

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 	8
Pending Authorized Signature 	8
Start New Voucher 	8
Search 	8
Help 	9
Settings 	9
Logout 	11
Notification of EVPS Updates.....	11
Message Alerts.....	11
How to Start a Voucher	12
Vendor Information	12
Pay to the Order of	13
Court Information	13
Selecting a Chart of Allowances Code	13
Voucher Details	15
Banner Bar	15
Voucher Header	15
Voucher Information	17
Appearance Fees.....	17
Authorized Signature (§19.2-326 Only)	18

Case Number.....	18
Chart of Allowances Code §	19
Defendant's Name	19
Evaluation Fee.....	19
Fee Amount Claimed.....	20
Is the prisoner being transported to serve as a witness (§53.1-210 Only)	20
Locality	20
Original Code § Charged	20
Other Remarks	20
Paid by owner (§46.2-1209 Only)	20
Trial/Service Date.....	21
Type of Review (§37.2-907 Only).....	21
Vehicle held for more than 30 days (§46.2-301.1/46.2-867.1 Only).....	21
Add a Case Number	21
Attachments.....	22
Delete Voucher	23
Expenses For This Charge	24
Miles Traveled	24
Other Expenses	25
Save As Draft.....	25
Send Voucher to Court.....	26
Summary for this Charge	26
Status.....	27
Payment Information	29
Rejections	30
Recall Voucher	32
Print Voucher	33
Forgot Username.....	34
Forgot Password.....	34
Account Locked/Reset Account.....	35
Frequently Asked Questions (FAQ's)	38

Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow OES vendors to electronically file a DC-40, LIST OF ALLOWANCES, DC-44 LIST OF ALLOWANCES -INTERPRETER and General District Mediation Invoice.

The ELECTRONIC VOUCHER PAYMENT SYSTEM –DC-40 Other Vendor User Guide is intended for vendors such as witnesses, expert witnesses, printing companies, and other service providers within the Commonwealth of Virginia who submit DC-40 vouchers. This guide is organized to give an overview of the system, with detailed instructions on how to complete functions using EVPS.

EVPS is available 24 hours per day, 7 days per week. The system is unavailable for maintenance daily from 4:00 a.m. to 5:00 a.m.

EVPS is supported by most internet browsers, such as Google Chrome (recommended), 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.

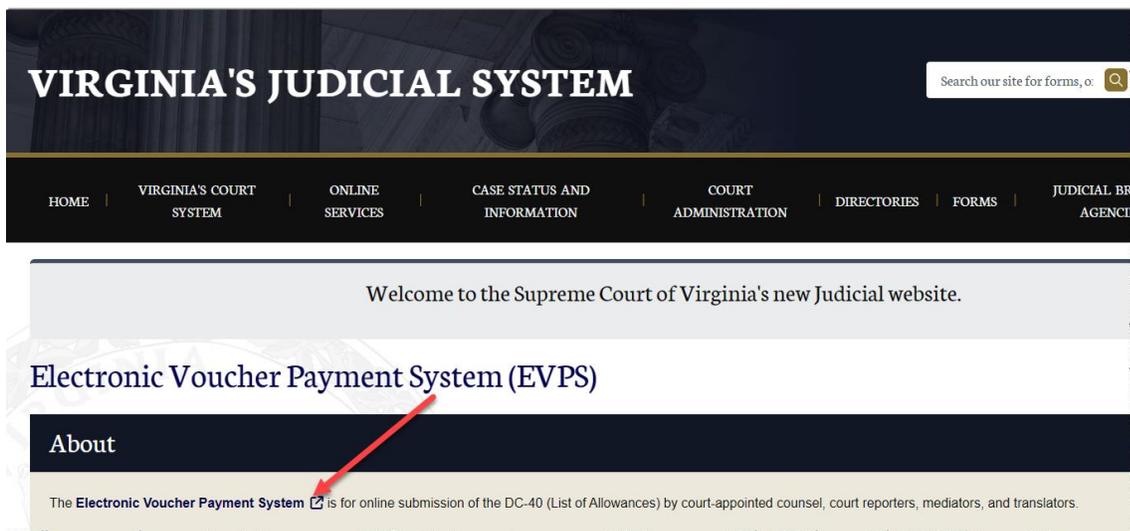
Registration (OES Identification Number)

The Electronic Voucher Payment System is available on the Virginia Courts website (vacourts.gov) under:

Online Services > Electronic Voucher Payment System (EVPS)



Select [Electronic Voucher Payment System](#) (EVPS) link to access the registration and login page. The page also provides access to User Guides, Privacy Policy, and Terms and Conditions of Use.



To create an EVPS account, 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 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 expires after 48 hours. If the number expires before completing registration, a new OES Identification Number must be obtained.

1. Enter the following information:

- **Vendor F.I.N. or SSN** (also referred to as E.I.N. or Tax ID Number)
- **OES Identification Number**

Then select the **Sign Up**.

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](#)

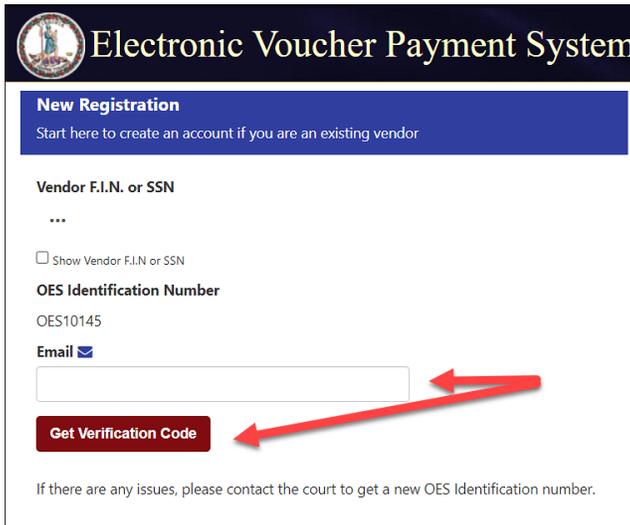
Start claims submission as a guest (Attorney Only)
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

