







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Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow court-appointed counsel, including guardians ad litem (GAL), court reporters, mediators, and translators to electronically file a DC-40, LIST OF ALLOWANCES. Additionally, EVPS allows the submission of the General District Mediation invoices.

The ELECTRONIC VOUCHER PAYMENT SYSTEM- ATTORNEY USER GUIDE is designed for use by court-appointed counsel 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

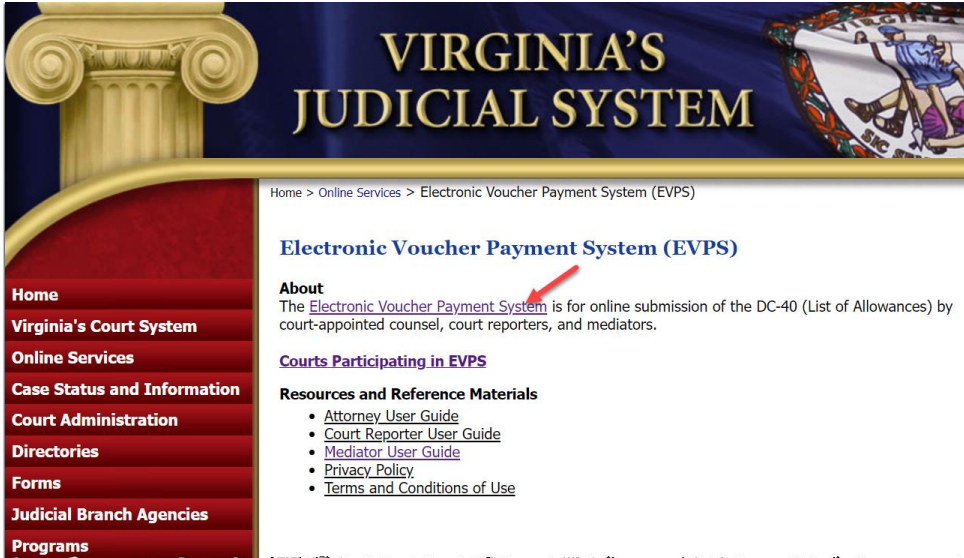
If the user does not get a satisfactory answer to their question or problem by reviewing this guide, which is also accessible through the *Help* icon located in the EVPS navigation bar, they should contact EVPS Support at evpssupport@vacourts.gov.

Registration

The Electronic Voucher Payment System can be found on the VA Courts website (vacourts.gov) under the *For Legal Community* tab.



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 ATTORNEY USER GUIDE, as well as the Privacy Policy and Terms and Conditions of Use. These documents will also be available in the user's EVPS account.



In order to create a new account within EVPS, the user must already be an active OES 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 enter the Vendor F.I.N. or SSN, VSB Member Number and select the “Sign-Up” button.

The user will need to continue through the prompts to complete the registration process.

How EVPS is Organized

Accessing EVPS

Logging in to EVPS for the First Time

Once logged in, the user’s personal information will populate based on the information from the Virginia State Bar. This information may be edited for voucher purposes at any time, as necessary.

The user will then be directed to complete the Voucher Preferences section. This information may be edited for voucher purposes at any time, as necessary.

Note: The user has the option to add more vendors, by clicking 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 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 >					

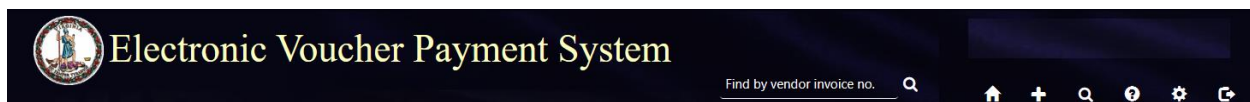
Home | Virginia's Court System | Privacy Policy | EVPS Resources | Procedures and Guidelines Manual | Frequently Asked Questions | Contact Us
Copyright © Office of the Executive Secretary, Supreme Court of Virginia, 2023. All Rights Reserved. Build Number: 5.1.0.80

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.

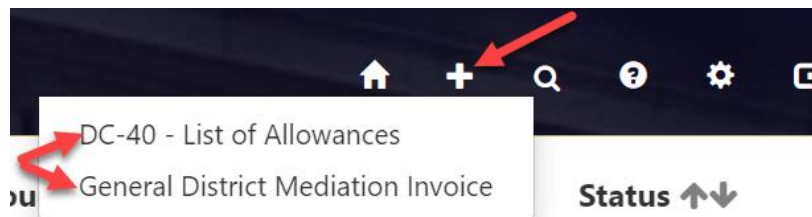


Home

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.

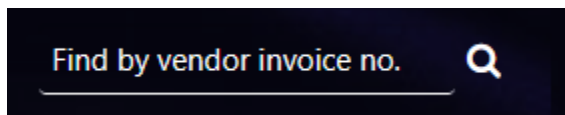
If the user selects *General District Mediation Invoice*, they will be routed to the OES-DRS Mediation Invoice. This selection shall only be used by those who are submitting for their mediation services for General District Court case(s).

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

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



Help

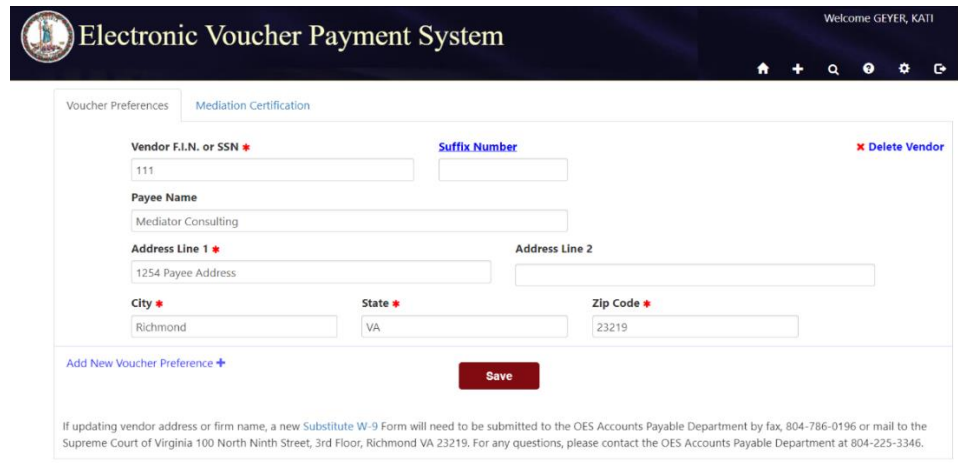
The *Help* icon will provide direct access to the ELECTRONIC VOUCHER PAYMENT SYSTEM-ATTORNEY USER GUIDE. The user may also access the *Frequently Asked Questions* and read only versions of the *DC-40 List of Allowances* and its instructions, and the *OES-DRS GDC Invoice*. If the user requires additional 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 'Voucher Preferences' form in the EVPS system. The form is titled 'Electronic Voucher Payment System' and includes a 'Welcome GEYER, KATI' message. The form has two tabs: 'Voucher Preferences' (selected) and 'Mediation Certification'. The 'Voucher Preferences' tab contains the following fields:

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

At the bottom of the form, there is a 'Save' button and a note: '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.'

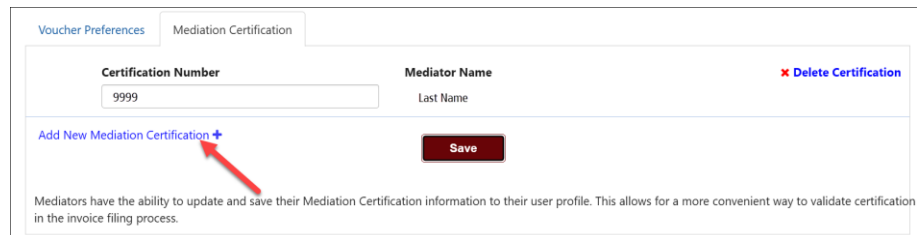
Note: EVPS will not allow the user to changed or add an EIN unless it is valid with the OES Accounts Payable Department.

