







Table of Contents

Overview	1
Getting Help	1
Registration (OES Identification Number)	2
How EVPS is Organized	6
Accessing EVPS.....	6
Logging in to EVPS for the First Time	6
Log in to EVPS.....	6
Dashboard.....	7
Navigation Bar.....	7
Home 	7
Start New Voucher 	8
Search 	8
Help 	9
Settings 	9
Logout 	11
Notification of EVPS Updates.....	12
Message Alerts.....	12
How to Start a Voucher	12
Voucher Details	16
Banner Bar	16
Voucher Header	17
Circuit and Juvenile and Domestic Relations Court Voucher	18
Case Number.....	18
Defendant's Name	19
Trial/Service Date.....	19
Fee Amount Claimed.....	20
General District Court Invoice.....	20
Court case #(s).....	21
Hours Spent in Mediation	22

If the mediation was 30 minutes or less, what steps of the mediation process were completed?	22
Date that Mediation Ended	23
Mediation of the Day	23
Amount Due	23
Email.....	23
Other Remarks	23
Please attach client evaluation(s) in the "Attachments" section below. If not attaching, please provide an explanation.....	23
Attachments.....	24
Mediation Information	25
Mediators.....	25
Case Numbers Referred	27
Date Referred to Orientation Session.....	29
Time Spent Outside Mediation on Case	30
Participants	30
Issues Mediated	32
Mediation Result.....	33
Summary for this Charge (DC-40 List of Allowances only)	33
Add a Case Number	34
Delete Voucher	35
Save As Draft.....	36
Send Voucher to Court.....	36
Mediation Coordinator	37
Mediation Coordinator Registration.....	37
Email Notifications	37
Reviewing Vouchers.....	38
Approving a Voucher	38
Rejecting a Voucher	39
Status.....	40
Payment Information	43
Rejections	44
Recall Voucher	46
Print Voucher	47
Forgot Username.....	48
Forgot Password.....	48

Account Locked/Reset Account..... 49
Frequently Asked Questions (FAQ's) 53

Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow mediators to electronically file a DC-40, LIST OF ALLOWANCES and/or General District Mediation Invoice.

The ELECTRONIC VOUCHER PAYMENT SYSTEM- MEDIATOR USER GUIDE is designed for use by mediators 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 homepage of the Virginia's Judicial System website. The header features the text "VIRGINIA'S JUDICIAL SYSTEM" in gold lettering against a blue background with a gold column on the left and a crest on the right. Below the header is a navigation menu with red buttons: "Home", "Virginia's Court System", "Online Services", "Case Status and Information", and "Court Administration". A red arrow points to the "Online Services" button. The main content area shows a breadcrumb trail "Home > Online Services" and a section titled "Online Services". Under this section, there are 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 reads: "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 MEDIATOR USER GUIDE, as well as the *Privacy Policy* and *Terms and Conditions of Use*.

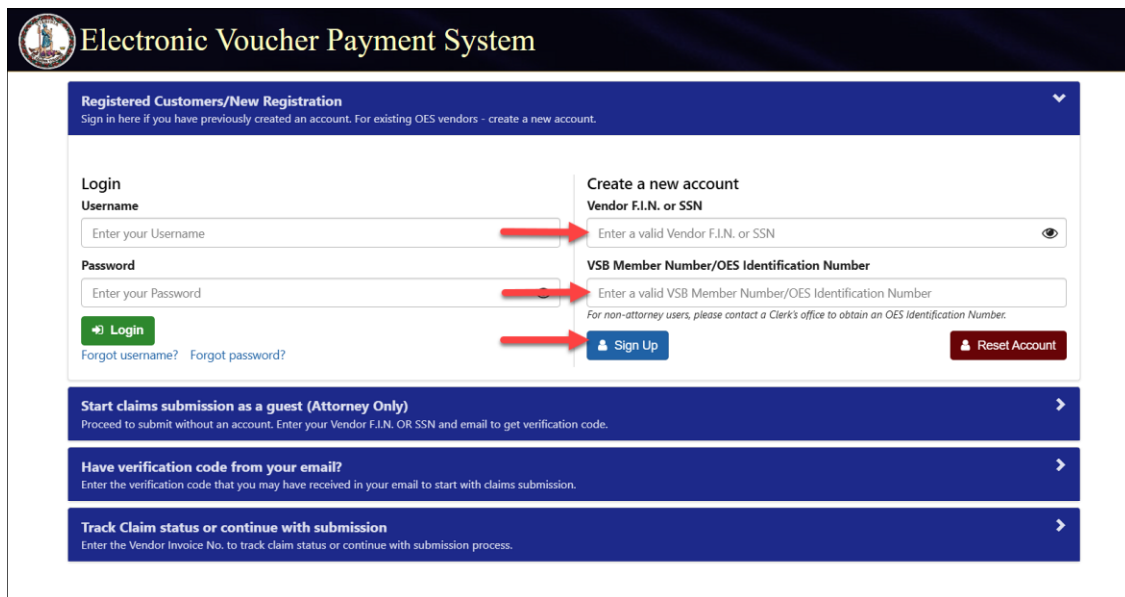
The screenshot shows the "Electronic Voucher Payment System (EVPS)" page on the Virginia's Judicial System website. The header is identical to the previous screenshot. The breadcrumb trail is "Home > Online Services > Electronic Voucher Payment System (EVPS)". The main content area has a section titled "Electronic Voucher Payment System (EVPS)". Under this section, there are three sub-sections: "About", "Courts Participating in EVPS", and "Resources and Reference Materials". The "About" section contains the text: "The [Electronic Voucher Payment System](#) is for online submission of the DC-40 (List of Allowances) by court-appointed counsel, court reporters, mediators, and translators." A red arrow points to the "Electronic Voucher Payment System" link in this text. The "Resources and Reference Materials" section lists several links: "Attorney User Guide", "Court Reporter User Guide", "Mediator User Guide", "Interpreter/Translator 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

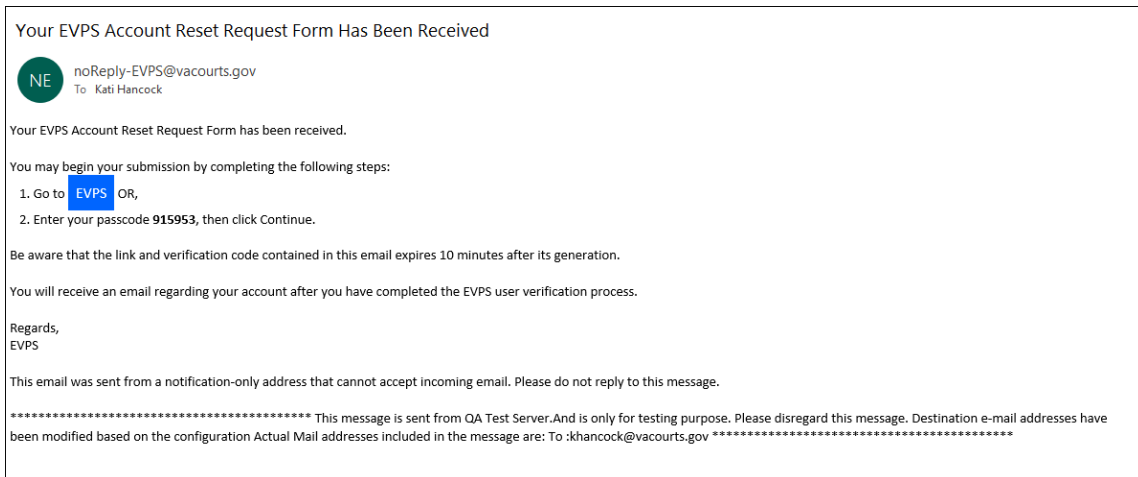
OES Identification Number
OES10145

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 [] [] * Required Fields

* Question 2: Select [] []

* Question 3: Select [] []

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, as needed, to add more vendors by selecting the *Add New Voucher Preference +* and/or delete vendors by selecting the "X" in the upper right corner.

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 >					

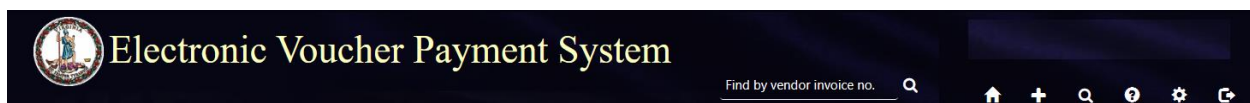
Home | Virginia's Court System | Privacy Policy | EVPS Resources | Procedures and Guidelines Manual | Frequently Asked Questions | Contact Us
Copyright © Office of the Executive Secretary, Supreme Court of Virginia, 2023. All Rights Reserved. Build Number: 5.1.0.80

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, see 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.

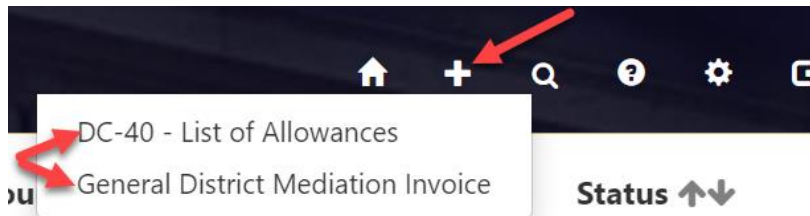


Home 

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.