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

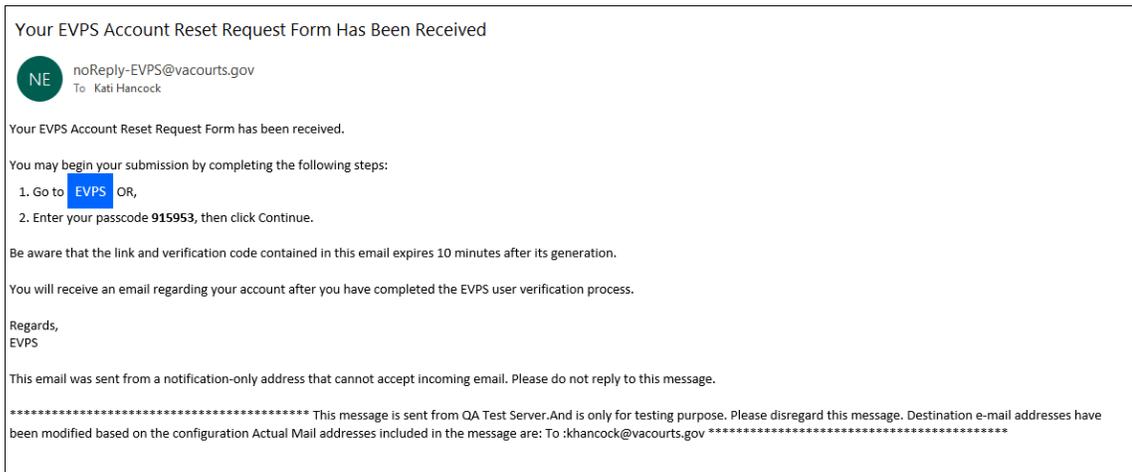
Track Claim status or continue with submission
Enter the Vendor Invoice No. to track claim status or continue with submission process.

Note: When entering the OES Identification Number, include the "OES" prefix. For example, enter OES23456.

- 2. Enter the email address and select **Get Verification Code**.



- 3. A verification email will be sent from noReply-EVPS@vacourts.gov containing a verification code.

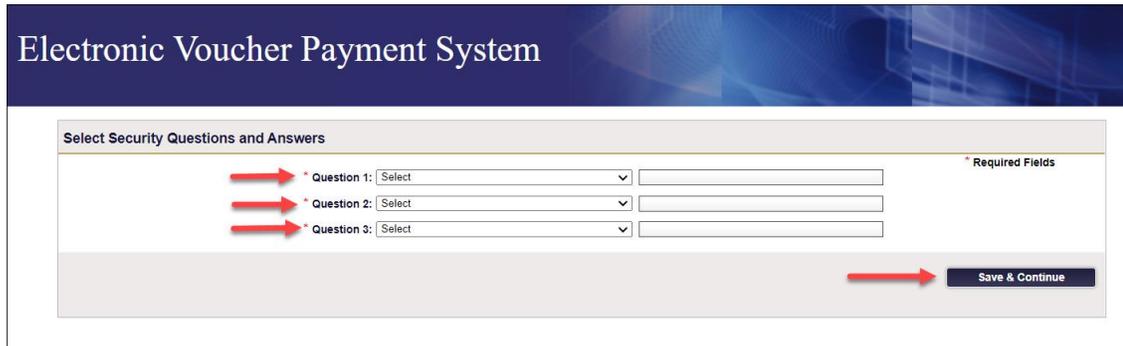


- 4. Enter the verification code and select **Continue**.

5. Create an EVPS user name and password.

Note: The user name cannot be changed after account creation.

6. Select and answer three security questions, then select **Save & Continue**.



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

Note: After the account is created, an email will be sent confirming the user's OES Identification Number. Retain this email for future reference.

How EVPS is Organized

Accessing EVPS

Logging in to EVPS for the First Time

Upon initial login, the user must complete their personal information and voucher preferences. This information may be updated at any time for voucher purposes.

Note: Additional vendors may be added by selecting **Add New Voucher Preference**. Vendors may be removed by selecting the **X** in the upper right corner of the vendor entry.

Log in to EVPS

Registered users log in using their user name (not case sensitive) and password created during registration.

If the user does not remember their credentials, select **Forgot username?** or **Forgot password?** to receive reset instructions by email.

For additional information, refer to the **Forgot Username** and **Forgot Password** sections of this guide.

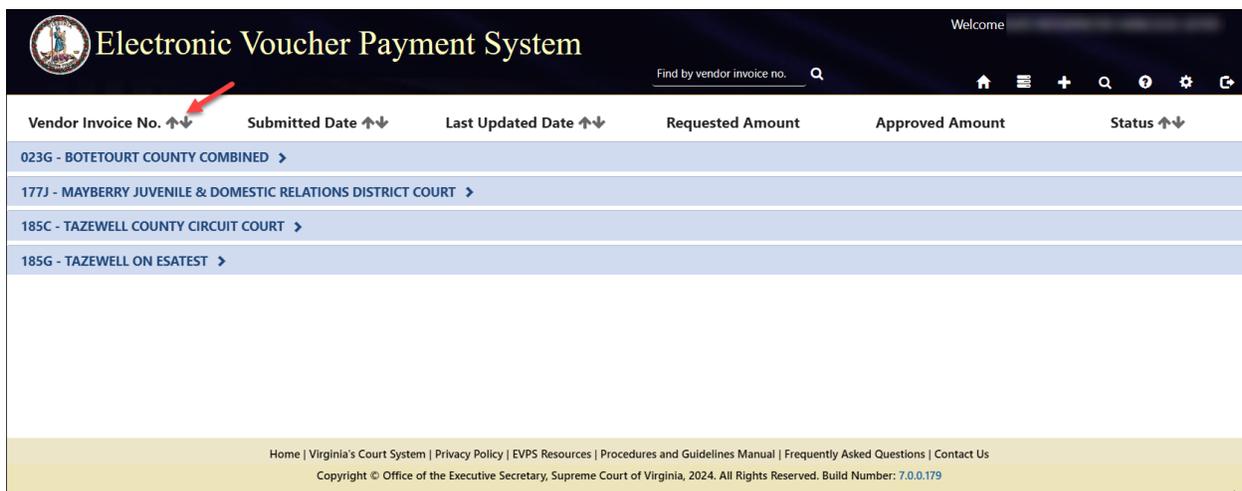
Dashboard

The Dashboard displays all current vouchers and their status.

Select a Vendor Invoice Number to open the voucher for review or editing.

Vouchers may be sorted within a Court, by:

- Vendor Invoice No.
- Submitted Date
- Last Updated Date
- Status



Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWEILL COUNTY CIRCUIT COURT >					
185G - TAZEWEILL ON ESATEST >					

Home | Virginia's Court System | Privacy Policy | EVPS Resources | Procedures and Guidelines Manual | Frequently Asked Questions | Contact Us
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Vouchers are automatically removed from the Dashboard 30 days after the status changes to Processed by OES. Vouchers are not deleted from EVPS and may be located using **Search**.

