

OES-DRS INVOICE
Mediation Services Payment Invoice

Vendor Reference _____

GENERAL DISTRICT COURT

1. Court case(s): _____
GV _____
GV _____

2. Hours Spent in Mediation: _____
Round up to the nearest quarter of an hour. If 30 minutes or less, describe the steps completed in mediation below.

3. Locality _____

4. Vendor _____

5. Address _____

6. Email _____

7. Tax ID _____

8. Invoice Number: [_____] [_____] [_____]
Certification Number Date that mediation ended Mediation of
MM/DD/YY the Day

9. Mediator(s) who participated in this case:

_____	_____	_____	_____
Mediator's Name	Certification Number	Mediator's Name	Certification Number

10. Attach client evaluations. If not attaching, explain: _____

Vendor:

By signing in the space below, I certify the following:

- The above is true and accurate and that no compensation for time or services set forth has previously been received;
- I have read and understand the instructions for completing this form, found on page 2; and
- I have distributed Evaluation of Mediation Session(s) and Mediator(s) (ADR-1002) forms to all mediation participants.

_____	_____	_____	_____
(Vendor's Signature)	(Date)	(Referring Court Clerk's Signature)	(Date)
_____	_____		
(OES Approval)	(Date)		

AMOUNT DUE: \$120.00

Instructions for the OES-DRS Mediation Services Payment Invoice (ADR-MSPI)

POLICIES

This invoice should be submitted no later than thirty (30) days after the end of the mediation. If a request for payment is submitted more than thirty (30) days after the service is completed, the Office of the Executive Secretary may require additional documentation.

This invoice **cannot** be used for a general district or small claims garnishment, interrogatory, or any other type that involves a case that has already been adjudicated. The instructions below correspond to the item numbers on the face of the invoice. **An invoice may not be approved for payment if any information is missing.**

This invoice must correspond to a single mediation appointment. A vendor may only be paid \$120 per mediation appointment.

COMPLETING THE FORM

Vendor Reference: This is an optional field that a mediator or mediation organization may use to record their own internal case identification number.

1. If multiple case filings were mediated in the same session(s), note all of them **using the complete case number as is listed on the Online Case Information System** (<https://eapps.courts.state.va.us/gdcourts>)
2. Enter the time spent in mediation and round up to the nearest quarter of an hour according to the table below. This includes time spent writing an agreement. If 30 minutes or less time was spent in mediation, please note the mediation steps that were completed for this case (the steps being Introduction, Information Gathering, Issue Identification, Generating Solutions, and Agreement).

Minutes	1-15	16-30	31-45	46-60
Round	.25	.50	.75	.00

3. Enter the county or city of the court that referred this case to mediation.
- 4., 5., 7. Enter this information as it appears on the W-9 of the vendor receiving payment for this invoice.
6. Enter an email address for any questions regarding the invoice.
8. **The invoice number is made up of three components**
 - Certification number of a mediator that mediated this case.
 - The date that the mediation **ended** in MMDDYY format
 - The number of mediations completed that day by the mediator.
 - Enter the first mediation of the day as "01"
 - Enter the second mediation of the day as "02"
 - And so on
 - **Important: Save this invoice number for future reference**
9. Enter the name and certification number for **each** certified mediator who mediated this case.
10. Attach **original** client evaluations.

If submitting this form without using the Electronic Voucher Payment System, give this form to the Referring Court Clerk for their signature once the form is completed. Once signed, mail this invoice with attached original client evaluations to Dispute Resolution Services, 100 N 9th Street 3rd Floor, Richmond, VA 23219 or email it to drspayments@vacourts.gov.