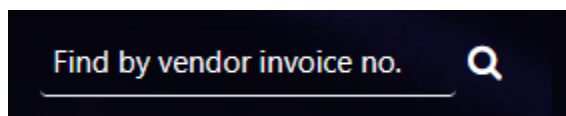
If the user selects *General District Mediation Invoice*, they will be routed to the OES-DRS Mediation Invoice. This selection shall only be used by those who are submitting for their mediation services for General District Court case(s).

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 access to the ELECTRONIC VOUCHER PAYMENT SYSTEM-MEDIATOR 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

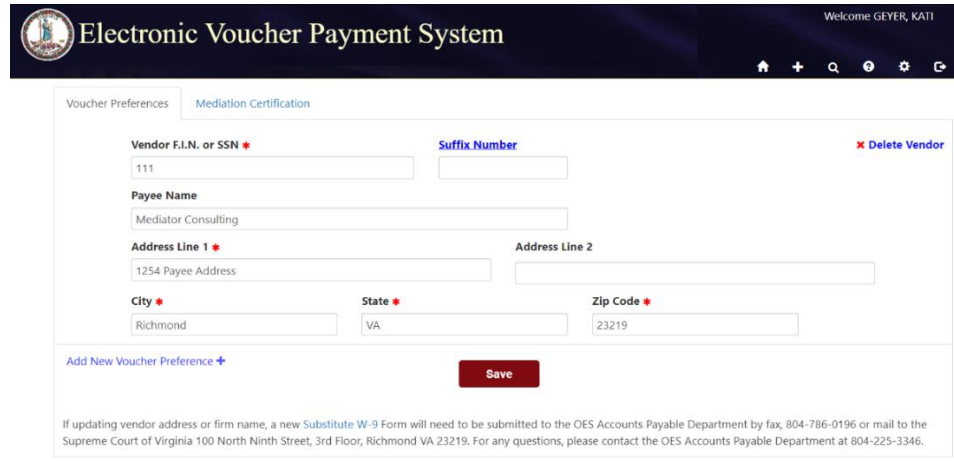
The *Settings* icon will allow the user to view or update any of the account information to include:

- **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.



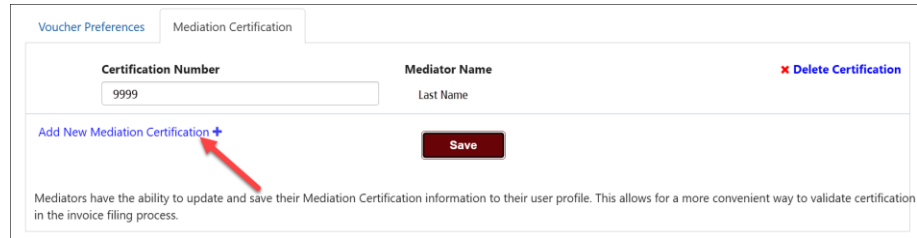
Note: EVPS will not allow the user to changed or add an EIN unless it is valid with the OES Accounts Payable Department.

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+*.

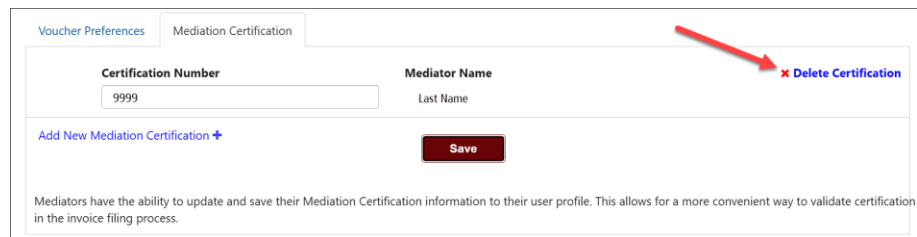


The screenshot shows a web interface with two tabs: "Voucher Preferences" and "Mediation Certification". The "Mediation Certification" tab is active. It contains a form with two main sections. The first section has a "Certification Number" field with the value "9999" and a "Mediator Name" field with the value "Last Name". To the right of the "Mediator Name" field is a red "X" icon followed by the text "Delete Certification". Below these 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 block: "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.



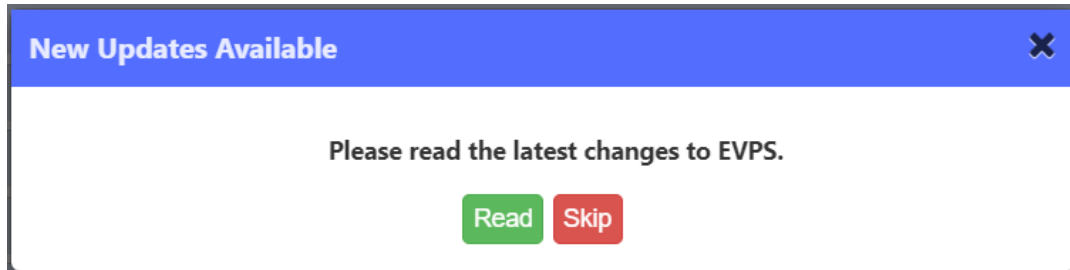
This screenshot is identical to the one above, showing the "Mediation Certification" form. However, a red arrow points to the "Delete Certification" link (a red "X" icon followed by the text "Delete Certification") located in the top right corner of the form area.



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.



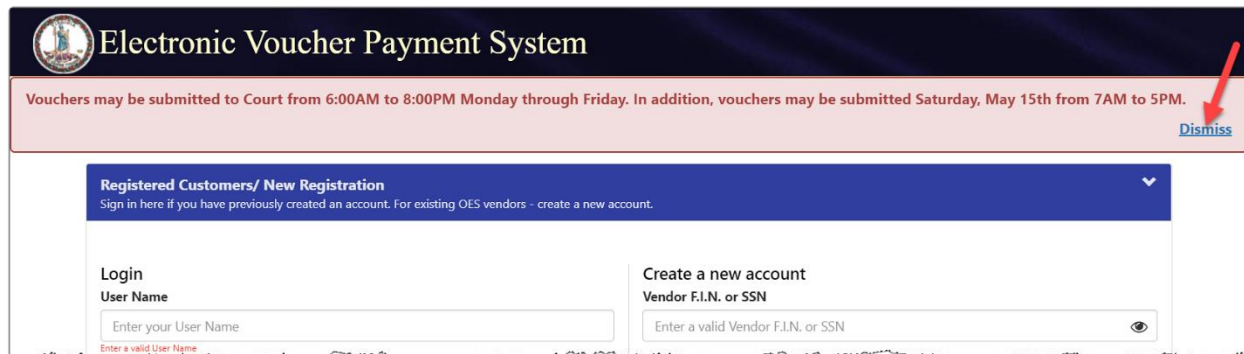
The user may select *Read*, and a listing of the new updates will be displayed.

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

Message Alerts

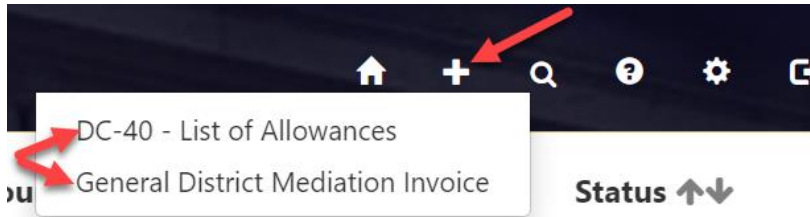
EVPS Admin may add a message on the EVPS login page for all users to view. This message will display any upcoming system maintenance dates or dates that the system will/will not be available.

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 to either the Juvenile and Domestic Relations or Circuit Court.

The user will need to select the *General District Mediation Invoice* if they are submitting to a General District Court.

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 a logo on the left. The form is divided into three main sections: 'VENDOR INFORMATION', 'PAY TO THE ORDER OF', and 'COURT INFORMATION'. The 'VENDOR INFORMATION' section includes a dropdown menu for '111 - Court Reporter LLC', a refresh icon, and fields for 'Vendor F.I.N. or SSN' (111(VND0000056458)), 'Vendor Invoice No.' (22-257046), 'OES Identification Number' (OES10132), and a 'Vendor Reference (Optional)' field. The 'PAY TO THE ORDER OF' section includes fields for '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). The 'COURT INFORMATION' section includes a 'Court Type' dropdown menu (Select a Court Type) and a 'Court Name' field (Select Court). A 'Continue' button is located at the bottom of the form.

- *Vendor Information* displays 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 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, and the *Court Name*, which requires the user to select the name of the Court that the case was heard.

For the DC-40 LIST OF ALLOWANCES, the user will either select Circuit Court or J&DR Court and for General District Mediation Invoices, the court type is automatically populated to General District Court.

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.

For the DC-40 LIST OF ALLOWANCES, the user will 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 user is prompted to 'SELECT A CHART OF ALLOWANCES CODE §'. There are two links: 'DC-40 List of Allowances' and 'DC-40 Form Instructions'. Underneath, a section titled 'RECENTLY USED ALLOWANCE CODE §' contains a list with one item: '20-124.4 - Mediation', which is highlighted with 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 numbered options with radio buttons. The second entry is '8.01-384.1 - Interpreters for the speech-impaired or hearing-impaired in civil proceedings' with a note to use DC-44 paper form. The third entry is '8.01-384.1:1 - Interpreters for non-English-speaking persons in civil cases' also with a note to use DC-44 paper form. At the bottom right, there is a 'Continue' button highlighted with a red arrow and a 'Select code §' label.