Note: Vouchers may be deleted, recalled, or printed from the Dashboard. See the Delete Voucher, Recall Voucher, and Print Voucher sections for additional information.

Navigation Bar

The Navigation Bar is in the upper right corner of the screen.



Home 

Select **Home** to return to the Dashboard at any time. The Dashboard will refresh upon selection.

Pending Authorized Signature 

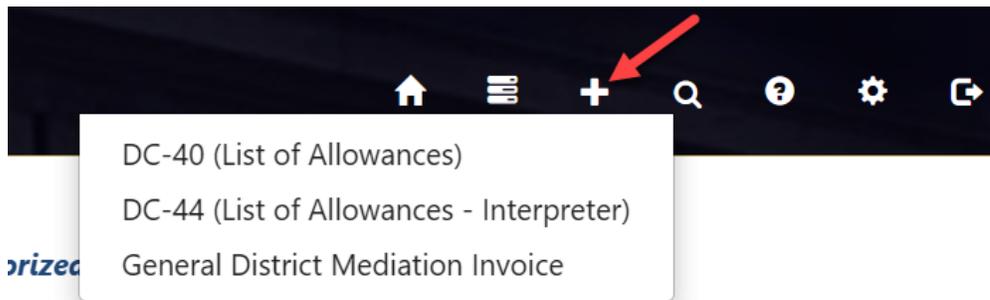
The **Pending Authorized Signature** icon displays any pending vouchers that require an authorized signature.

Start New Voucher 

Select the **Start New Voucher** icon to begin a new voucher.

Available options include:

- DC-40 (List of Allowances)
- DC-44 (List of Allowances – Interpreter)
- General District Mediation Invoice



If submitting a DC-44 List of Allowances – Interpreter voucher, refer to the [INTERPRETER/TRANSLATOR USER GUIDE](#).

If submitting a General District Mediation Invoice, refer to the [MEDIATOR USER GUIDE](#).

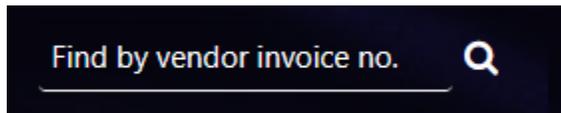
Search 

Select **Search** to locate vouchers using one or more of the following criteria:

- Court Type/Court Name

- Vendor Invoice/Voucher No.
- Case Number
- Voucher Status
- Trial/Service Date
- Submitted Date from/to
- Mediator Certification No.

Vendor Invoice Numbers may also be entered directly in the search bar on the Dashboard.



Help

Select **Help** to access the following resources:

- Frequently Asked Questions
- Resources and User Guides
- DC-40 List of Allowances (read-only)
- DC-40 Form Instructions
- OES-DRS GDC Invoice (read-only)

For additional assistance, contact EVPS Support at evpssupport@vacourts.gov.

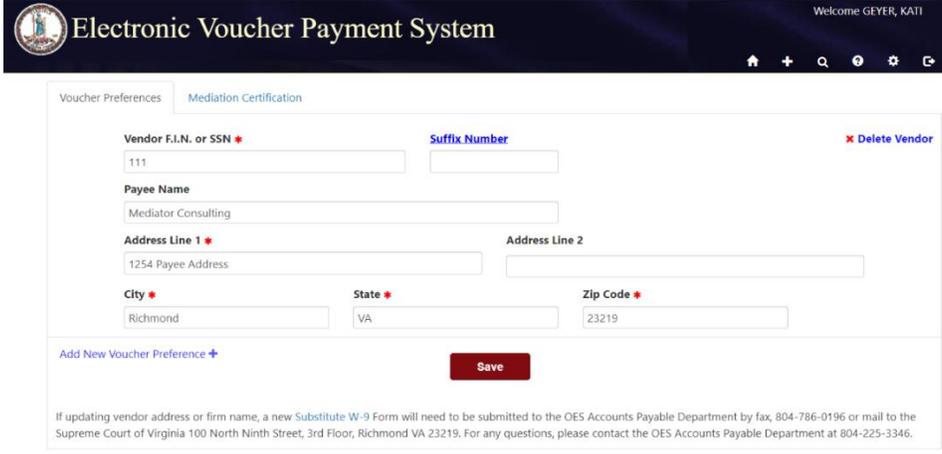
Settings

Select **Settings** to update account information, including:

- **Personal Information**
Personal information may be updated at any time. The name entered is used as the user's electronic signature on vouchers. All other information entered under Personal Information is not displayed on the voucher.
- **Change Password**
Passwords may be changed at any time.
- **Modify Security Questions**
Security questions may be updated at any time.

- Voucher Preferences
 - On the Voucher Preferences tab, vendors may add, update, or delete vendor information.

Information entered 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 change or add an EIN unless it is valid with the OES Accounts Payable Department.

If vendor address or firm name changes, a new Substitute W-9 must be submitted to:

OES Supreme Court of Virginia
100 North Ninth Street, 3rd Floor
Richmond, VA 23219

For questions, contact OES Accounts Payable at 804-225-3346.

For interpreters, a Suffix Number is required to submit vouchers. Each interpreter is assigned a unique suffix number as follows:

- Individual Interpreters: Upon submission of the initial Substitute W-9, a Suffix Number of "00" is automatically assigned.
- Agencies/Companies: The OES Accounts Payable Department assigns a unique Suffix Number to each interpreter (service provider) working under the Agency/Company's Tax ID.

For questions regarding Suffix Numbers, please contact the OES

Accounts Payable Department at 804-225-3346.

- On the On the Mediation Certification tab, mediators may update and save their certification number to their user profile.

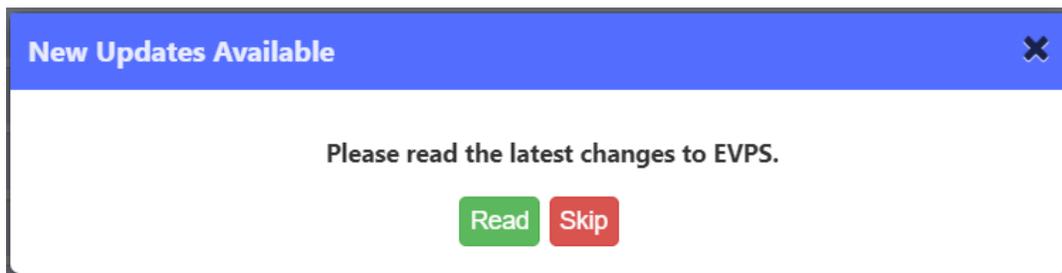
For additional information, refer to the [MEDIATOR USER GUIDE](#).

