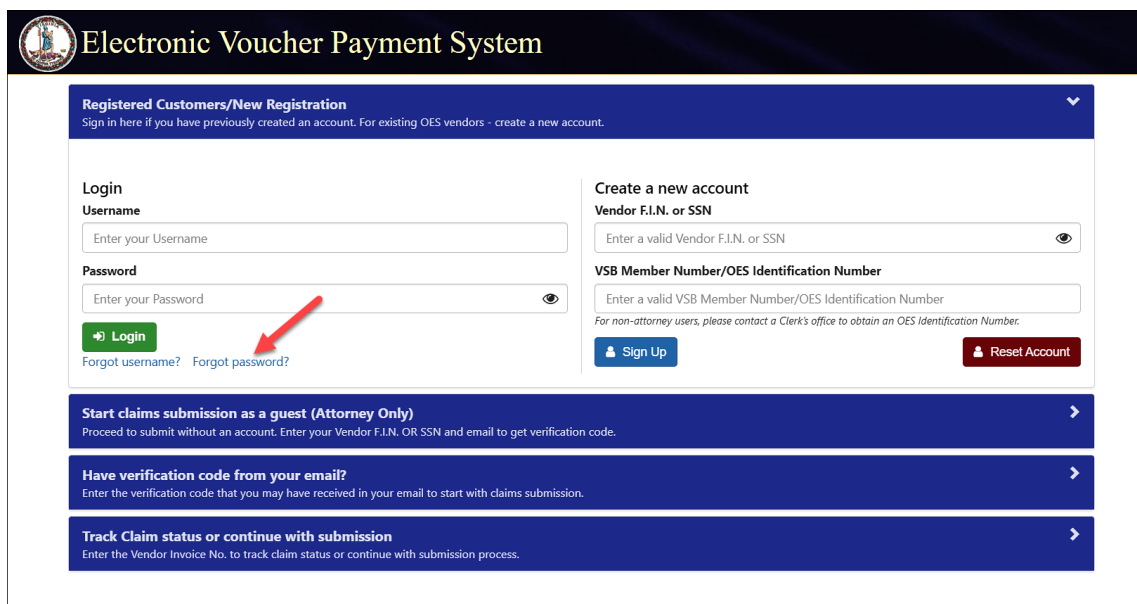
If the user does remember their username, they may select, *Forgot username?* on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).



The screenshot shows the 'Electronic Voucher Payment System' login page. It features a header with the system name and a logo. Below the header is a navigation bar with 'Registered Customers/New Registration' and a dropdown arrow. The main content area is divided into two columns. The left column is for 'Login' and contains fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot username?' and 'Forgot password?'. A red arrow points to the 'Forgot username?' link. The right column is for 'Create a new account' and contains fields for 'Vendor F.I.N. or SSN' and 'VSB Member Number/OES Identification Number', along with 'Sign Up' and 'Reset Account' buttons. Below the login fields are three blue boxes with white text and right-pointing arrows: 'Start claims submission as a guest (Attorney Only)', 'Have verification code from your email?', and 'Track Claim status or continue with submission'.

Forgot Password

If the user does remember their password, they may select, *Forgot password?* on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>).



This screenshot is identical to the one above, showing the EVPS login page. In this version, a red arrow points to the 'Forgot password?' link located below the password field in the login section.

Account Locked/Reset Account

If the user has been locked out of their account, the account will need to be reset. In order to reset the account, the user will need to follow the below steps.

1. The user will enter the Vendor F.I.N. or SSN, OES Identification Number on the EVPS login page (<https://eapps.courts.state.va.us/dc40/landing>), then select the *Reset Account* button.

Electronic Voucher Payment System

Registered Customers/New Registration
Sign in here if you have previously created an account. For existing OES vendors - create a new account.

Login

Username
Enter your Username

Password
Enter your Password

+ Login

[Forgot username?](#) [Forgot password?](#)

Create a new account

Vendor F.I.N. or SSN
Enter a valid Vendor F.I.N. or SSN

VSB Member Number/OES Identification Number
Enter a valid VSB Member Number/OES Identification Number
For non-attorney users, please contact a Clerk's office to obtain an OES Identification Number.

Sign Up

Reset Account

Start claims submission as a guest (Attorney Only)
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

Have verification code from your email?
Enter the verification code that you may have received in your email to start with claims submission.

Track Claim status or continue with submission
Enter the Vendor Invoice No. to track claim status or continue with submission process.

2. The user will then select the “Get Verification Code” button.

Electronic Voucher Payment System

Reset Account

Vendor F.I.N. or SSN
...