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

For the General District Mediation Invoices, the user will directly be routed to the OES-DRS Mediation Invoice, a Chart of Allowances code is not applicable.

Voucher Details

Every voucher will have a navigation bar, banner bar, and voucher header.

Banner Bar



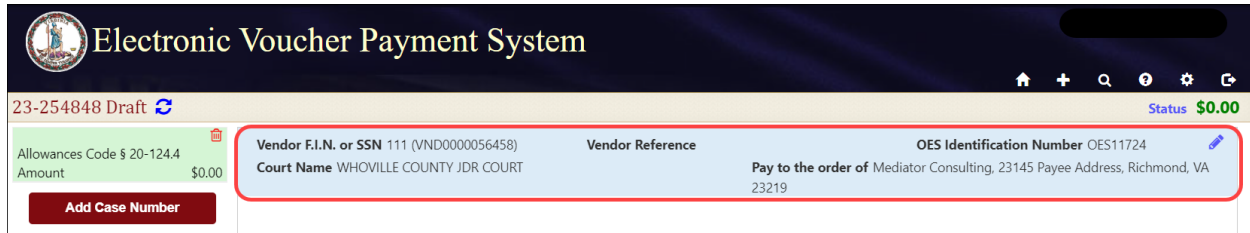
Displayed on the left side of the banner bar:

- 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



Electronic Voucher Payment System

23-254848 Draft Refresh Status \$0.00

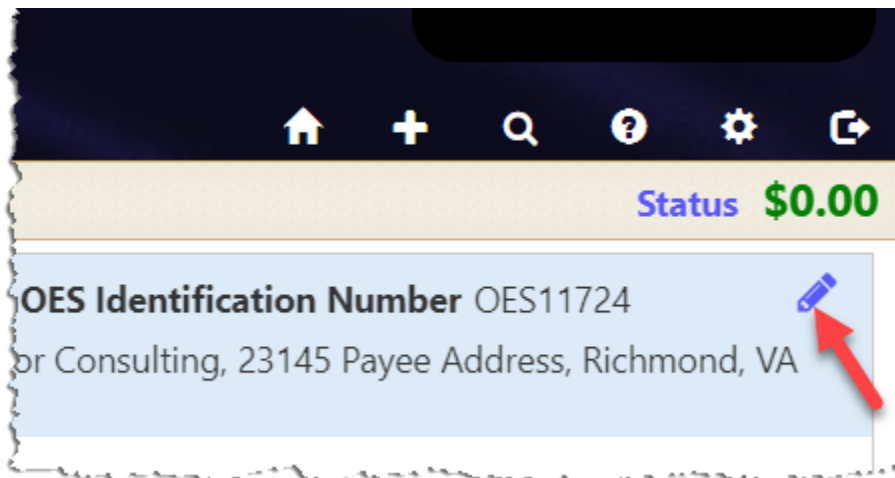
Allowances Code § 20-124.4
Amount \$0.00

Vendor F.I.N. or SSN 111 (VND0000056458) Vendor Reference OES Identification Number OES11724 Edit

Court Name WHOVILLE COUNTY JDR COURT Pay to the order of Mediator Consulting, 23145 Payee Address, Richmond, VA
23219

[Add Case Number](#)

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 and Juvenile and Domestic Relations Court Voucher


Circuit and Juvenile and Domestic Relations Court vouchers will have four sections, *Voucher Information*, *Attachments*, *Mediation Information*, and *Summary for this Charge*.

Under the *Voucher Information* section, the user will be required to enter the *Case Number*, *Defendant's Name*, *Trial/Service Date*, and *Fee Amount Claimed*. Additionally, the user has the option to enter any information in the *Other Remarks* field. This information will be displayed to the Court and the OES Accounts Payable Department.

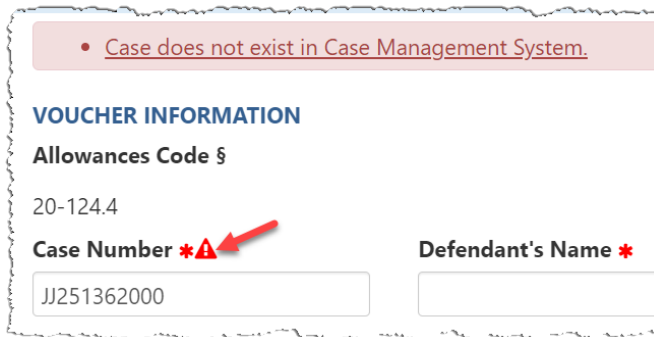
VOUCHER INFORMATION		
Allowances Code § 20-124.4		
Case Number *	Defendant's Name *	Trial/ Service Date *
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>
Fee Amount Claimed *	Other Remarks	
<input type="text" value="\$0.00"/>	<input type="text"/>	

Case Number

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 * ✓ 

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 §
20-124.4

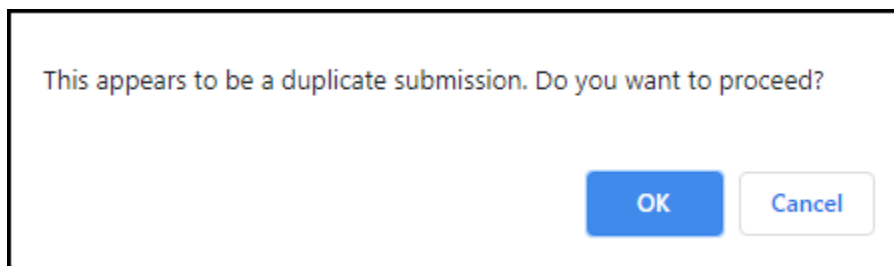
Case Number *⚠️ **Defendant's Name ***

JJ251362000

The user may enter up to two case numbers per voucher. Once both case numbers have been entered, the “Add Case Number” button will disappear. For more information, refer to the *Add a Case Number* section in this user guide.

Note: For Juvenile and Domestic Relations Court cases, only JJ Civil and JA Support case types are allowed. If JJ Delinquency and JA Adult case types are entered, the user will receive an error message, “Mediation is not applicable for Delinquency or Adult Cases.”

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.

Defendant’s Name

The *Defendant’s Name* will only populate for JA Support cases. For all other cases, the user will need to enter the name, the recommended format is *Last name, First name*.

Trial/Service Date

The *Trial/Service Date* will need to be entered and the date cannot be in the future.

Fee Amount Claimed

The *Fee Amount Claimed* will need to be entered. The amount cannot exceed \$120 per case number.

General District Court Invoice

The General District Mediation Invoices, once completed, will be sent to the mediation coordinator, if applicable, and then to the clerk's office for their signature. After the invoice has been signed by the clerk's office, it will then be sent to the Dispute Resolution Services (DRS) Division for their approval. The Dispute Resolution Services (DRS) has the option to reject the invoice, and if so, the invoice will go back to the clerk's office for them to reject the invoice back to the mediator. If the Dispute Resolution Services (DRS) approves the invoice, it will be sent to the OES Accounts Payable Department for processing and payment. The OES Accounts Payable Department has the option to reject the invoice, and if so, the invoice will be sent back to the Dispute Resolution Services to review, approve or reject.

Note: When the invoice is submitted to the court, or mediation coordinator, if applicable, the invoice number will change to reflect the *Certification Number/Date that Mediation Ended/Mediation of the Day* format.

The *General District Mediation Invoice* has three sections, *Voucher Information*, *Attachments*, and *Mediation Information*. Additionally, these invoices will have a statement, located at the bottom of the invoice, that will be required to be checked by the user.

The above is true and accurate and that no compensation for time or services set forth has previously been received. 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. I have distributed Evaluation of Mediation Session(s) and Mediator(s) (ADR-1002) forms to all mediation participants.

Under the *Voucher Information* section, the user will be required to enter the *Court case #(s)*, *Hours Spent in Mediation*, *Date that Mediation Ended*, *Mediation of the Day*, and a valid *Email*.

23-258625 Draft		Status \$120.00	
Vendor F.I.N. or SSN 111 (VND0000056458)	Vendor Reference	OES Identification Number OES11559	
Court Name TEST COURT GEN DIS	Pay to the order of Mediator Consulting, 1254 Payee Address, Richmond, VA 23219		
VOUCHER INFORMATION			
Court case #(s): *			
<input type="text" value="GV"/>			
Add another case			
Hours Spent in Mediation *		If the mediation was 30 minutes or less, what steps of the mediation process were completed?	
<small>Round up to the nearest quarter of an hour. Include time spent writing an agreement</small>		<input type="text"/>	
<input type="text" value="0.00"/>			
Date that Mediation Ended *		Mediation of the Day *	
<input type="text" value="MM/DD/YYYY"/>		<input type="text" value="01"/>	
Amount Due		Email *	
\$120.00		<input type="text"/>	
Other Remarks		Please attach client evaluation(s) in the "Attachments" section below. If not attaching, please provide an explanation.	
<input type="text"/>		<input type="text"/>	

Court case #(s)

The *Court case #(s)* 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.

Court case #(s): *

If the case number is not valid, the user will receive a red triangle, and an error message, "Case does not exist in Case Management System." The user will be required to enter a valid case number for invoice submission.

Court case #(s): *

Case does not exist in Case Management System.

The user may add up to 10 case numbers by selecting *Add another case*. Each case number that is entered will be verified with the Court's Case Management System that it is a valid case with said court.

Court case #(s): *

GV2100000300 ✓

[Add another case](#) 

Note: Only civil (GV) case types are allowed. If any other case type is entered, the user will receive an error message, “Only civil case(s) are allowed.”