Logout 

Select **Logout** to securely exit EVPS.

Notification of EVPS Updates

When updates are made to EVPS, users will be notified upon login.



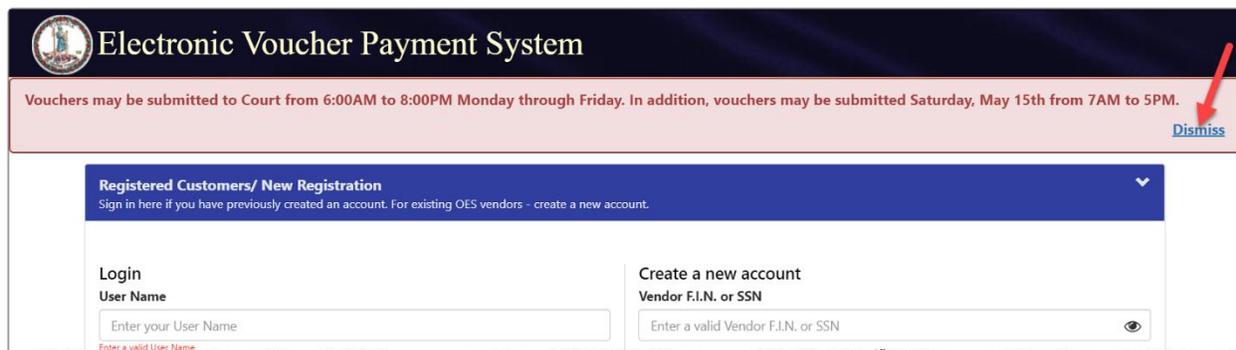
Select **Read** to review update details.

Note: The pop-up will display for three login attempts unless **Read** is selected.

Message Alerts

EVPS administrators may post system-wide messages on the login page to notify users of maintenance or other important information.

Select **Dismiss** to close the message.



How to Start a Voucher

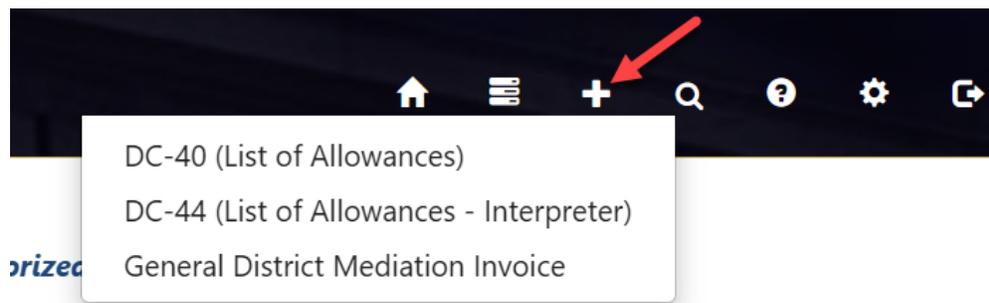
To start a voucher, select the **Start New Voucher** icon in the upper right corner of the Dashboard.

Available voucher types include:

- DC-40 (List of Allowances)
- DC-44 (List of Allowances – Interpreter)
- General District Mediation Invoice

If submitting a DC-44 List of Allowances – Interpreter voucher, refer to the [INTERPRETER/TRANSLATOR USER GUIDE](#).

If submitting a General District Mediation Invoice, refer to the [MEDIATOR USER GUIDE](#).



After selecting the appropriate voucher type, complete the following sections:

- Vendor Information
- Pay to the Order Of
- Court Information

Vendor Information

Vendor Information displays the following:

- Vendor F.I.N. or SSN
- OES Identification Number
- Vendor Invoice Number
- Vendor Reference

If multiple vendors are listed in Voucher Preferences, a drop-down menu will be available to select the appropriate vendor.

Selecting the refresh icon updates vendor information to reflect changes made in Voucher Preferences.

Note: Vendor Reference is optional. Any characters entered in this field will print on the check stub. Do not use any characters other than numbers or letters in this field.

Pay to the Order of

Pay to the Order Of displays:

- Payee Name
- Vendor Name
- Payee Address

This information is populated from Voucher Preferences.

To update this information, select **Settings**, then select **Voucher Preferences**.

Note: The Payee Name and address must match the Substitute W-9 on file with the OES Accounts Payable Department.

Court Information

Court Information includes:

- Court Type
- Court Name

Court Type requires selection of the court level. Court Name requires selection of the specific court where the case was heard.

Note: Combined Courts are listed under both General District Court and J&DR Court. General District Court cases and Juvenile and Domestic Relations Court cases may not be combined on the same voucher for Combined Courts.

After completing the Vendor Information, Pay to the Order Of, and Court Information sections, select **Continue**.

Selecting a Chart of Allowances Code

For DC-40 vouchers, the user will be directed to the Chart of Allowances to select the appropriate allowances code.

After selecting the applicable code, select **Continue** to proceed 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 main content area is titled 'SELECT A CHART OF ALLOWANCES CODE §'. There are two links: 'DC-40 List of Allowances' and 'DC-40 Form Instructions'. Underneath, a section labeled 'RECENTLY USED ALLOWANCE CODE §' contains a list of codes. The first code, '19.2-332 - Miscellaneous compensable services in a criminal case required by law or court order prior to the service for which no specific compensation is provided', is highlighted with a red arrow. Below this is a search bar with the placeholder text 'Search for a Chart of Allowance Code § or Description'. The main list of codes is scrollable and includes: '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.' with four sub-options; '8.01-384.1 - Interpreters for the speech-impaired or hearing-impaired in civil proceedings' with a note to use DC-44 paper form; and '8.01-384.1:1 - Interpreters for non-English-speaking persons in civil cases.' with a note to use DC-44 paper form. At the bottom right, there is a 'Continue' button with a red arrow pointing to it, and a 'Select code §' label.

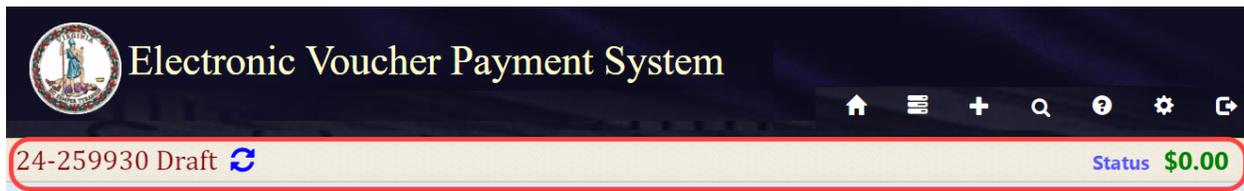
Note: Recently used allowance codes appear at the top of the list for future entries.