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+*.

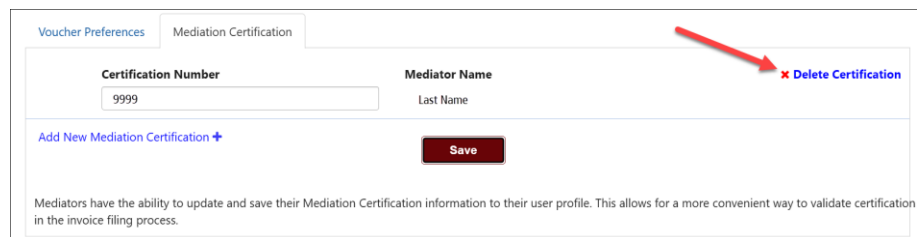


The screenshot shows the 'Mediation Certification' tab in the 'Voucher Preferences' section. It features a 'Certification Number' field with the value '9999' and a 'Mediator Name' field with the value 'Last Name'. A red arrow points to the 'Add New Mediation Certification+' link. A 'Save' button is located below the fields. A 'Delete Certification' link is visible in the top right corner. A note at the bottom states: '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 previous one, but a red arrow points to the 'Delete Certification' link in the top right corner.

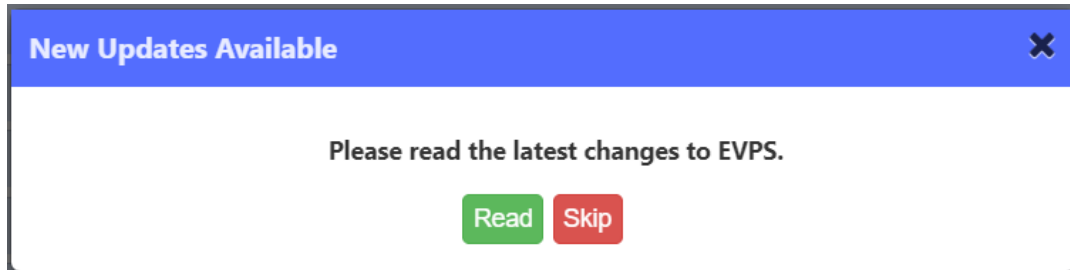
For more information on Mediators/Mediation Coordinators, please refer to the [MEDIATOR USER GUIDE](#).

Logout 

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.



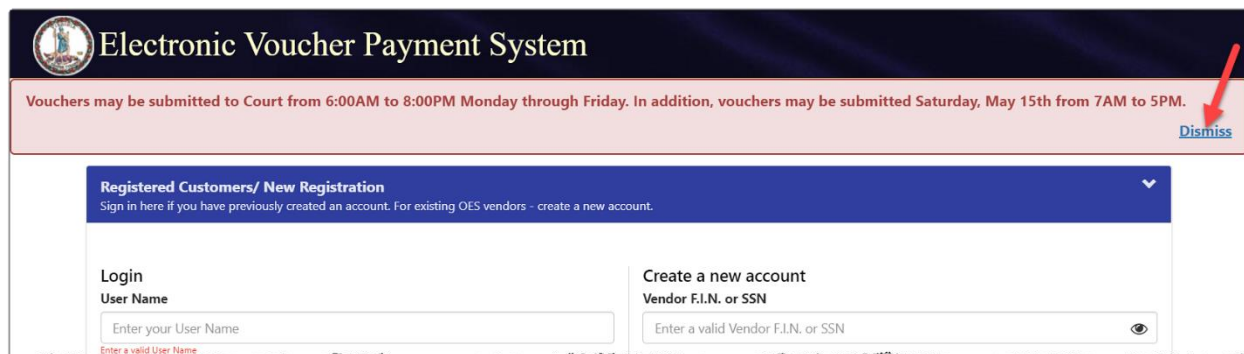
The user may select *Read*, and a listing of the new updates will be displayed.

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

Message Alerts

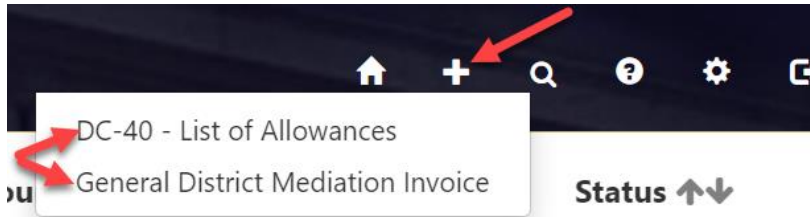
EVPS Admin may add a message on the EVPS login page for all users to view. This message will display any upcoming system maintenance dates or dates that the system will/will not be available.

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 EVPS Vendor Information form. The form is titled "Electronic Voucher Payment System" and has a dark header with a logo. The form is divided into several sections: "VENDOR INFORMATION", "PAY TO THE ORDER OF", and "COURT INFORMATION". The "VENDOR INFORMATION" section includes a dropdown menu for "111 - Kati Hancock", a "Vendor F.I.N. or SSN" field with the value "111(VND0000056458)", a "Vendor Invoice No." field with the value "22-257052", a "VSB Member Number" field with the value "23003", and a "Vendor Reference (Optional)" field. The "PAY TO THE ORDER OF" section includes a "Payee Name" field with the value "Kati Hancock", a "Vendor Name" field with the value "HANCOCK, KATI MICHELLE: 1360", an "Address Line 1" field with the value "12354 Help Lane", an "Address Line 2" field, a "City" field with the value "Richmond", a "State" field with the value "VA", and a "Zip Code" field with the value "20191". The "COURT INFORMATION" section includes a "Court Type" dropdown menu with the value "Select a Court Type", a "Court Name" field, and a "Select Court" button. A "Continue" button is located at the bottom of the form.

- *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. of the payee name. 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.

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

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.

Voucher Details

Every voucher will have the navigation bar, banner bar, and voucher header. Additionally, every voucher is divided into five main sections, *Case Information*, *Time Spent for this Charge*, *Attachments*, *Expenses for this Charge*, and *Waiver*.

Banner Bar



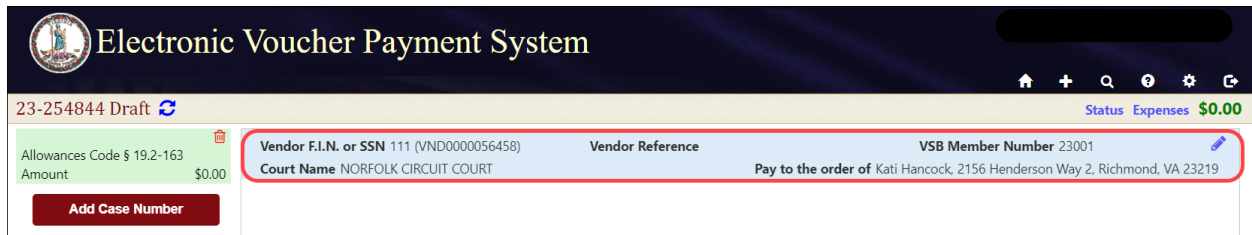
Displayed on the left side of the banner bar:

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

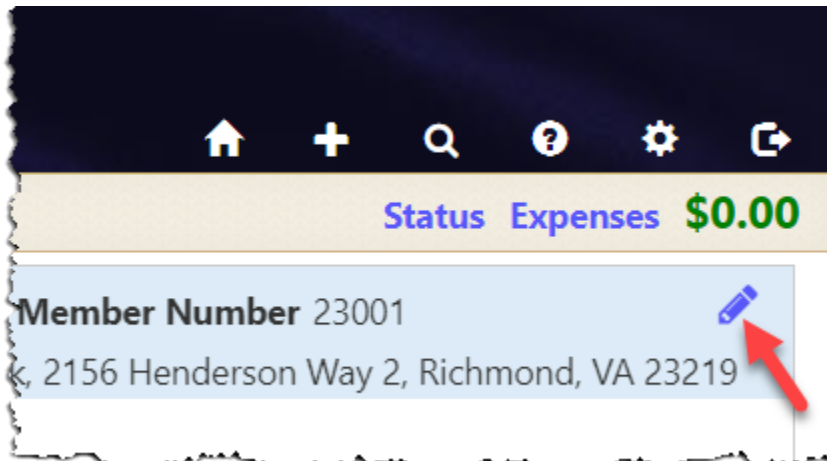
Displayed on the right side on the banner bar:

- *Status*, when selected will display a detailed summary of the status thus far, as well as any rejection reasons.
- *Expenses* when selected will display the expenses for ALL charges on the voucher.
- At the end of the banner bar, the total amount for the voucher (not individual case) will be displayed.

Voucher Header



The voucher header lists the *Vendor F.I.N. or SSN*, *Vendor Reference* (if applicable), *VSB Member 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.

Case Information

 A screenshot of a web application interface titled 'Electronic Voucher Payment System'. The top right corner shows 'Welcome HANCOCK, KATI MICHELLE; 1360'. The main content area is a form for a voucher with ID '23-258204 Draft'. The form includes several sections:

- Vendor Information:** Vendor F.I.N. or SSN (VND0000056458), Vendor Reference, and VSB Member Number (23003).
- Case Information:** A dropdown menu with a red arrow pointing to it. Below it are fields for Case Number, Defendant's Name, Trial/Service Date, Case Type, Locality, Offense Type, Attorney Type, Type of Representation, Disposition, Disposition Notes, and Other Remarks.
- Additional Fields:** Original Code, Allowances Code (19.2-163 Edit), Revocation, For District Court Felony, Was Case Certified?, Case Judge (Select a Judge), and Detention Hearing.

 A red question mark icon is visible in the top right corner of the Case Information section.

The *Case Information* section will include all case related information. There are some helpful links the user may select, such as the red question mark in the corner of this section and the blue, underlined fields.

The screenshot shows a mobile application interface for the EVPS system. At the top, there is a navigation bar with icons for home, add, search, help, settings, and share. Below this, the status is shown as "Status Expenses \$0.00". The main form area includes:

- VSB Member Number 23003** (with an edit icon)
- Pay to the order of Kati Hancock, 12354 Help Lane test, Richmond, VA 20191**
- Original Code § *** (with a red asterisk indicating a required field)
- Allowances Code §** (with value 19.2-163 and an "Edit" link)
- Revocation** (with a dropdown menu)
- For District Court Felony, Was Case Certified?** (with a dropdown menu)
- Type of Representation** (with a dropdown menu)
- Appeal from Juvenile Court** (with a dropdown menu)

A red question mark icon is located in the top right corner of the form area, with red arrows pointing to it from the text "For District Court Felony, Was Case Certified?" and "Appeal from Juvenile Court".

Additionally, some fields will be required by displaying a red asterisk.

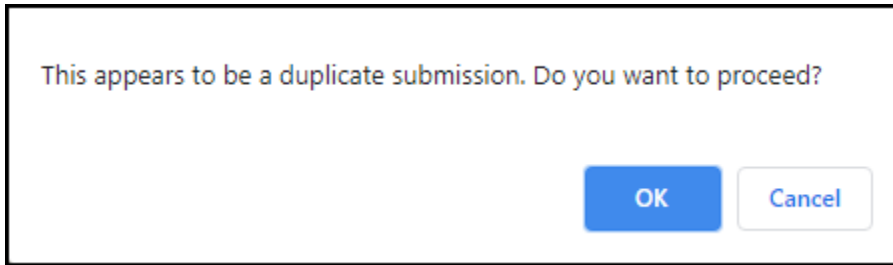
Case Number

The *Case Number* is a twelve-character alphanumeric court case number. The user will want to start with entering the case number, and then selecting the retrieve icon. By selecting the retrieve icon, the case will be verified, and data will be populated from the Court's Case Management System to the appropriate fields.

The screenshot shows a section titled "CASE INFORMATION" with a dropdown arrow. Below the title, there is a instruction: "Please enter the case number, then select the retrieve icon" followed by a blue retrieve icon (a circle with a right-pointing arrow). Below this is a text input field labeled "Case Number *" with a red asterisk. A red arrow points to the blue retrieve icon next to the input field.

Once data has been retrieved from the Court's Case Management System, the user will need to complete the other fields as they relate to the user's individual voucher submission.

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



If *OK* is selected, data will be retrieved/populated from the Court's Case Management System. If *Cancel* is selected, data will NOT be retrieved/populated from the Court's Case Management System.

Note: It is recommended to always select the retrieve icon after entering the case number.

Defendant's Name

The *Defendant's Name* may populate for the user depending on the type of case. For instance, the defendant's name will populate for General District Court cases, Circuit Court criminal cases, and Juvenile and Domestic Relations Court adult criminal cases.

Original Code Section

The *Original Code Section* field will populate based on the original code section entered into the Court's Case Management System. This section is not editable by the user.

Note: The *Original Code Section* field will not populate for Circuit Court civil cases; however, this field is required for voucher submission.

Allowances Code Section

The user selects the allowances code prior to beginning the voucher. If needed, the user may edit this field after beginning their voucher. The user must save their voucher before selecting the *Edit*, otherwise, they will lose all voucher information.

Allowances Code 5

19.2-163 [Edit](#) 

Revocation

The user must complete this field if the case is a probation violation. If the user selects *Yes*, the original code section will change to 19.2-306.

If an attorney is submitting more than one revocation, they will need to select the *Claim Revocation* button on the case number they are asking for payment on. The other revocations will be set to zero.

Trial/Service Date

The *Trial/Service Date* field will populate with the last hearing date entered into the Court's Case Management System. The user can edit this field; however, it is required for voucher submission. The trial/service date cannot be in the future and cannot be past 24 months.

Note: When the user selects Chart of Allowances code §19.2-326, the *Trial/Service Date* field will not populate on retrieval. The user will need to enter the date on the Court of Appeals/Supreme Court order as the Trial/Service Date.

Case Type

The *Case Type* field will populate based on the Court's Case Management System. This field is not editable.

Locality

The *Locality* field will populate based on the Court's Case Management System. This field is not editable.

Note: In order to submit a voucher using EVPS, the case must be a Commonwealth of Virginia case. Locality cases cannot be submitted electronically unless the user is submitting as guardian ad litem.

For District Court Felony, Was Case Certified?

The user will need to indicate if the case was certified to Circuit Court. This field is only required for District Court felony cases.

Offense Type

The *Offense Type* field will populate the offense type based on the Court's Case Management System, only if the case is criminal in nature; however, this field will not populate if the case is an unclassified felony. The user will be required to select the appropriate unclassified felony option.

Attorney Type

The *Attorney Type* is required for voucher submission. The user must select either *Court Appointed Counsel* or *Guardian ad litem*.

Type of Representation

Depending on counsel representation, the user will need to select, *Juvenile, Mother, Father, or Other*.

Note: The user will not be allowed to select both an offense type and type of representation.

Appeal from Juvenile Court

This field will be populated if the case was appealed from Juvenile and Domestic Relations Court. This field is only for Circuit Court juvenile appeal cases.