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?

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.

Hours Spent in Mediation

The user is required to enter the time spent in mediation and round up to the nearest quarter of an hour. This includes time spent writing an agreement.

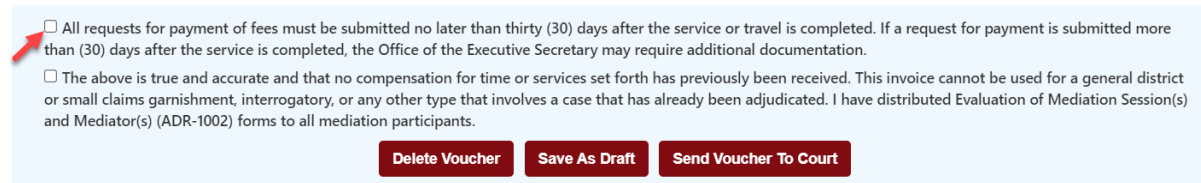
Note: If the user enters a time that is not an even quarter of an hour, EVPS will automatically round up to the nearest quarter of an hour.

If the mediation was 30 minutes or less, what steps of the mediation process were completed?

If the user has entered less than 30 minutes in the *Hours Spent in Mediation* field, EVPS will require this field to be completed with the steps that were completed during mediation.

Date that Mediation Ended

The user is required to enter the date that mediation ended. If the date entered is 30 days past from the date of invoice submission, EVPS will require an additional checkbox to be checked. This checkbox will appear at the bottom of the invoice.



All requests for payment of fees must be submitted no later than thirty (30) days after the service or travel is completed. If a request for payment is submitted more than (30) days after the service is completed, the Office of the Executive Secretary may require additional documentation.

The above is true and accurate and that no compensation for time or services set forth has previously been received. 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. I have distributed Evaluation of Mediation Session(s) and Mediator(s) (ADR-1002) forms to all mediation participants.

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

Note: EVPS will use this date as part of the invoice number.

Mediation of the Day

The user is required to enter the number of mediations completed that day by the user.

Note: EVPS will use this date as part of the invoice number.

Amount Due

EVPS will populate the amount due to \$120.00. This field is not editable.

Email

The user is required to enter a valid email address. EVPS will populate the email address entered under the *Personal Information* section. The user may edit this field.

Note: If the user edits this field, EVPS will not update the email address entered under the *Personal Information* section.

Other Remarks

The user has the option to enter any information in the *Other Remarks* field. This information will be displayed to the Court, the Dispute Resolution Services (DRS) and the OES Accounts Payable Department.

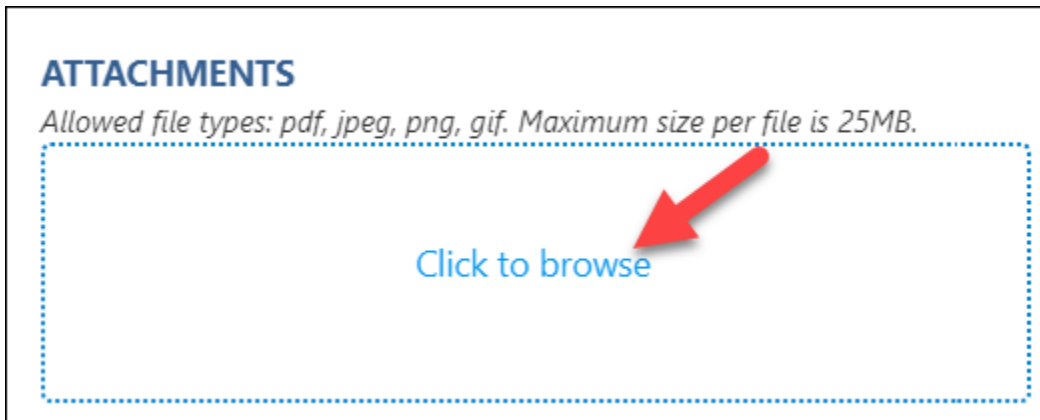
Please attach client evaluation(s) in the "Attachments" section below. If not attaching, please provide an explanation.

If the user is not attaching the client evaluation(s), EVPS will require an explanation to be entered in this field.

Attachments

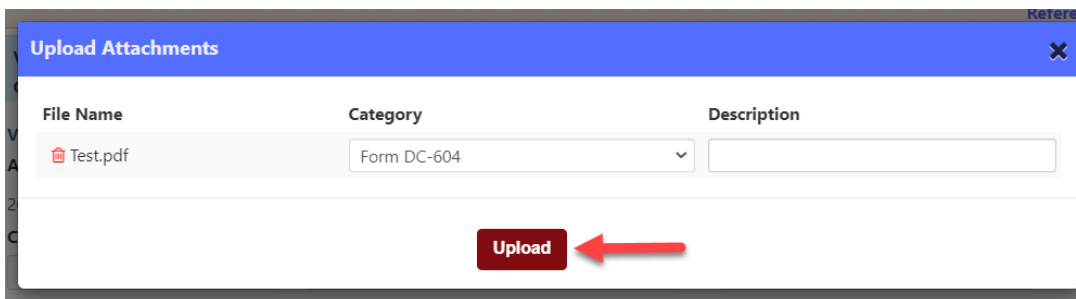
EVPS allows PDF, JPEG, PNG, and GIF file attachments only, and the maximum size per file is 25MB.

The user will need to select, *Click to Browse*, and then select the file from their computer.



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

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



For the DC-40 LIST OF ALLOWANCE, a DC-604 Form will be required for payment; however, if the user does not have a signed copy, they may check an additional checkbox to request the Clerk’s Office to attach a signed copy on their behalf. For more information, refer to the *Summary for this Charge* section in this user guide.

For the General District Mediation Invoice, the user will be prompted to submit client evaluation(s). The evaluations will only be seen by the Dispute Resolution Services (DRS) and any mediation coordinators designated by the Court.

Note: If client evaluation(s) cannot be attached, the user will be required to provide an explanation in the *Please attach client evaluation(s) in the "Attachments" section below. If not attaching, please provide an explanation.* field.

Mediation Information

The information collected from this section will be used by the OES Dispute Resolution Services to better ensure that court-annexed mediation programs have the tools, resources, and support that they need to be effective. Additionally, this data will be used for periodic reporting, making informed policy decisions, evaluating program health, and communicating findings to internal and external stakeholders.

The information entered will be displayed to the user, the mediation coordinator (if applicable), and the OES Dispute Resolution Services; it will not be displayed to the Court.

Any information entered will appear in the Mediation Information section on the second case number, if applicable.

This section is comprised of the following fields, *Mediators, Case Numbers Referred, Date Referred to Orientation Session, Time Spent Outside Mediation on Case, Participants, Issues Mediated, and Mediation Result.*

Mediators

At least one mediator, qualified for said Court type, is required per voucher. If the user is submitting a Circuit or Juvenile and Domestic Relations Court voucher, there must be at least one certification number entered that is Circuit or Juvenile and Domestic Relations qualified. If the user is submitting a General District Court invoice, there must be at least one certification number entered that is General District qualified.

Additionally, certification numbers can only be used once per voucher. If the same certification number is entered twice, the duplicate will be removed when the user selects the "Save as Draft" or the "Send Voucher to Court" buttons.

For the *Certification Number* field, the user will be given a drop-down of the certification numbers saved in their Mediation Certification section. The user may select one of the certification numbers or enter a different number.

The screenshot shows a form titled "Mediators" with a red asterisk. It contains two input fields: "Certification Number:" and "Mediator Name:". Below the "Certification Number" field is a blue button labeled "Add New Mediator". A dropdown menu is open over the "Mediator Name" field, displaying three options: "9999 - Hancock", "0009 - LastName", and "0000 - Test". A red "X" icon is visible in the top right corner of the form area.

Note: EVPS will populate the last name of the mediator.

The user may add additional mediators, up to three per voucher, by selecting the "Add New Mediator" button.

The screenshot shows the "Mediators" form with two entries. The first entry has "Certification Number:" set to "9999" and "Mediator Name:" set to "Last Name". The second entry has empty fields for both. A blue "Add New Mediator" button is located below the first entry. Red arrows point from the button to the right-hand corner "X" of the first entry and to the right-hand corner "X" of the second entry.

Note: Once three mediators have been added, the "Add New Mediator" button will disappear.

The user may remove or delete a mediator by selecting the "X" in the right-hand corner.

The screenshot shows the "Mediators" form with two entries. The first entry has "Certification Number:" set to "9999" and "Mediator Name:" set to "Last Name". A red arrow points to the red "X" icon in the top right corner of the first entry's box. A blue "Add New Mediator" button is visible below the entries.

If the user enters an invalid certification, an error will appear below the certification number.

Mediators *

Certification Number: Mediator Name:

Invalid Certification.

Add New Mediator

Note: For questions regarding the certification number, please contact the OES Dispute Resolutions Services either by email, disputeresolution@vacourts.gov or by phone, (804) 692-0375.

Special Note: For General District Mediation Invoices, EVPS will use the first certification entered as part of the invoice number.

Case Numbers Referred

The case number(s) entered in the *Voucher Information* section will be automatically added in this section. These case numbers can only be removed from this section if the user deletes the case number from the *Voucher Information* section.

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 not valid, an error message will appear.

Case Numbers Referred *

Case Number:

Case does not exist in Case Management System.