Voucher Details

Every voucher contains a Banner Bar and a Voucher Header. These sections display high-level information about the voucher and remain visible while working within the voucher.

Banner Bar

The Banner Bar appears at the top of the voucher and displays summary information regarding the voucher.



Left side of the Banner Bar:

- Voucher number (Vendor Invoice Number)
- Voucher status
- Refresh icon

Right side of the Banner Bar:

- **Status**, when selected will display a detailed summary of the voucher status, including any rejection reasons.
- Total voucher amount (displayed at the far right of the Banner Bar).

Voucher Header

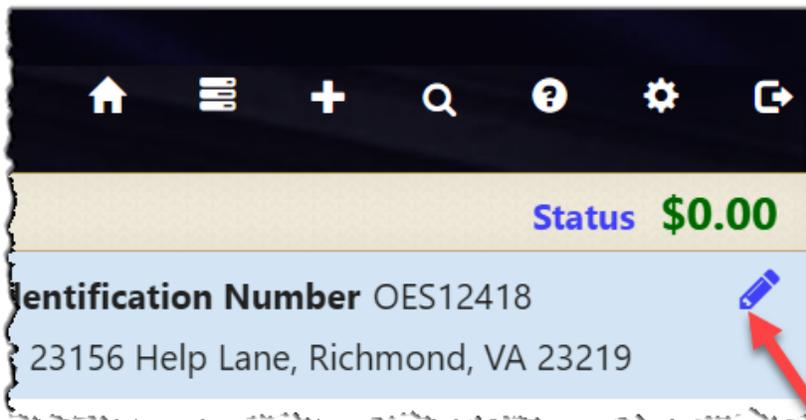
The Voucher Header appears directly below the Banner Bar and displays vendor and court information associated with the voucher.

The screenshot shows the Electronic Voucher Payment System interface. At the top left is the system logo and name. Below it, the voucher number '24-259930 Draft' and a refresh icon are displayed. On the right, the status is shown as '\$0.00'. The main header area contains several fields: 'Vendor F.I.N. or SSN 111-22', 'Vendor Reference', 'OES Identification Number OES12418' with an edit icon, and 'Court Name TAZEWELL COUNTY CIRCUIT COURT'. Below these, the 'Pay to the order of' field is populated with 'Interpreter Kati, 23156 Help Lane, Richmond, VA 23219'.

The Voucher Header includes the following fields:

- **Vendor F.I.N. or SSN**
- **Vendor Reference (if applicable)**
- **OES Identification Number**
- **Court Name**
- **Pay to the order of**

If necessary, these fields may be edited by selecting the Edit icon.



Note: If Vendor FIN/SSN or Pay to the order of needs to be updated, the user must first update the information in **Voucher Preferences** located under the **Settings** icon. The user may then select the **Edit** icon on the voucher.

Voucher Information

The Voucher Information section contains fields required for DC-40 List of Allowances voucher submission. Required fields vary based on the selected Chart of Allowances code and applicable statutory authority.

Not all fields described below appear for every code section.

The following code sections are covered:

16.1-276
16.1-299.1
16.1-361
17.1-611
17.1-612
18.2-61.1
18.2-252
18.2-254
18.2-268.8
18.2-346.1
19.2-70.2
19.2-163
19.2-175
19.2-215.4
19.2-269.1
19.2-310.2
19.2-326
19.2-330
19.2-332
20-49.3
37.2-907
46.2-301.1/46.2-867.1
46.2-1209
53.1-210
State Budget (Habeas Corpus)

Appearance Fees

An Appearance Fee table will display for applicable Chart of Allowances codes.
An Appearance Fee and corresponding date are required before the voucher may be submitted.

Authorized Signature (§19.2-326 Only)

An Authorized Signature is required when submitting vouchers under §19.2-326. EVPS provides a list of all active, good-standing attorneys; this is not a free-form field.

To select an Authorized Signature:

1. Click the **Select** link.
2. Search by last name in the pop-up window.
3. Select the appropriate name.
4. Click **Save**.

Upon voucher submission:

- The voucher is routed to the Authorized Signature individual.
- An email notification is sent regarding the pending DC-40 List of Allowances.

The Authorized Signature individual has **7 calendar days** to approve or reject the voucher.

If approved, the voucher is forwarded to the Court.

If rejected, a rejection reason is required. The voucher is returned to the vendor, and an email is sent notifying the vendor of the rejection. This email is from noReply-EVPS@vacourts.gov with a subject of "EVPS Authorized Signature Request – Rejected."

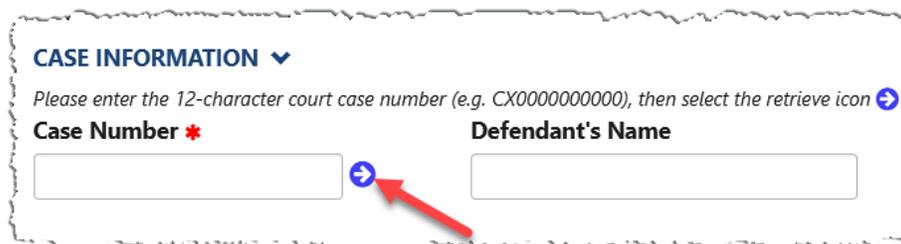
Email notifications are sent daily (up to 7 days) while the voucher remains pending. If the voucher is returned for failure to approve within 7 days, an email is sent to the vendor from noReply-EVPS@vacourts.gov with a subject of "EVPS Authorized Signature Request – Returned."

Note: This field does not apply when the submitting user is an attorney.

Case Number

The Case Number is a twelve-character alphanumeric court case number. After entering the case number, select the **Retrieve** icon.

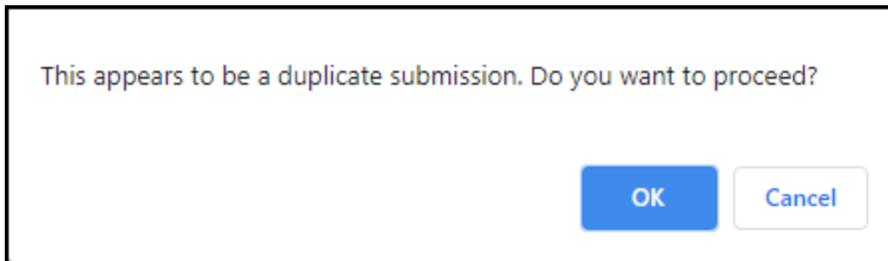
Selecting the Retrieve icon verifies the case and populates applicable fields from the Court's Case Management System.