Disposition

This field will populate based on the Court's Case Management System. If the user selects an offense type, a disposition will be required.

Disposition Notes

The *Disposition Notes* field is optional. The information entered will be seen by the Court and the OES Accounts Payable Department.

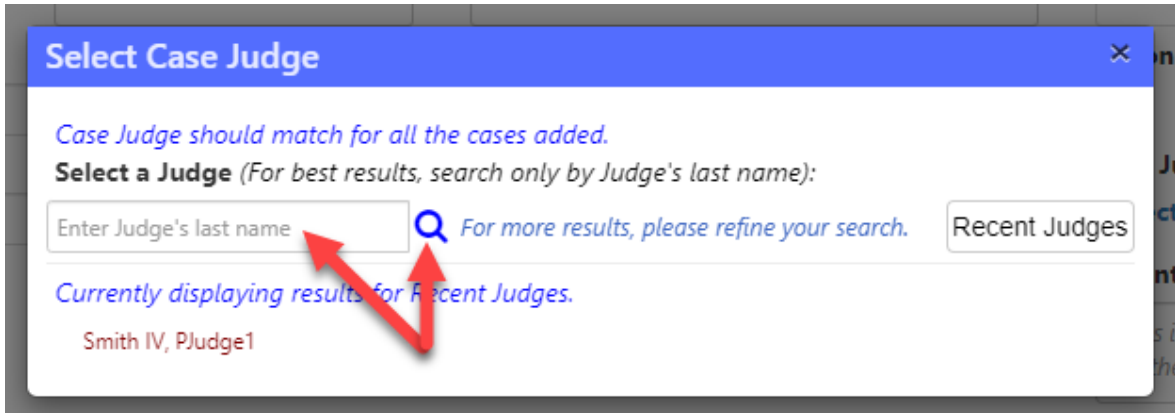
Case Judge

The *Case Judge* field is required.

The user will need to select, *Select a Judge*.



Then the user will search and select the appropriate case judge.



Note: When searching for the case judge, search by judge's last name only. This will yield better results.

Substitute Counsel

The *Substitute Counsel* field is required. The user should select *No* if they are the first or only attorney appointed to the case. The user should select *Yes*, if they are the second or sequential attorney appointed to the case.

Note: If the user selects *Yes*, the *Other Remarks* field will be required. The user should indicate the reason for an additional attorney, such as previous attorney withdrew as counsel, appointed as substitute counsel, etc.

Sealed Case

The user should select YES if the case is sealed. This field is optional.

Juvenile Tried as an Adult

The user should select YES if the juvenile was tried as an adult. This field is optional.

Other Remarks

The *Other Remarks* field is optional. This user may provide additional information to the court or the OES Accounts Payable Department.

Note: The user should not enter any confidential information, such as TAX-ID or SSN, in this field.

Detention Hearing

If the user was only appointed for the detention hearing, they should notate in this field. This information will be recorded and recognized by the OES Accounts Payable Department, so the second attorney does not have their claim rejected.

If notes are entered in the *Detention Hearing* field, a letter of appointment will be required as an attachment.

Note: The *Detention Hearing* field is only applicable for District Court cases.

Time Spent for This Charge

TIME SPENT FOR THIS CHARGE ▾

The Chart of Allowances has designated that time shall be recorded in increments not greater than .10 hour (6 minutes). Please select the minute interval range as appropriate.

TIME SHEET DETAILS ▶

In Court time	Hourly Rate \$ <input type="text" value="0.00"/>	Hours <input type="text" value="0"/>	Minutes <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px; font-size: small; font-family: sans-serif; font-weight: normal; background-color: #f0f0f0; border-radius: 2px; vertical-align: middle; text-align: center; width: 40px; height: 20px; margin: 0 5px;" type="text" value=".0"/>	\$0.00
Out of Court time	Hourly Rate \$ <input type="text" value="0.00"/>	Hours <input type="text" value="0"/>	Minutes <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px; font-size: small; font-family: sans-serif; font-weight: normal; background-color: #f0f0f0; border-radius: 2px; vertical-align: middle; text-align: center; width: 40px; height: 20px; margin: 0 5px;" type="text" value=".0"/>	\$0.00
Total : \$0.00				

The *In Court time* and *Out of Court time* fields are required for voucher submission. The *Hourly Rate* field will populate based on the *Attorney Type* selected (Court Appointed Counsel or Guardian ad litem).

For the *Minutes* field, the user must select the appropriate interval from the drop-down. As per the CHART OF ALLOWANCES, “Time shall be recorded in increments not greater than .10 (6 minutes).” EVPS will display the *In Court time* and *Out of Court time* in decimal format.

Time Sheet Details

The user also has the option to enter their time in the *Time Sheet Details* section.

TIME SPENT FOR THIS CHARGE ▾ ?

The Chart of Allowances has designated that time shall be recorded in increments not greater than .10 hour (6 minutes). Please select the minute interval range as appropriate.

TIME SHEET DETAILS ▾ ▶

Date ▾	Description	In Court	Out Court	Hourly Rate \$	Compensation \$
MM/DD/YYYY		HH ▾	HH ▾	0.00	0.00
MM/DD/YYYY		HH ▾	HH ▾	0.00	0.00
MM/DD/YYYY		HH ▾	HH ▾	0.00	0.00
MM/DD/YYYY		HH ▾	HH ▾	0.00	0.00
MM/DD/YYYY		HH ▾	HH ▾	0.00	0.00
+					

The user may sort the timesheet table by dates in ascending, chronological order.



When the user selects the “Save as Draft” button, EVPS will automatically sort the date in ascending, chronological order.

Once the voucher has been submitted to the court, the user will have the option to print their detailed time sheet.

TIME SPENT FOR THIS CHARGE ?

The Chart of Allowances has designated this time shall be recorded in increments not greater than .10 hour (6 minutes). Please select the minute interval range as appropriate.

TIME SHEET DETAILS ? Print

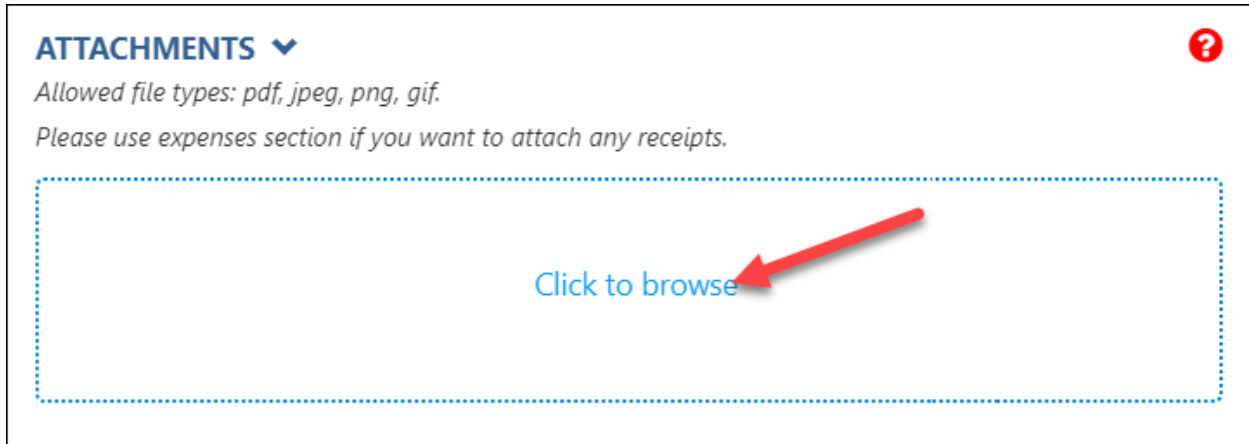
Date ↓	Description	In Court	Out Court	Hourly Rate \$	Compensation \$
09/01/2023	Set up file and prepare discovery requests	0 . 0	1 . 4	90.00	126.00
09/13/2023	Research	0 . 0	5 . 8	90.00	522.00
09/14/2023	Phone call with CWA re: plea offer	0 . 0	0 . 5	90.00	45.00
09/22/2023	Preparing client for trial	0 . 0	6 . 3	90.00	567.00
10/03/2023	Sentencing hearing	2 . 4	0 . 0	90.00	216.00