Add New Case

Note: For Juvenile and Domestic Relations Court cases, only JJ Civil and JA Support case types are allowed. If JJ Delinquency and JA Adult case types are entered, the user will receive an error message, "Mediation is not applicable for Delinquency or Adult Cases."

Additionally, EVPS will populate the style of the case for JJ Civil, CL, and CJ Civil Appeal case types. For JA Support, CJ Criminal Appeal, and CR case types, only the adult name (defendant) will populate. The style of the case or name will not be editable by the user. This can be used for verification that the user entered the correct case number.

The screenshot shows a form titled "Case Numbers Referred" with a red asterisk. It contains one case entry: "Case Number: ✓ JJ0327254800 ABAD, WILLIAM J vs/in re: ABAD, WILLIAM CHINEDU". A red arrow points to a small red "X" icon in the top right corner of the case entry box. Below the entry is a blue "Add New Case" button.

The user may add additional cases, up to 15 per voucher, by selecting the “Add New Case” button.

The screenshot shows the "Case Numbers Referred" section with two case entries. The first entry is "Case Number: ✓ JJ2513620000 HANCOCK, EVPS vs/in re: HANCOCK, EVPS". The second entry is "Case Number: []". A red arrow points from the "Add New Case" button to the first case entry.

Note: Once 15 cases have been added, the “Add New Case” button will disappear.

The user may remove or delete a case by selecting the “X” in the right-hand corner.

The screenshot shows the "Case Numbers Referred" section with two case entries. The first entry is "Case Number: ✓ JJ2513620000 HANCOCK, EVPS vs/in re: HANCOCK, EVPS". A red arrow points to the red "X" icon in the top right corner of the first case entry box. The second entry is "Case Number: []". Below the entries is a blue "Add New Case" button.

Note: If the case number has been entered in the *Voucher Information* section, it cannot be removed unless it is removed from the *Voucher Information* section.

Case numbers cannot be added more than once. If the same case number is entered twice, the duplicate will be removed when user selects the “Save as Draft” or the “Send Voucher to Court” buttons.

The screenshot shows a form titled "Case Numbers Referred" with a red asterisk indicating a required field. It contains two input boxes. The first box is successful, showing "Case Number: ✓ JJ2513620000 HANCOCK, EVPS vs/in re: HANCOCK, EVPS" with a green checkmark. The second box shows an error: "Case Number: ▲ JJ2513620000 Duplicate case number found." with a red triangle and a red 'X' in the top right corner. Below the boxes is a blue button labeled "Add New Case".

Date Referred to Orientation Session

The *Date Referred to Orientation Session* is a required field. This should be the date the user was referred to orientation session.

The screenshot shows a form titled "Date Referred to Orientation Session" with a red asterisk indicating a required field. It contains a single text input field with the placeholder text "MM/DD/YYYY".

Note: This date cannot be in the future.

For the *Sessions* section, at least one session is required, and needs to include a *Date of Session* and the *Length of Session*.

The user may add additional sessions by selecting the “Add New Session” button; however, only one session is allowed for a given date.

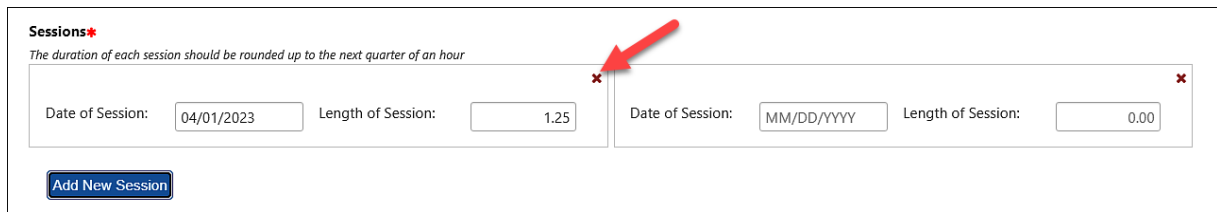
The screenshot shows a form titled "Sessions" with a red asterisk indicating a required field. Below the title is a note: "The duration of each session should be rounded up to the next quarter of an hour". There are two session entry boxes. The first box shows "Date of Session: 04/01/2023 Length of Session: 1.25" with a red 'X' in the top right corner. The second box shows "Date of Session: MM/DD/YYYY Length of Session: 0.00" with a red 'X' in the top right corner. Below the boxes is a blue button labeled "Add New Session". A red arrow points from the "Add New Session" button to the second session entry box.

Note: There is no max limit to the number of sessions per voucher.

The user may remove or delete a session by selecting the “X” in the right-hand corner.

Sessions*
The duration of each session should be rounded up to the next quarter of an hour

Date of Session: <input type="text" value="04/01/2023"/>	Length of Session: <input type="text" value="1.25"/>	Date of Session: <input type="text" value="MM/DD/YYYY"/>	Length of Session: <input type="text" value="0.00"/>
--	--	--	--



Note: The *Date of Session* should be after the *Date Referred to Orientation Session*. This date cannot be in the future.

The *Length of Session* should be rounded up to the next quarter of an hour. If the user enters a time that is not an even quarter of an hour, EVPS will automatically round up to the nearest quarter of an hour.

Time Spent Outside Mediation on Case

Time Spent Outside Mediation on Case is time spent on other case related duties outside of the mediation, such as case management, contacting parties, etc.

Time Spent Outside Mediation on Case
Round up to the nearest quarter of an hour. Include time spent on case management, contacting parties, etc

Note: This is an optional field.

The time entered should be rounded up to the next quarter of an hour. If the user enters a time that is not an even quarter of an hour, EVPS will automatically round up to the nearest quarter of an hour.

Participants

The *Participants* section is for the user to enter any individual who participated in the mediation. This section is optional.

The user may add additional Participants by selecting the “Add New Participant” button.

Participants

Participant 1 ✕

Participant Type:

Plaintiff Defendant Guardian Ad Litem Other

What best describes this party's representation?

The party is representing themselves (pro se)
 The party has an attorney that was not present at any point during the mediation
 The party's attorney was present for at least part of the mediation
 Unknown

At any point during the mediation, did this participant join remotely?

Yes No

Participant 2 ✕

Participant Type:

Plaintiff Defendant Guardian Ad Litem Other

What best describes this party's representation?

The party is representing themselves (pro se)
 The party has an attorney that was not present at any point during the mediation
 The party's attorney was present for at least part of the mediation
 Unknown

At any point during the mediation, did this participant join remotely?

Yes No

[Add New Participant](#)

Note: There is no max limit to the number of Participants per voucher.

The user may remove or delete a Participant by selecting the “X” in the right-hand corner.

Participants

Participant 1 ✕

Participant Type:

Plaintiff Defendant Guardian Ad Litem Other

What best describes this party's representation?

The party is representing themselves (pro se)
 The party has an attorney that was not present at any point during the mediation
 The party's attorney was present for at least part of the mediation
 Unknown

At any point during the mediation, did this participant join remotely?

Yes No

Participant 2 ✕

Participant Type:

Plaintiff Defendant Guardian Ad Litem Other

What best describes this party's representation?

The party is representing themselves (pro se)
 The party has an attorney that was not present at any point during the mediation
 The party's attorney was present for at least part of the mediation
 Unknown

At any point during the mediation, did this participant join remotely?

Yes No

[Add New Participant](#)

The user may answer some or all of the questions for each participant added. For the *Participant Type*, if the user selects “Other” a description field will appear for the user to enter the other participant type.

In addition, the question, *At any point during the mediation, did this participant join remotely?*, if the user selects “Yes” an additional question will appear, *How did the party attend the mediation?*

The screenshot shows a form titled "Participants" with a sub-section for "Participant 1". It includes several radio button options for "Participant Type" (Plaintiff, Defendant, Guardian Ad Litem, Other), a question about the party's representation, a question about remote joining, and a question about how the party attended the mediation. Red arrows point to the "Other" option and the "Yes" option for remote joining. A blue button at the bottom is labeled "Add New Participant".

Issues Mediated

Issues Mediated is a required field. The user may select as many options as appropriate; however, at least one option must be selected.

For Juvenile and Domestic Relations and Circuit Court, the issues mediated are as follows:

A list of issues mediated for Juvenile and Domestic Relations and Circuit Court, each with an unchecked checkbox:

- Custody
- Visitation
- Child Support
- Spousal Support
- Other

For General District Court, the issues mediated are as follows:

A list of issues mediated for General District Court, each with an unchecked checkbox:

- Contract
- Personal Injury
- Neighborhood
- Employment
- Business-Consumer
- Landlord-Tenant
- Other

If the user selects, “Other” a description field will appear for the user to enter the other issues mediated.

Issues Mediated *

Custody

Visitation

Child Support

Spousal Support

Other

Please enter other issues mediated.

Mediation Result

The *Mediation Result* section is required. The user may only select one option.

Mediation Result *

Full Agreement
A signed agreement on all issues relating to the case in court

Partial Agreement
A signed agreement on some, but not all, issues relating to the case in court

Provisional/Unsigned Agreement
An agreement on some or all issues relating to the case in court was reached, but the parties have not yet signed it

No Agreement
No agreement is reached through mediation

Summary for this Charge (DC-40 List of Allowances only)

The *Summary for this Charge* section will display the Total amount claimed per case number. This section will only be displayed for the DC-40 LIST OF ALLOWANCES.