The screenshot shows a form titled "CASE INFORMATION" with a dropdown arrow. Below the title is a instruction: "Please enter the 12-character court case number (e.g. CX0000000000), then select the retrieve icon". There are two input fields: "Case Number" with a red asterisk and "Defendant's Name". A blue circular icon with a right-pointing arrow is positioned between the two fields. A red arrow points to this icon.

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 same case number, a duplicate submission pop-up message will appear.



If **OK** is selected, data will be retrieved and 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 that users always select the retrieve icon after entering a case number.

Chart of Allowances Code §

The Chart of Allowances code § is selected prior to beginning the voucher. If necessary, the user may edit this field after starting the voucher.

Allowances Code §

19.2-163 **Edit** 

Note: The voucher must be saved before selecting **Edit**. Failure to save will result in loss of entered voucher information.

Defendant's Name

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

Evaluation Fee

The Evaluation Fee field is used to enter the applicable evaluation fee.

Fee Amount Claimed

For most Chart of Allowances codes, the user must enter a Fee Amount Claimed. If the selected code section includes a statutory cap, EVPS will automatically adjust the fee upon submission.

Is the prisoner being transported to serve as a witness (§53.1-210 Only)

This field is required for vouchers submitted under §53.1-210. The user must select **Yes** or **No** from the drop-down.

If **No** is selected, Form VI or other authority from the Attorney General or a court order must be attached prior to submission.

Locality

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

Original Code § Charged

The Original Code § field will populate based on the original code section entered in the Court's Case Management System. This field is required for voucher submission.

Other Remarks

The Other Remarks field is optional. The 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.

Paid by owner (§46.2-1209 Only)

This field is required for vouchers submitted under §46.2-1209. The user must select **Yes** or **No** from the drop-down.

If **Yes** is selected, proof of payment must be attached prior to submission.

Trial/Service Date

The Trial/Service Date field will populate with the last hearing date entered in the Court's Case Management System. The user may 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.

Type of Review (§37.2-907 Only)

This field is required for vouchers submitted under §37.2-907. The user must select **Initial Review** or **Annual Review** from the drop-down.

Vehicle held for more than 30 days (§46.2-301.1/46.2-867.1 Only)

This field is required for vouchers submitted under §46.2-301.1 or §46.2-867.1. The user must select **Yes** or **No** from the drop-down.

If **Yes** is selected, a letter of explanation must be attached prior to submission.

A letter of explanation is also required if the total amount claimed exceeds \$1,000.

Add a Case Number

The user may enter up to 10 cases per voucher.

To add a case number, the voucher must first be saved by selecting **Save as Draft**. A confirmation message will display stating: Voucher saved successfully.

Once the confirmation message appears, select **Add Case Number**.

The screenshot shows the 'Electronic Voucher Payment System' interface. At the top, it displays '24-259188 Draft' with a refresh icon. Below this, there are two main sections. The left section, titled 'CR2300004100', lists 'HANCOCK, EVPS JAPL', 'Allowances Code § 19.2-163', and 'Amount \$330.00'. A red button labeled 'Add Case Number' is positioned below this section. The right section, titled 'CASE INFORMATION', shows 'Vendor F.I.N. or SSN 111-hg' and 'Court Name TAZEWELL COUNTY CIRCUI'. A green message box indicates 'Voucher saved successfully.'. Below the 'CASE INFORMATION' section, there is a prompt 'Please enter the 12-character court case number' and a 'Case Number' field with a red asterisk and a green checkmark. The field contains the value 'CR2300004100'. A red arrow points from the 'Add Case Number' button to the 'Case Number' field.

After selecting **Add Case Number**, the user will be routed to the Chart of Allowances section to select the appropriate Chart of Allowances code for the new case being added.

Note: A voucher must be saved before a case number can be added.

Attachments

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

To attach a document, select **Click to browse**, then select the file from your computer.

The screenshot shows the 'ATTACHMENTS' section. It features the heading 'ATTACHMENTS' in blue. Below the heading, it states 'Allowed file types: pdf, jpeg, png, gif. Maximum size per file is 25MB.' A large red arrow points to a blue button labeled 'Click to browse' which is enclosed in a dashed blue rectangular box.

After selecting a file, a **Category** must be selected from the drop-down list. The **Description** field is optional.

To complete the attachment process, select **Upload**.

File Name	Category	Description
Test.pdf	Other	

Upload

Delete Voucher

A voucher may be deleted by selecting **Delete Voucher** at the bottom of the voucher.

Total amount claimed \$ 100.00

I certify that the above claim for fees 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

A voucher may also be deleted from the dashboard.

Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED ▾					
24-259873		Oct 8, 2024, 2:19:02 PM	\$120.00		Draft
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWELL COUNTY CIRCUIT COURT >					
185G - TAZEWELL ON ESATEST >					

A voucher may only be deleted when its status is:

- Draft
- Rejected by Authorized Signature
- Rejected by Court

Expenses For This Charge

The Expenses For This Charge section contain two categories:

- Miles Traveled
- 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

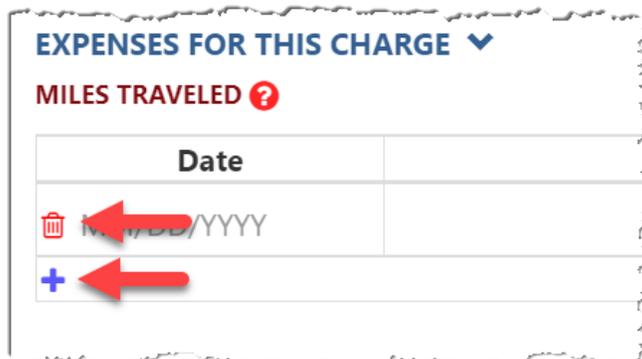
To enter mileage, complete the following fields:

- **Date**
- **Description**
- **Number of Miles**

Mileage does not require a receipt. The amount is automatically calculated based on the current mileage rate.

To delete a row, select the red trash can icon.

To add a row, select the blue plus icon.



Other Expenses

To enter other expenses, complete the following fields:

- **Date**
- **Description**
- **Category**
- **Amount**

Select the appropriate Category from the drop-down list.

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	Other	0.00
		Total	\$0.00
		Travel Expenses : \$28.00	
		Other Expenses : \$0.00	
		Total : \$28.00	

Category dropdown list items: Other, Air/Cab Fare, Fax, Food, **Copies**, Courier, Lodging, Postage, Subpoena Services, Toll Fees.