In Court time : 2.4 Hours \$216.00
Out of Court time : 14.0 Hours \$1,260.00
Total : \$1,476.00

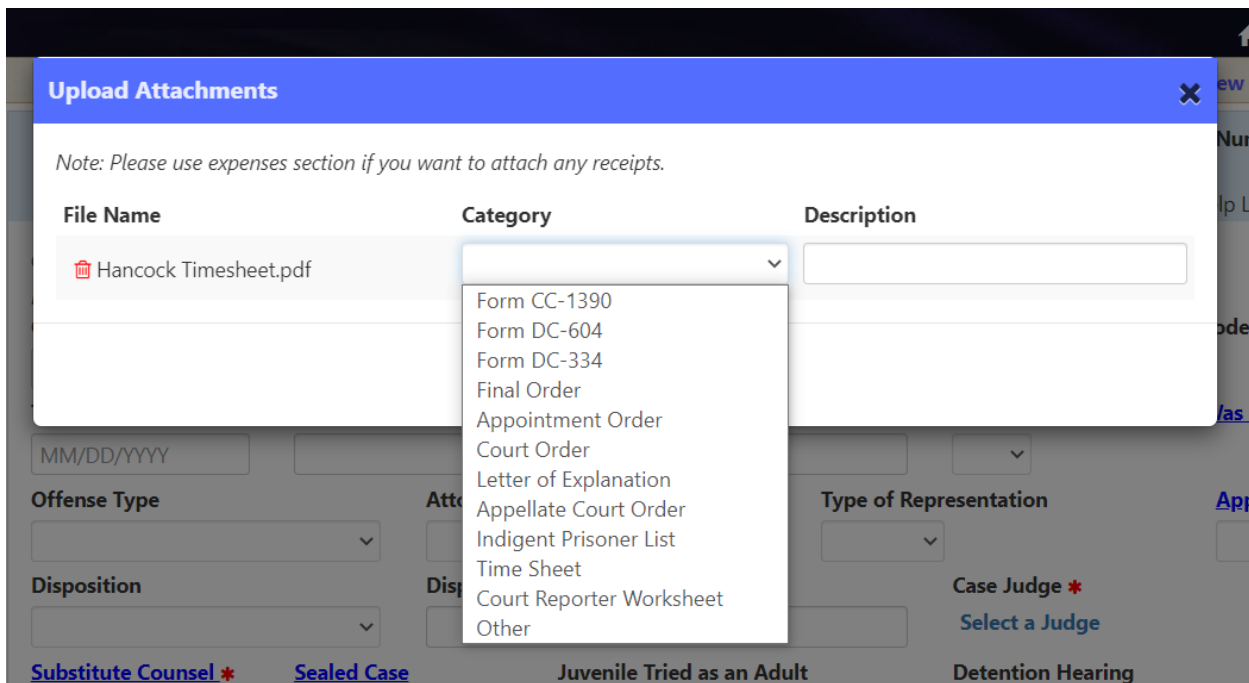
Attachments

Attachments may be required based on the requirements outlined in the CHART OF ALLOWANCES. The user may also attach their detailed timesheet in this section.

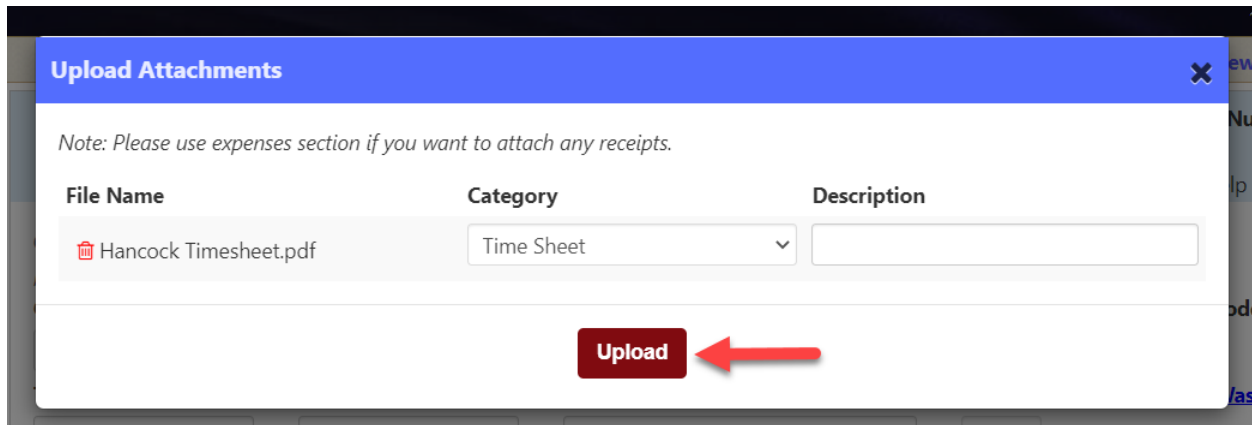
The user will need to select, *Click to Browse*, and select their document they want to attach.



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



After a category is selected, select the “Upload” button.



Attachment requirements:

- Maximum of 10 attachments can be submitted per case number.
- Only claim related attachments should be uploaded in this section.
- The maximum size per file is 25 MB.
- The system allows PDF, JPEG, PNG, and GIF file attachments only.

Note: Receipts are to be attached in the *Expenses for this Charge* section NOT in the *Attachments* section.

Expenses for this Charge

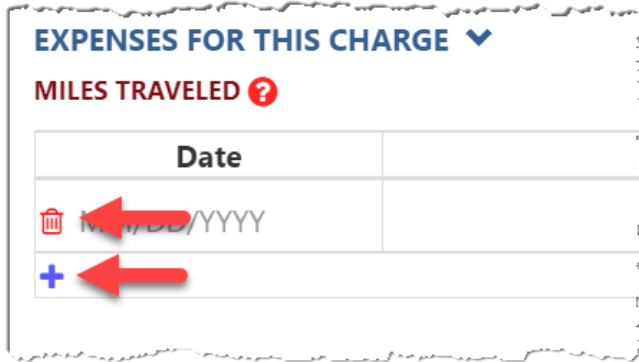
The *Expenses for this Charge* section has two categories, *Miles Traveled* and *Other Expenses*.