SUMMARY FOR THIS CHARGE

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

Note: 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 unable to attach a signed DC-604 Form, the user will be required to check “I understand that failing to attach a signed DC-604 Form may result in processing delays or rejection. I request the Clerk to include the signed DC604 form to this invoice.” in order for voucher submission.

SUMMARY FOR THIS CHARGE

Total amount claimed \$ 0.00

I understand that failing to attach a signed DC-604 form may result in processing delays or rejection. I request the Clerk to include the signed DC604 form to this invoice.

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

Note: This checkbox will only appear if the DC-604 Form is not attached.

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

SUMMARY FOR THIS CHARGE

Total amount claimed \$ 0.00

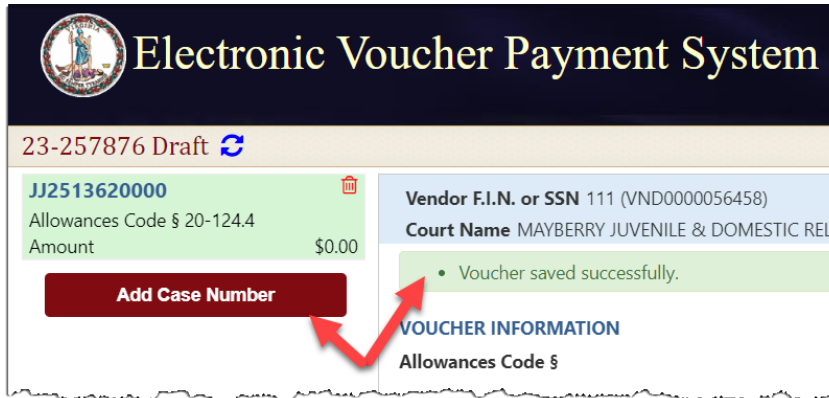
All requests for payment of fees must submitted no later than thirty (30) days after the service or travel is completed. If a request for payment is submitted more than (30) days after the service is completed, the Office of the Executive Secretary may require additional documentation.

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

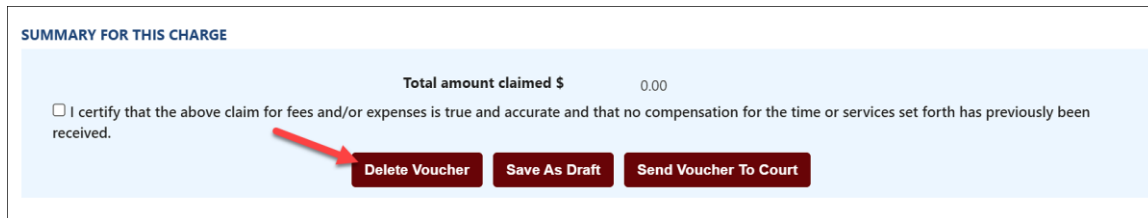
The user may enter up to two cases per voucher. In order to add a case number, the user needs to save their voucher first by selecting the “Save as Draft” button. A message will then appear, “Voucher saved successfully.” Once the message appears, the user may then select the “Add Case Number” button.



Note: Once two case numbers have been entered, the “Add Case Number” button will disappear.

Delete Voucher

The user may delete their voucher by selecting the “Delete Voucher” button located at the bottom of a voucher.



The user also has the option to delete their voucher from the dashboard.



The user may only delete a voucher that has *Draft*, *Rejected by Court*, or *Rejected by Coordinator* status.

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

Save As Draft

The user may select the “Save as Draft” button if they want to save and continue later. The user must first *Save as Draft* in order to add a case number 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 “Voucher sent to Court successfully.” message.

If the Court has a mediation coordinator, the user’s voucher will be sent to the mediation coordinator prior to being sent to the Court. The voucher status will be *Waiting for Coordinator Approval*. The mediation coordinator cannot edit any information; however, they will be required to either approve or reject the voucher.

Note: The user will receive an email if the Court or the mediation coordinator (if applicable) rejects their voucher. A rejection reason will be given to the user.

Mediation Coordinator

Mediation Coordinators take on some of the administrative functions of a mediation program that a Clerk's Office would otherwise need to do, such as managing a court's roster of mediators, managing mediation schedules and rotations, assisting mediators with paperwork, and acting as liaison between a court and the court's mediators. They generally work with courts to manage their mediation programs. Each court is different, and as such the daily roles of the coordinator is different from coordinator to coordinator.

Mediation Coordinator Registration

In order to become a mediation coordinator for a Court, the Clerk's Office will need to add the user as a mediation coordinator for their Court. When contacting the Clerk's Office, the user's username or name must be given.

Once the Clerk's Office has added the user as a mediation coordinator, an email will be sent to the mediation coordinator and a *Pending Mediation Invoices for Review* section will appear at the top of the user's dashboard.

The screenshot displays the user interface of the Electronic Voucher Payment System. At the top, the system name is visible along with a user-specific welcome message. A search bar is located in the upper right. The primary dashboard area features a highlighted section for 'PENDING MEDIATION INVOICES FOR REVIEW', which currently shows no items. Below this, a table titled 'MY INVOICES' is shown with columns for invoice details and status. A single invoice entry is listed for Tazewell County Circuit Court.

Note: If the coordinator submits a voucher as a mediator, the voucher will be sent directly to the Court, even if the Court has multiple coordinators.

Email Notifications

EVPS shall send an email to the mediation coordinator when the Clerk's Office has added or removed the coordinator from EVPS.

EVPS shall send an email every morning (Mon-Fri) at 7:30 AM to any mediation coordinator who has pending vouchers to approve/reject.

Reviewing Vouchers

Once vouchers have been submitted to the Court and that Court has added a mediation coordinator(s), vouchers will go to the mediation coordinator(s) before being submitted to the Court.



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 user greeting 'Welcome HANCOCK, KATI M'. Below this is a section titled 'PENDING MEDIATION INVOICES FOR REVIEW' containing a table with the following data:

Vendor Invoice No.	Submitted Date	Court Name	Mediator Name
23-257841	Apr 27, 2023, 9:10:12 PM	185C - TAZEWELL COUNTY CIRCUIT COURT	GEYER, KATI

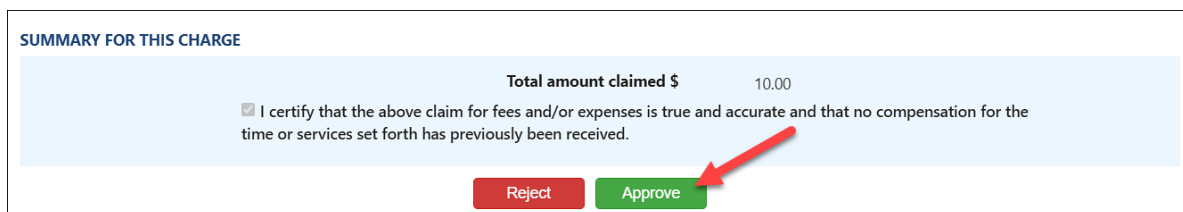
Below this table is a section titled 'MY INVOICES' with a table that has the following columns: Vendor Invoice No., Submitted Date, Last Updated Date, Requested Amount, Approved Amount, and Status. The first row of this table is highlighted in blue and contains the text '185C - TAZEWELL COUNTY CIRCUIT COURT >'.

The user will select the *Vendor Invoice No.* to review the voucher.

The user will be able to view, not edit, all information including any attachments. Additionally, mediator coordinators cannot recall or print mediator vouchers.

Approving a Voucher

To approve a voucher, the user will need to select the “Approve” button at the bottom of the voucher.



The screenshot shows a 'SUMMARY FOR THIS CHARGE' form. It includes a light blue header with the text 'Total amount claimed \$ 10.00'. Below this is a checkbox with the text: '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.' At the bottom of the form are two buttons: a red 'Reject' button and a green 'Approve' button. A red arrow points to the 'Approve' button.

When the user selects the “Approve” button, a message box will appear. The user has the option to make comments (notes) to the Court. These comments will appear at the top of the voucher and displayed to the Court.

Note: These comments will not be displayed to the mediator or the OES Accounts Payable Department.

The user will need to select the “Send Voucher to Court” button in the message box.

Rejecting a Voucher

To reject a voucher, the user will need to select the “Reject” button at the bottom of the voucher.

When the user selects the “Reject” button, a message box will appear. A rejection reason will be required.

The voucher will be sent back to the mediator for them to make any edits and resubmit.

Note: When the mediation coordinator has rejected a voucher, EVPS sends an email to the mediator to notify them of the rejection.

Once a voucher has been approved or rejected, it will be removed from the mediation coordinator's dashboard. Even though the voucher has been removed, the user can still use the search feature to view the voucher.

On the search screen, the user can select "Reviewed by Coordinators", and this will show all vouchers reviewed by the mediation coordinator for their Court.

Please select a criteria to begin your search

Court Type: Court Name: [Select Court](#)

Vendor Invoice/Voucher No.: Case Number: OES Identification Number: OES11564 Voucher Status:

Trial/Service Date: Submitted Date from: Submitted Date to: Invoices: Submitted by me Reviewed by Coordinators

Status

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

23-257876 Sent to Court [Refresh](#)

JJ2513620000
test
Allowances Code § 20-124.4
Amount \$10.00

Vendor F.I.N. or SSN 111 (VND0000056458)
Court Name MAYBERRY JUVENILE & DOMESTIC REL

• Voucher sent to Court successfully.