If an individual expense exceeds \$20, a receipt is required. Attach the receipt 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	

Save As Draft

To save a voucher and continue working on it later, select **Save as Draft** at the bottom of the voucher.

Total amount claimed \$ 100.00

I certify that the above claim for fees 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**

Send Voucher to Court

Once the voucher has been completed and is ready for submission, select **Send Voucher to Court** at the bottom of the voucher.

Total amount claimed \$ 100.00

I certify that the above claim for fees 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**

If the voucher is successfully submitted, a confirmation message will display:
Voucher sent to Court successfully.

Electronic Voucher Payment System

24-259011 Sent to Court

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

• Voucher sent to Court successfully.

Summary for this Charge

The Summary for This Charge section displays the total amount claimed per case number. To submit the voucher, the user must select the certification checkbox stating:

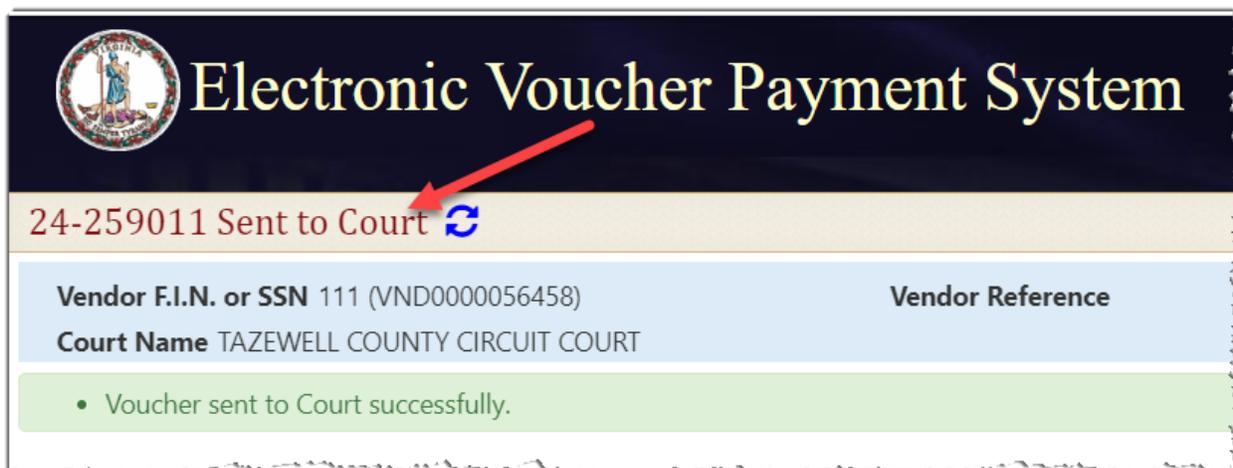
I certify that the above claim for fees and/or expenses is true and accurate and that no compensation for the time or services set forth has previously been received.

If the user is submitting more than thirty (30) days after the Trial/Service Date, an additional checkbox will appear and must be selected.

All requests for payment of fees, travel, or other expenses must be submitted no later than thirty (30) days after the service or travel is completed. For court-appointed counsel, the thirty (30) day period 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 completion of the service or travel, the Office of the Executive Secretary may require additional documentation.

Status

Voucher status is displayed on the Dashboard and in the upper left corner of the voucher.

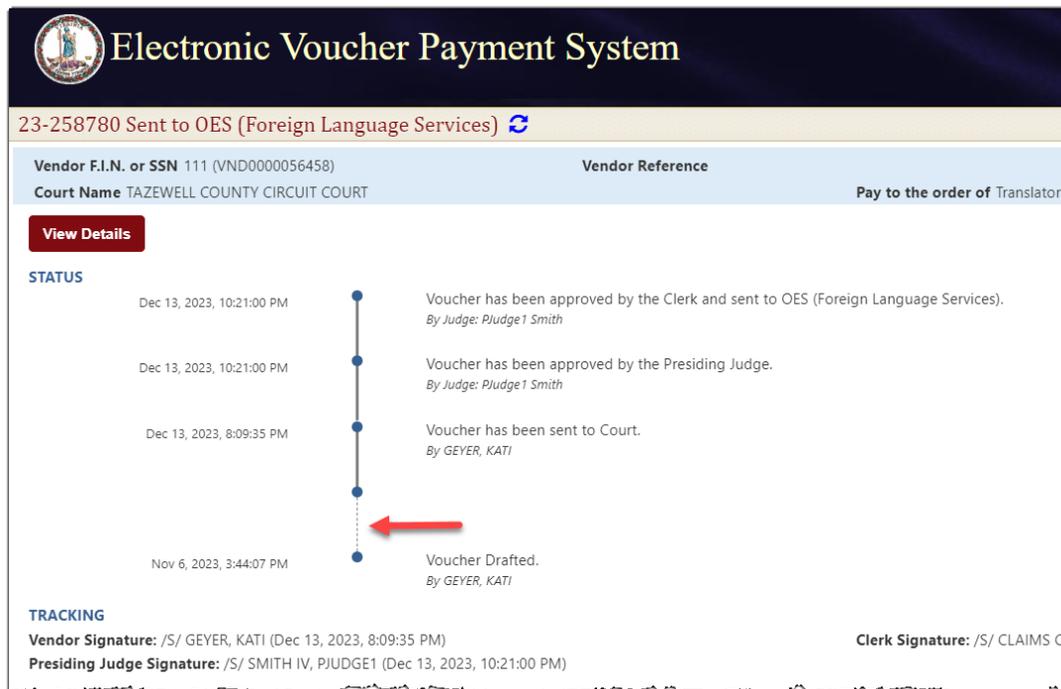
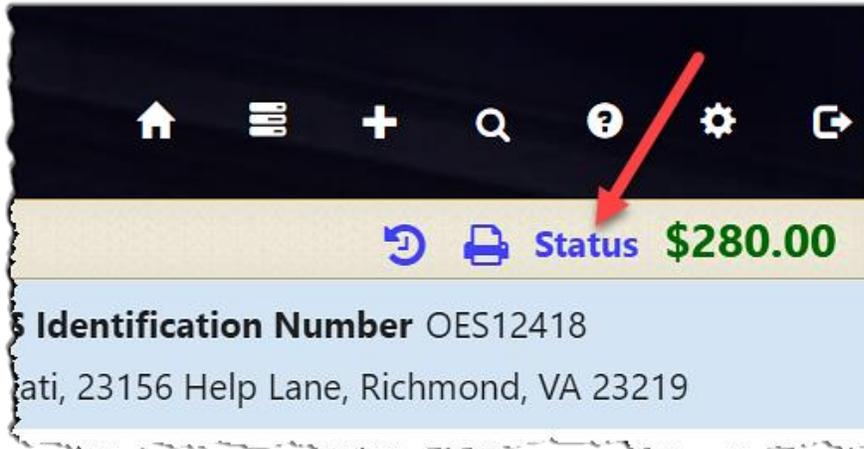