EXPENSES FOR THIS CHARGE ▾			
MILES TRAVELED ⓘ			
Date	Description	Number Of Miles	Amount \$
📄 MM/DD/YYYY			0.00
		Total	0
			\$0.00
OTHER EXPENSES ⓘ			
Date	Description	Category	Amount \$
📄 MM/DD/YYYY		Other ▾	0.00
		Total	\$0.00
		Travel Expenses :	\$0.00
		Other Expenses :	\$0.00
		Total :	\$0.00

Miles Traveled

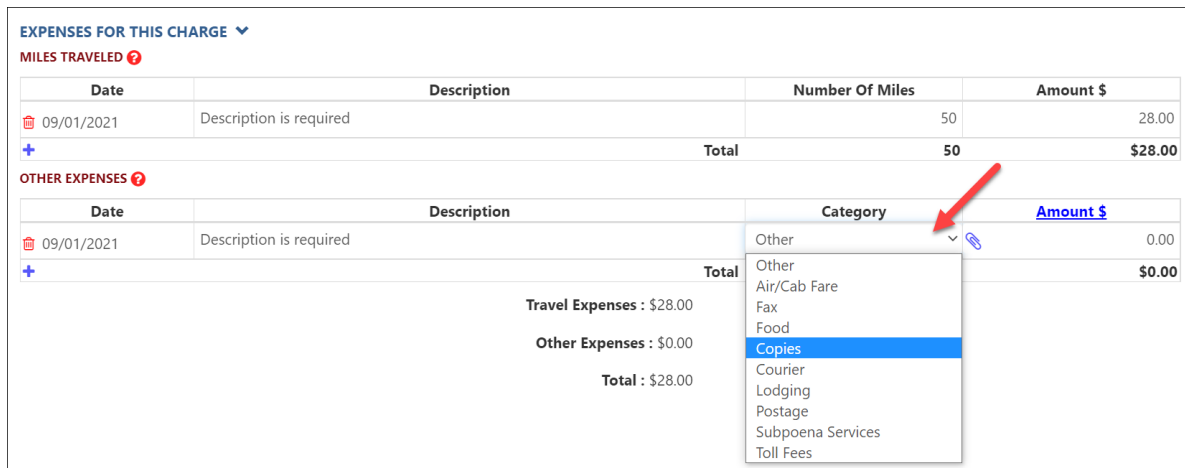
The user will need to enter a date, description, and number of miles. Mileage does not require a receipt. The amount will automatically be calculated based on the current mileage rate.

The user may select the red, trash can icon to delete a row or select the blue, plus icon to add a row.



Other Expenses

The user will need to enter a date, description, select a category from the drop-down list, and enter an amount.



If the individual expense is more than \$20, a receipt will be required. The receipt will need to be attached using the paperclip icon.

EXPENSES FOR THIS CHARGE ▾

MILES TRAVELED ⓘ

Date	Description	Number Of Miles	Amount \$
09/01/2021	Description is required	50	28.00
		Total	50
			\$28.00

OTHER EXPENSES ⓘ

Date	Description	Category	Amount \$
09/01/2021	Description is required	Postage	20.50
		Total	\$20.50

Travel Expenses : \$28.00
 Other Expenses : \$20.50
 Total : \$48.50

Waiver

The user may use this section to request a waiver above the statutory limitations on payment of fees, including a supplemental waiver amount up to a certain specified amount and an additional waiver amount to be awarded by the court in which the case is concluded.

There is a *Reference to Waiver* link, when selected, a blank DC-40A form will appear. This DC-40A form is for reference and viewing purposes only.

WAIVER ▾ ⓘ

[Reference to Waiver](#)

Date of Appointment **Date Case Concluded**

PLEASE EXPLAIN IN DETAIL THE BASIS FOR YOUR REQUEST FOR WAIVER OF THE FEE CAP

My representation of this client on this charge required additional time and effort:

My representation of this client on this charge presented novel and difficult issues:

My representation of this client on this charge involved the following circumstances which warrant a waiver:

PLEASE CHECK ALL THAT APPLY

On the basis of the factors above, I request that the Court waive the otherwise applicable statutory fee cap and approve supplemental statutory waiver compensation in the amount of \$

On the basis of the factors above, I request that the presiding judge and the chief judge approve an additional waiver in the amount of \$

If the user has previously submitted for the statutory limit, and is only requesting the waiver, the user needs to check the *Apply only Waiver Amount* checkbox in the *Summary for this Charge* section. For more details, see *Apply Timesheet Amount* and *Apply only Waiver Amount* sections within this guide.

Note: Waivers are only applicable for chart of allowance code §16.1-267 and §19.2-163.

Summary for this Charge

This section provides the Fee amount claimed, Total expenses, Waiver amount requested, and the Total amount claimed.

SUMMARY FOR THIS CHARGE

Fee amount claimed \$	0.00	<input checked="" type="checkbox"/> Apply Timesheet Amount
The fee amount claimed will be updated to the statutory limit when the "Send Voucher to Court" button has been selected.		
Total expenses \$	0.00	
Waiver amount requested \$	0.00	<input type="checkbox"/> Apply only Waiver Amount
Total amount claimed \$	0.00	

I was appointed and served as co-counsel in the above cases.

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

Based on the voucher submission, please check the appropriate box or boxes. For example, if the user served as co-counsel, please select the box, "I was appointed and served as co-counsel in the above case."

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

SUMMARY FOR THIS CHARGE

Fee amount claimed \$	0.00	<input checked="" type="checkbox"/> Apply Timesheet Amount
The fee amount claimed will be updated to the statutory limit when the "Send Voucher to Court" button has been selected.		
Total expenses \$	0.00	
Waiver amount requested \$	0.00	<input type="checkbox"/> Apply only Waiver Amount
Total amount claimed \$	0.00	

I was appointed and served as co-counsel in the above cases.

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

Apply Timesheet Amount

The *Apply Timesheet Amount* checkbox will be checked by default. The user may uncheck this checkbox and manually enter the requested amount; however, the amount can not be more than the amount entered in the *Time Spent for this Charge* section.

Apply only Waiver Amount

If the user has previously submitted for the statutory fee, and only wants to apply for the waiver amount, the user needs to select the *Apply only Waiver Amount* checkbox.

SUMMARY FOR THIS CHARGE

Fee amount claimed \$	0.00	<input type="checkbox"/> Apply Timesheet Amount
Total expenses \$	0.00	
Waiver amount requested \$	355.00	<input checked="" type="checkbox"/> Apply only Waiver Amount
Total amount claimed \$	355.00	

I was appointed and served as co-counsel in the above cases.

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

When the user selects the *Apply only Waiver Amount* checkbox, the *Fee amount claimed* field will become zero, and a fee amount will not be permitted.

In addition, a pop-up message will appear.

Apply only Waiver amount
✕

By selecting this checkbox, you have previously submitted for the statutory fee (\$120, \$158, \$445, \$1,235) on a different voucher.

If you are submitting for the statutory fee (\$120, \$158, \$445, \$1,235) AND waiver, uncheck this checkbox. The statutory fee amount will be updated to the statutory limit when you select the "Send Voucher to Court" button.

Ok

Note: Waivers are only applicable for chart of allowance code §16.1-267 and §19.2-163.

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* or *Rejected by Court* 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 - TAZEVELL COUNTY CIRCUIT COURT					
185G - TAZEVELL ON ESATEST					

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

20-254508 Draft

CR2000015300 HANCOCK, EVPS PROBATION VIOL
 Allowances Code § 19.2-163
 Amount \$445.00

CR2000015300 HANCOCK, EVPS PROBATION VIOL
 Allowances Code § 19.2-163
 Amount \$0.00

Add Case Number

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

CASE INFORMATION

Please enter the case number, then select the retrieve icon

Case Number * ✓ CR2000015300

Trial/ Service Date * 10/13/2020

Offense Type

Defendant's Name HANCOCK, EVPS

Case Type Adult

Attorney Type *

Save As Draft

The user may select the “Save as Draft” button if they want to save and continue later, or if they want to add more 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.

EVPS will automatically update the fees based on the statutory limit.



The user will then need to select the “Send Voucher to Court” button again in order to successfully submit to the court. If the voucher has been successfully sent to the court, the user will receive a *Voucher sent to Court successfully* message.



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

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.

Electronic Voucher Payment System

22-257031 Draft

JJ2315620001

test
Allowances Code § 16.1-267(1)
Amount \$120.00

Add Case Number

Vendor F.I.N. or SSN 111 (VND00000564)
Court Name MAYBERRY JUVENILE & DOMESTIC

• Voucher saved successfully.

CASE INFORMATION

Please enter the case number, then select the retrieve button.