Show Vendor F.I.N or SSN

OES Identification Number
OES10140

Preferred Mode of communication
 kha*****@vac*****.go*

Get Verification Code

If there are any issues, please contact the court to get a new OES Identification number.

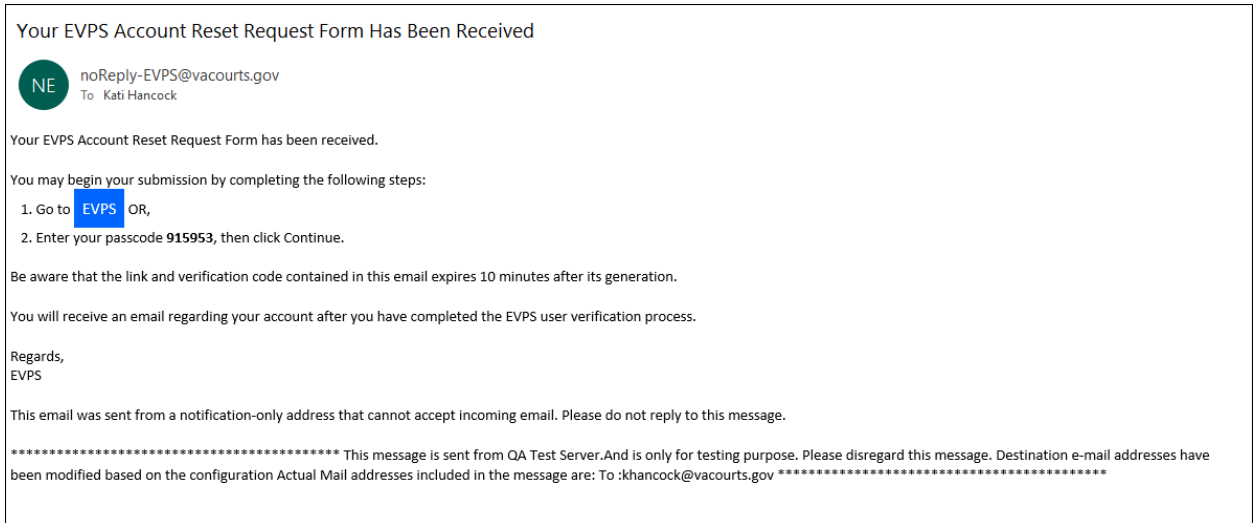
3. Then the user will enter their email address and select the “Verify” button. An email will be sent to the user with a verification code.

Verify Email Address [X]

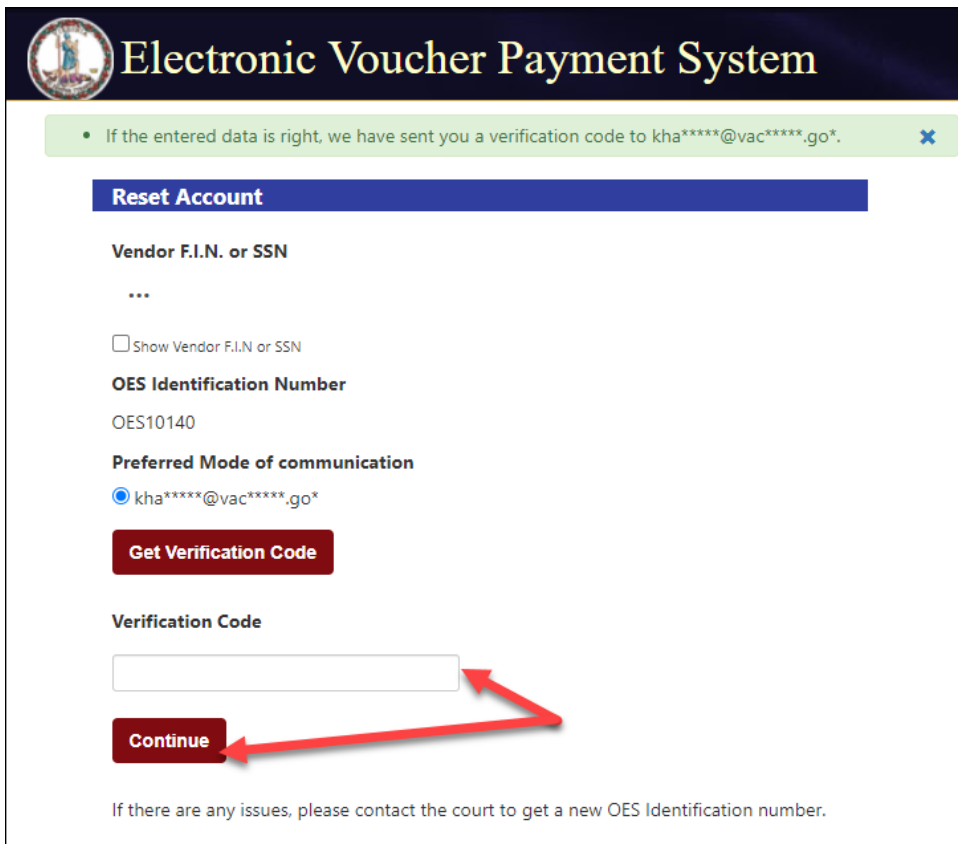
Please confirm your email address kha*****@vac*****.go*:

Verify

The email will be from *noReply-EVPS@vacourts.gov*.



4. The user will enter their verification code and select the “Continue” button.



5. Lastly, the user will create a new password. The user's username is displayed.

Reset Password ✕

User Name: K23003

New Password :
New Password is required

Confirm Password :
Confirm new password is required

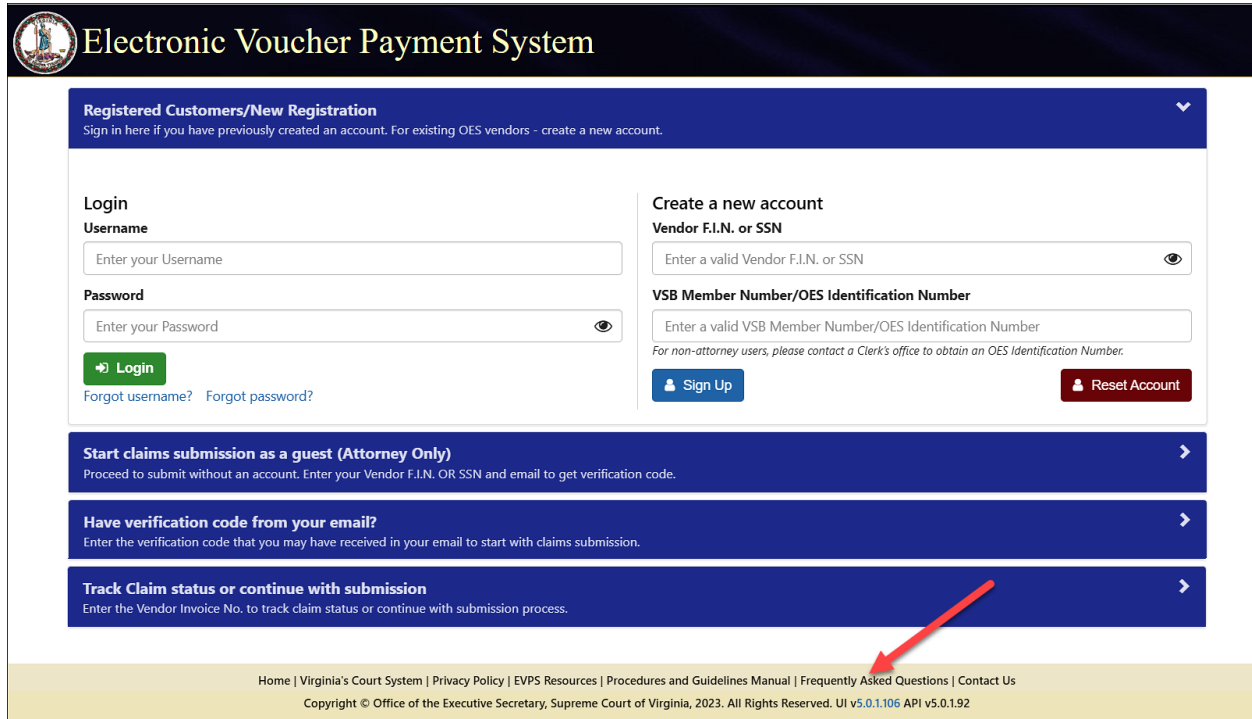
For your security, all passwords must meet the following requirements:

- They must be at least 8 characters in length; and
- They must not contain the user's account name; and
- They must use at least 3 of the following 4 characteristics:
 - English upper case letters (A-Z)
 - English lower case letters (a-z)
 - Numbers (0-9)
 - special characters (!@#\$*%&)
- Passwords may not be re-used.

Since the account is being reset, the user will be required to select/answer security questions upon login.

Frequently Asked Questions (FAQ's)

A [link](#) to the *Frequently Asked Questions* can be found at the bottom of the EVPS screen.



They can also be found under the *Help* icon.