- *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

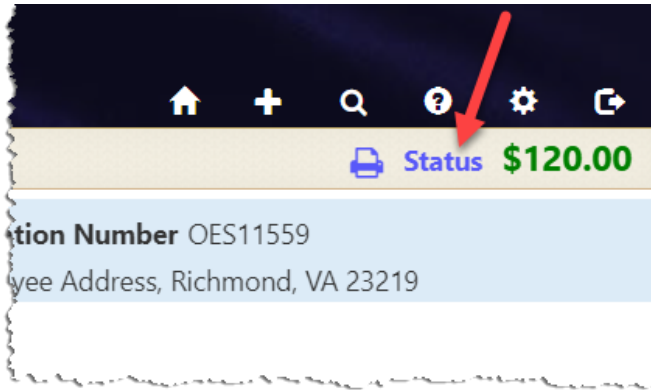
user may edit and resubmit the voucher. The mediation coordinator should provide a reason for rejection.

- *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.

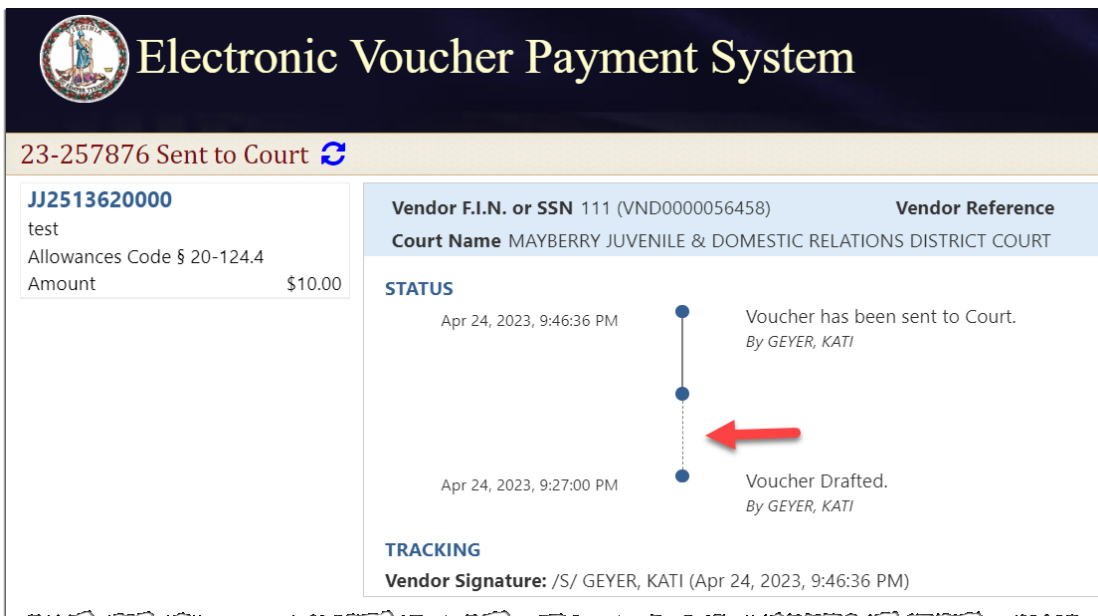
Note: For General District Mediation Invoices, invoices have been certified by the Clerk's Office, and approved by the Dispute Resolution Services.

- *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 yellow banner shows the voucher number '22-257024' and its status 'Processed by OES (Voucher# 7344578)'. The main content area is divided into sections for vendor information, court name, and payment details. A 'STATUS' section contains a vertical timeline of events, with the most recent event highlighted by 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, the Clerk's Office, the mediation coordinator or OES (Accounts Payable Department).

Note: For General District Mediation Invoices, they may be rejected by the Clerk's Office, the mediation coordinator, the Dispute Resolution Services, or the 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 or mediation coordinator, if applicable, has rejected the voucher. At this time, 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

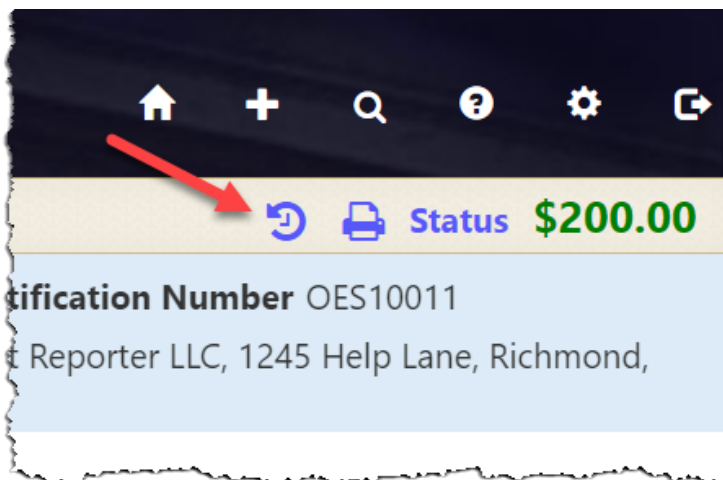
A recall icon () will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Sent to Court*, *Resubmitted to Court*, or *Waiting Coordinator's Approval*.

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 ↑↓
161J - WHOVILLE J & DR DISTRICT COURT >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT ▾					
23-257871		Apr 24, 2023, 9:00:06 PM	\$0.00		Draft
23-257839	Apr 17, 2023, 9:18:51 PM	Apr 20, 2023, 6:05:15 AM	\$120.00	\$120.00	Sent to OES
■ HANCOCK, EVPS- CHILD SUPPORT JA2310900000					
23-257844	Apr 24, 2023, 9:45:19 PM	Apr 24, 2023, 9:45:19 PM	\$220.00		Resubmitted to Court
■ TEST JJ2513620000 ■ HANCOCK, EVPS- CHILD SUPPORT JA2310900000					
23-257876	Apr 24, 2023, 9:46:36 PM	Apr 24, 2023, 9:46:36 PM	\$10.00		Sent to Court
■ TEST JJ2513620000					
185C - TAZEWELL COUNTY CIRCUIT COURT >					

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



Print Voucher

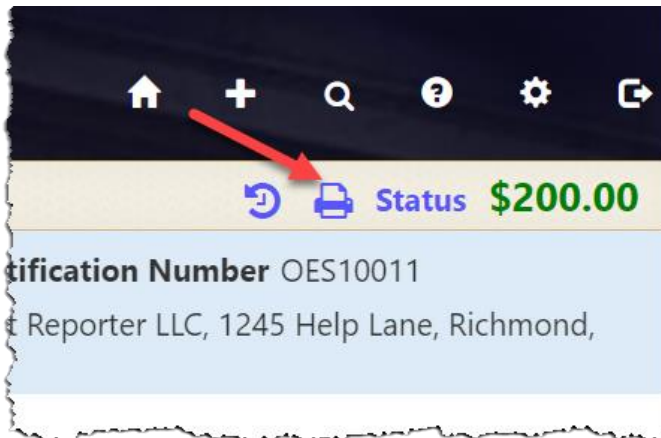
The user may print their voucher using the print icon. The voucher may only be printed once it has been sent to the Court.

The print icon can be found on the dashboard.



Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
161J - WHOVILLE J & DR DISTRICT COURT >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT ▾					
23-257871		Apr 24, 2023, 9:00:06 PM	\$0.00		Draft
23-257839	Apr 17, 2023, 9:18:51 PM	Apr 20, 2023, 6:05:15 AM	\$120.00	\$120.00	Sent to OES
■ HANCOCK, EVPS- CHILD SUPPORT JA2310900000					
23-257844	Apr 24, 2023, 9:45:19 PM	Apr 24, 2023, 9:45:19 PM	\$220.00		Resubmitted to Court
■ TEST JJ2513620000 ■ HANCOCK, EVPS- CHILD SUPPORT JA2310900000					
23-257876	Apr 24, 2023, 9:46:36 PM	Apr 24, 2023, 9:46:36 PM	\$10.00		Sent to Court
■ TEST JJ2513620000					
185C - TAZEVELL COUNTY CIRCUIT COURT >					

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. The page title is "Electronic Voucher Payment System". Below the title is a navigation bar with a dropdown menu labeled "Registered Customers/New Registration". 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", a "Sign Up" button, and a "Reset Account" button. Below the login and registration sections are three blue buttons 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>).

The screenshot shows the Electronic Voucher Payment System login page. The page title is "Electronic Voucher Payment System". Below the title is a navigation bar with a dropdown menu labeled "Registered Customers/New Registration". 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 password?" 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", a "Sign Up" button, and a "Reset Account" button. Below the login and registration sections are three blue buttons 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".

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, their OES Identification Number and 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.