Case Number *

JJ2315620001

Note: After selecting the “Add Case Number” button, the user will be routed to the CHART OF ALLOWANCES. The user will need to select the appropriate chart of allowances code section for the new case being added.

Status

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

Electronic Voucher Payment System

22-256718 Sent to Court

CR2000006500

HANCOCK, EVPS
Allowances Code § 19.2-163
Amount \$445.00

Vendor F.I.N. or SSN 111 (VND00000564)
Court Name TAZEWELL COUNTY

CASE INFORMATION

- *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.

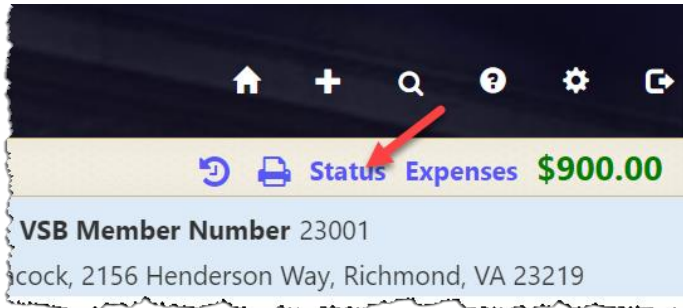
When the status of a voucher has been updated to *Processed by OES*, EVPS will display the OES approved amount certified for payment as well as the voucher number.

- *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.

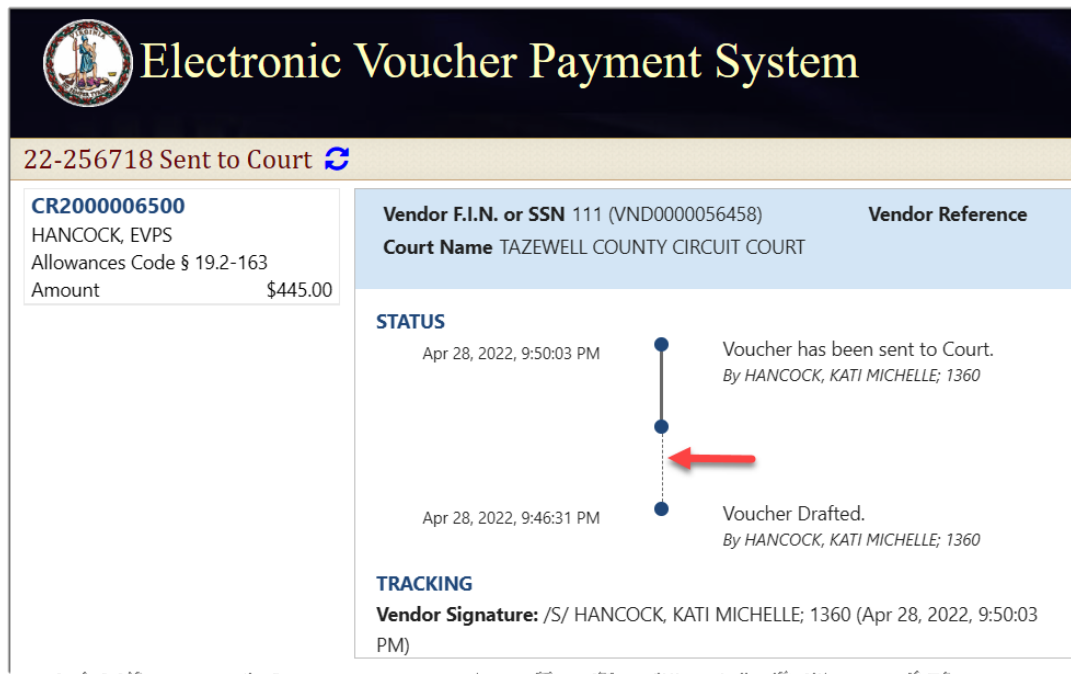
Note: Not all Courts will have a mediation coordinator.

- *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.

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.

The screenshot displays the Electronic Voucher Payment System interface. At the top, there is a header with the system name and a logo. Below the header, a status bar indicates the voucher number and its processing status. The main content area shows vendor information, court name, and payment details. A 'STATUS' section lists three events: a check payment on 02/03/2022, processing by OES on 08/08/2022, and sending to OES on 08/08/2022. The first status entry is highlighted with a red box.

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, mediation coordinator (if the user submitted a mediator voucher) 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.




The screenshot displays the Electronic Voucher Payment System interface. At the top left is the state seal of Florida. The main title is "Electronic Voucher Payment System". Below the title, a status bar indicates "21-255702 Rejected by Court" with a refresh icon. The interface is divided into sections: "Vendor F.I.N. or SSN 111 (VND0000056458)", "Vendor Reference", and "Court Name TAZEWELL COUNTY CIRCUIT COURT". A red banner at the bottom contains the text "test" and "By Clerk:Claims Clerk1 Date: Sep 17, 2021, 4:38:41 PM". A red arrow points to a red link labeled "See all rejection reasons".

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. <i>By Clerk:Claims Clerk1</i>
Aug 8, 2022, 12:13:03 AM	●	Voucher has been sent to Court. <i>By HANCOCK, KATI MICHELLE; 1360</i>
Aug 7, 2022, 11:24:03 PM	●	Voucher has been rejected by the Clerk. <i>By Clerk:Claims Clerk1</i>
Aug 5, 2022, 7:18:23 AM	●	Voucher has been sent to Court. <i>By HANCOCK, KATI MICHELLE; 1360</i>
Aug 5, 2022, 7:03:49 AM	●	Voucher Drafted. <i>By HANCOCK, KATI MICHELLE; 1360</i>
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

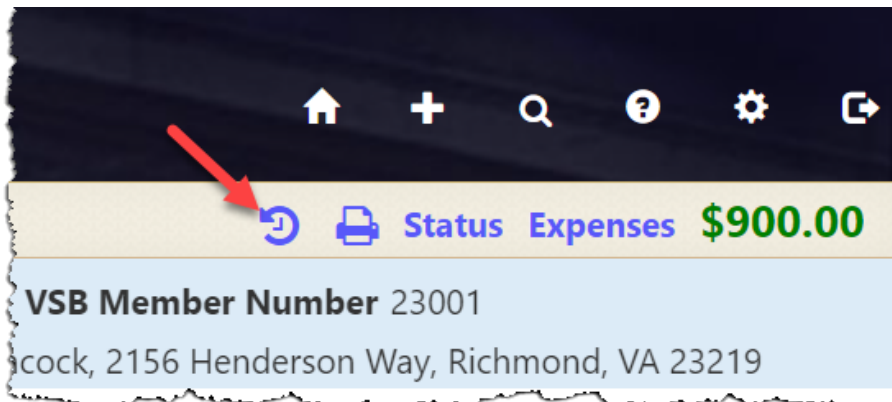
A recall icon () will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Sent to Court*, *Resubmitted to Court*, or *Waiting Coordinator’s Approval*.

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

The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, there is a search bar labeled 'Find by vendor invoice no.' and a navigation menu with icons for home, add, search, help, settings, and refresh. Below the header is a table with columns: Vendor Invoice No., Submitted Date, Last Updated Date, Requested Amount, Approved Amount, and Status. The table is grouped by court names: 023G - BOTETOURT COUNTY COMBINED, 041G - CHESTERFIELD GENERAL DISTRICT COURT, 177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT, 185C - TAZEVELL COUNTY CIRCUIT COURT, and 185G - TAZEVELL ON ESATEST. A red arrow points to a recall icon (a circular arrow) in the Status column of the first row under the 177J group.

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 JJ0327250400					
21-255780	Oct 5, 2021, 3:10:02 PM	Oct 5, 2021, 3:10:08 PM	\$100.00		Draft
TEST JJ0327250400					
21-256063	Mar 3, 2022, 2:30:00 PM	Jul 19, 2022, 4:04:47 PM	\$100.00	\$100.00	Sent to OES
TESTS JJ0327250400					
185C - TAZEVELL COUNTY CIRCUIT COURT >					
185G - TAZEVELL 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.

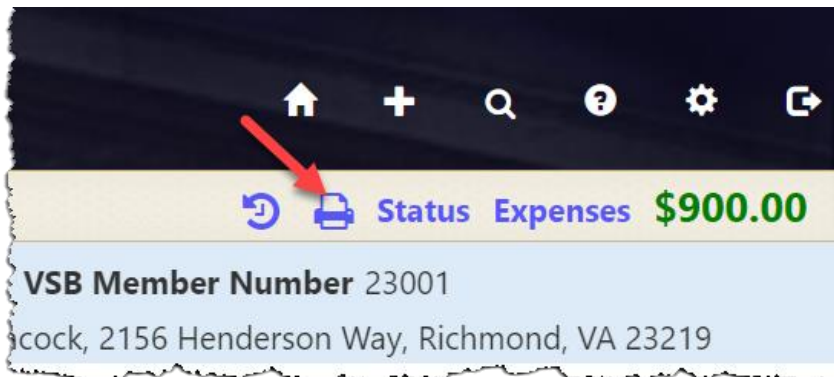
The print icon can be found on the dashboard.



The screenshot shows the Electronic Voucher Payment System dashboard. At the top, there is a search bar labeled "Find by vendor invoice no." and a navigation menu with icons for home, add, search, help, settings, and share. Below the search bar is a table with columns: Vendor Invoice No., Submitted Date, Last Updated Date, Requested Amount, Approved Amount, and Status. The table is filtered by "177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT". The table contains several rows of voucher data. A red arrow points to the print icon (a printer symbol) in the Status column of the row with Vendor Invoice No. 21-256063, which has a status of "Sent to OES".

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 TEST JA0802530600	Sep 14, 2021, 12:06:09 AM	Sep 14, 2021, 12:18:29 AM	\$127.00		Sent to Court
21-255697 TEST JA0802530600	Sep 15, 2021, 10:53:03 PM	Sep 17, 2021, 4:38:54 PM	\$150.00		Rejected by Court
21-255757 TEST JI0327250400	Sep 30, 2021, 11:39:28 AM	Sep 30, 2021, 11:39:31 AM	\$5.00		Draft
21-255780 TEST JI0327250400	Oct 5, 2021, 3:10:02 PM	Oct 5, 2021, 3:10:08 PM	\$100.00		Draft
21-256063 TESTS JI0327250400	Mar 3, 2022, 2:30:00 PM	Jul 19, 2022, 4:04:47 PM	\$100.00	\$100.00	Sent to OES
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>).

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.

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>).

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.

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, VSB Member 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
[Forgot username?](#) [Forgot password?](#) **Login**

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.

- 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

VSB Member Number
23003

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

Get Verification Code

If you do not have access to the preferred mode of communication, please click [here](#) to send the verification code to Email ID registered in Virginia State Bar if different from Email ID registered in EVPS.

If you do not have access to the registered Email ID in VSB, please update in VSB and restart the reset account process. Click [here](#) to begin the reset account process.

Note: If the user does not have access to the mode of communication, they have the option to send the verification code to the email address associated with the Virginia State Bar.

- The user will then need to enter their email address and select the *Verify* button. An email will be sent with a verification code.

Verify Email Address

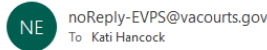
Please confirm your email address kha*****@vac*****.go*:

Verify

If you do not have access to the preferred mode of communication, please click [here](#) to

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

Your EVPS Account Reset Request Form Has Been Received



Your EVPS Account Reset Request Form has been received.

You may begin your submission by completing the following steps:

1. Go to **EVPS** OR,
2. Enter your passcode **915953**, then click Continue.

Be aware that the link and verification code contained in this email expires 10 minutes after its generation.

You will receive an email regarding your account after you have completed the EVPS user verification process.

Regards,
EVPS

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

***** This message is sent from QA Test Server.And is only for testing purpose. Please disregard this message. Destination e-mail addresses have been modified based on the configuration Actual Mail addresses included in the message are: To :khancock@vacourts.gov *****

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

Electronic Voucher Payment System

- If the entered data is right, we have sent you a verification code to kha*****@vac*****.go*.

Reset Account

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

VSB Member Number
23003

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

Get Verification Code

If you do not have access to the preferred mode of communication, please click [here](#) to send the verification code to Email ID registered in Virginia State Bar if different from Email ID registered in EVPS.

Verification Code

Continue

If you do not have access to the registered Email ID in VSB, please update in VSB and restart the reset account process. Click [here](#) to begin the reset account process.

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

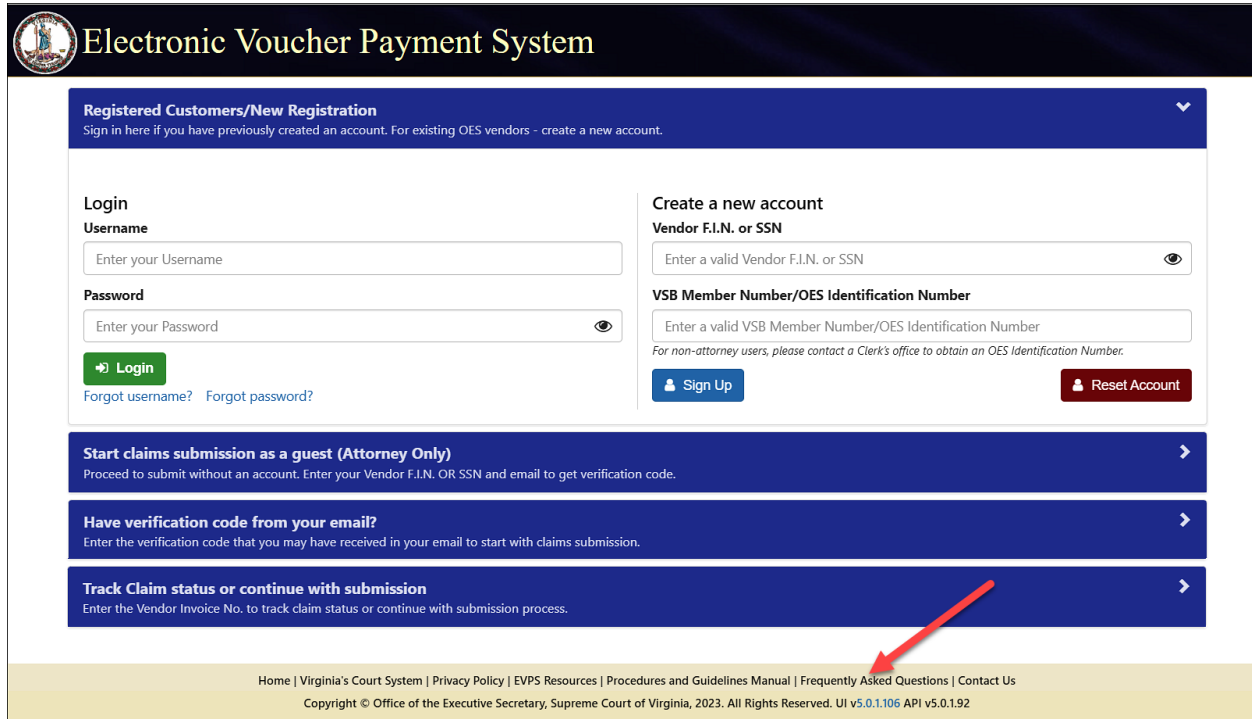
For your security, all passwords must meet the following requirements:

- 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.