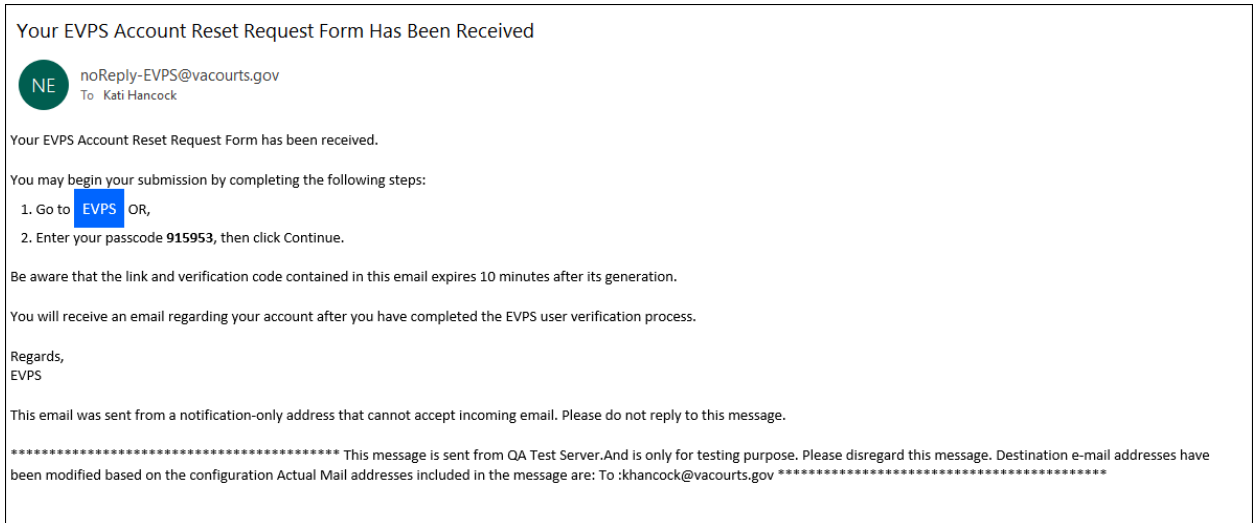
3. Then the user will enter their email address and select the “Verify” button. An email will be sent to the user with a verification code.

Verify Email Address

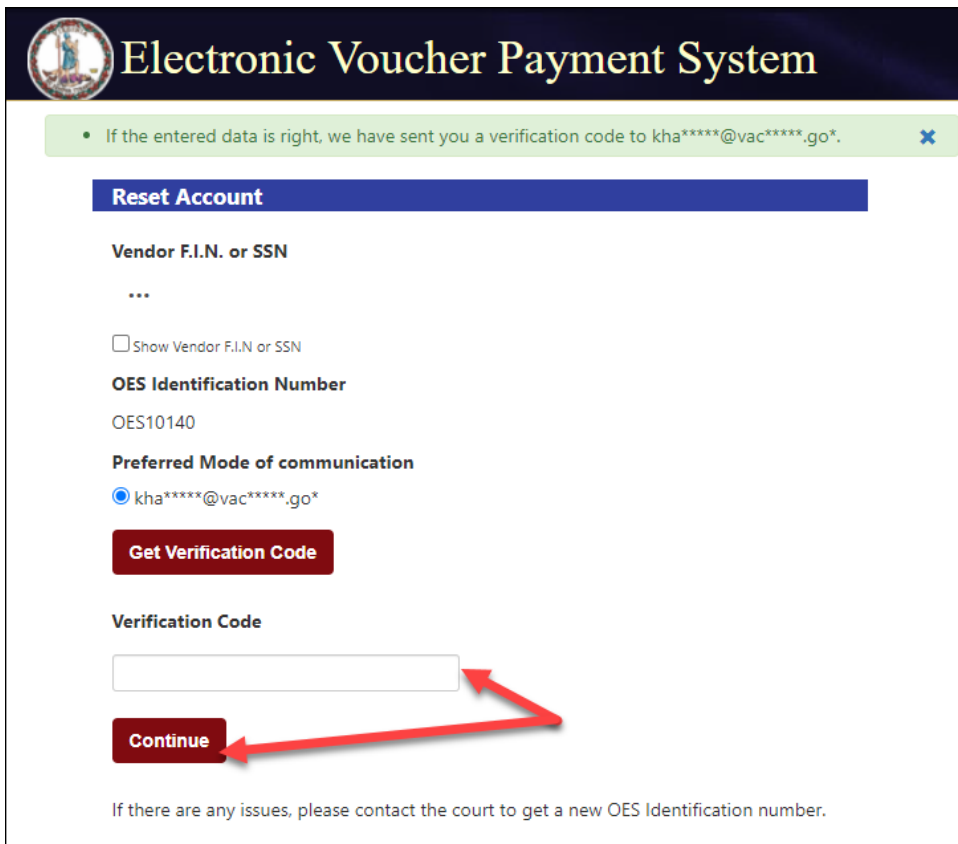
Please confirm your email address kha*****@vac*****.go*:

Verify

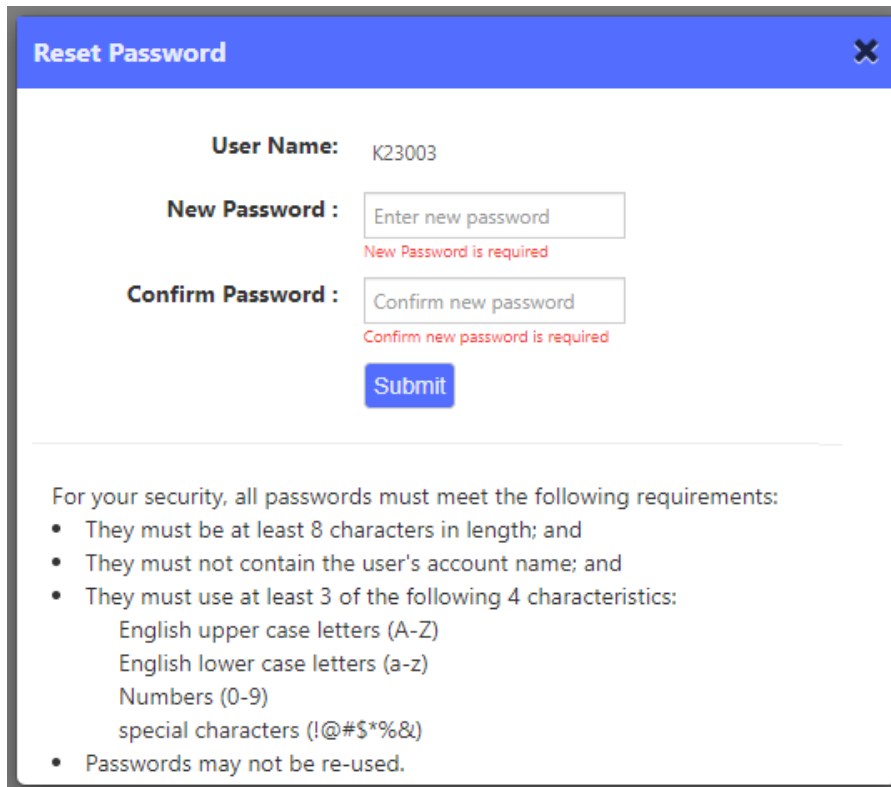
The email will be from *noReply-EVPS@vacourts.gov*.



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



5. Lastly, the user will create a new password, and confirm said 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

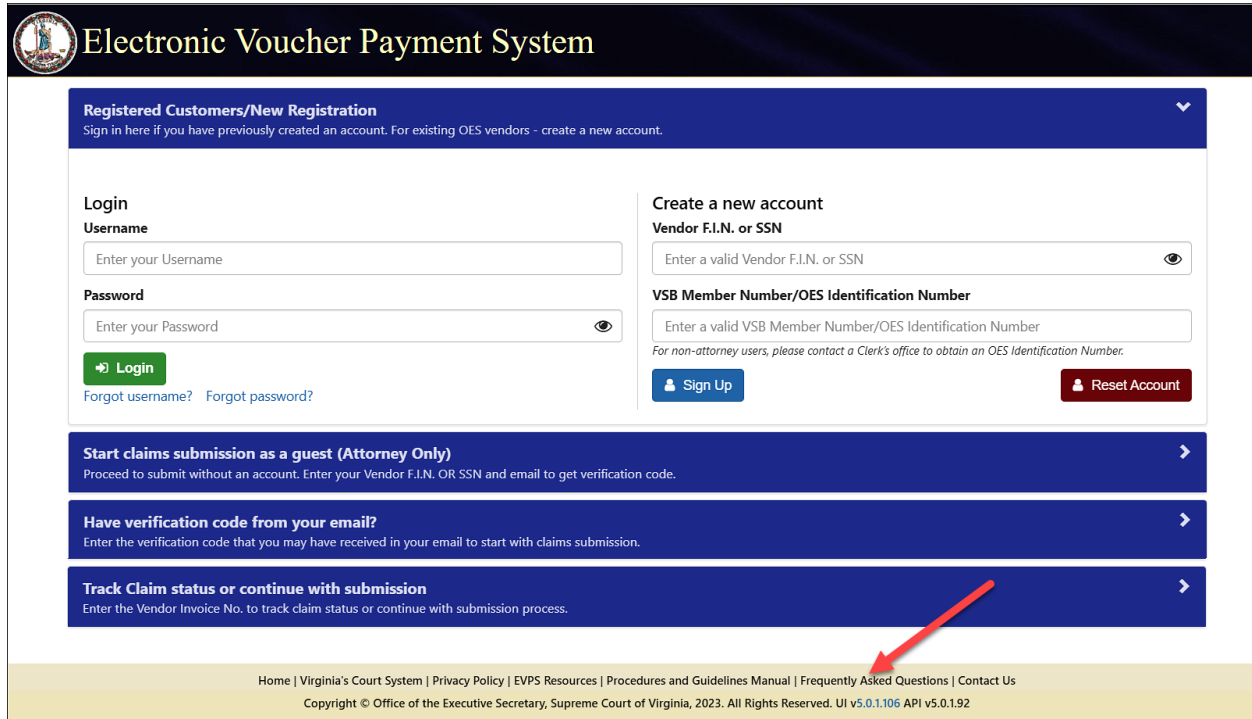
For your security, all passwords must meet the following requirements:

- 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.