- **Draft** - Voucher is waiting for user to complete and submit to Court. Voucher may be edited or deleted when in Draft status.
- **Draft (Returned)** – Voucher has been returned by EVPS. The authorized signature failed to approve in the required time frame.
- **Processed by OES** – Voucher has been 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 Authorized Signature** – Voucher has been rejected by the authorized signature person and sent back to the vendor as a draft. A rejection reason is required.
- **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.
- **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.
- **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 Court and waiting review from Foreign Language Services. This status can also indicate the voucher 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 either OES or the judge, and it is 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 Authorized Signature-** Voucher is pending with the authorized signature person, waiting their approval or rejection.
- **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.
- **Waiting for Court Approval** – Voucher has been sent to the Judge for review.

Users may select **Status** to view a detailed timeline of voucher activity.



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

Note: Select **View Details** to return to the voucher.

Payment Information

Payment Information is available once the voucher status changes to Processed by OES.

The following information is displayed:

- Payment Method
- Payment Date
- Payment Reference Number

Payment methods include:

- ACH
- Check
- EFT
- GE (form of EFT payment)
- Manual Check
- Wire Transfer

If a payment is stopped or voided, EVPS displays Stopped or Void.

OES receives payment details weekly from the Department of Accounts. Payment information is typically updated each Monday. If Monday is a holiday, payment information is updated the next business day.

Payment information is visible only to the vendor. It is not displayed to the Clerk's Office or Judges.

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

For payment inquiries, contact the OES Accounts Payable Department at 804-225-3346.

Rejections

Vouchers may be rejected by:

- Authorized Signature
- Clerk's Office
- Judge
- OES (Accounts Payable)
- OES (Foreign Language Services)

If a voucher is rejected, the most recent rejection reason appears in red at the top of the voucher.

If multiple rejection reasons exist, select **See all rejection reasons** to view the complete list.

The screenshot displays the Electronic Voucher Payment System interface. At the top left is the state seal of North Carolina. The main title is "Electronic Voucher Payment System". Below this, a notification bar states "21-255702 Rejected by Court" with a refresh icon. The interface is divided into sections: a light blue section for "Vendor F.I.N. or SSN 111 (VND0000056458)" and "Vendor Reference"; a light blue section for "Court Name TAZEWELL COUNTY CIRCUIT COURT"; and a light red section for "test". Below the "test" section, it says "By Clerk:Claims Clerk1 Date: Sep 17, 2021, 4:38:41 PM" and includes a red arrow pointing to a link that says "See all rejection reasons".

Note: All rejection reasons are available under the **Status** section.

An email notification is sent when a voucher is rejected.

Recall Voucher

A recall icon () appears when a voucher is eligible for recall.

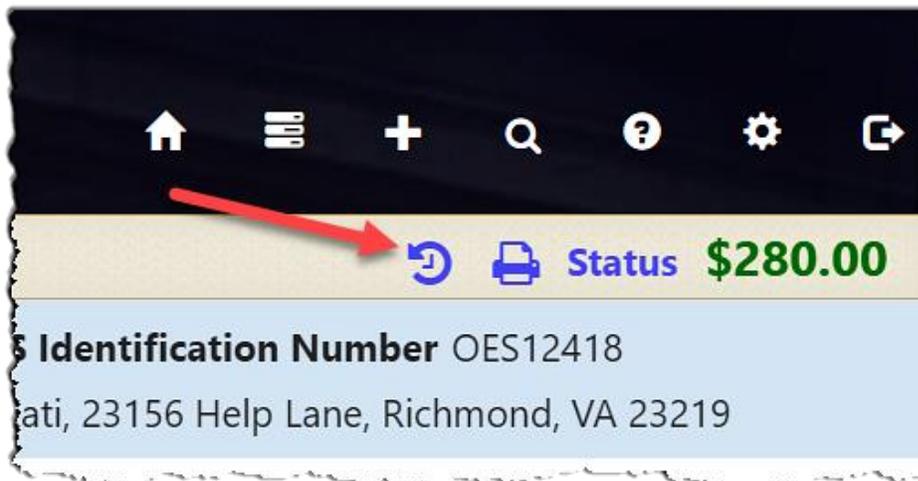
Vouchers may be recalled only when the status is:

- Waiting for Authorized Signature
- Sent to Court
- Resubmitted to Court

The recall icon is available on both the Dashboard and within the voucher.



Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWELL COUNTY CIRCUIT COURT >					
185G - TAZEWELL ON ESATEST ▾					
24-259889	Oct 11, 2024, 4:01:28 PM	Oct 11, 2024, 4:05:09 PM	\$400.00	\$400.00	Sent to OES (Accounts Payable) 
■ TEST GC2200002700					
24-259900	Oct 13, 2024, 2:09:35 PM	Oct 13, 2024, 2:09:46 PM	\$3,019.43		Sent to Court  



Print Voucher

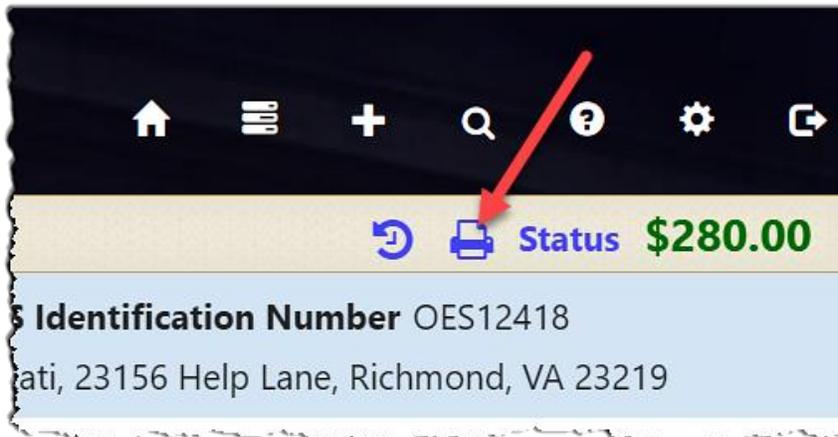
Vouchers may be printed after they have been submitted to the Court or sent to the Authorized Signature.

The print icon is available on the Dashboard.



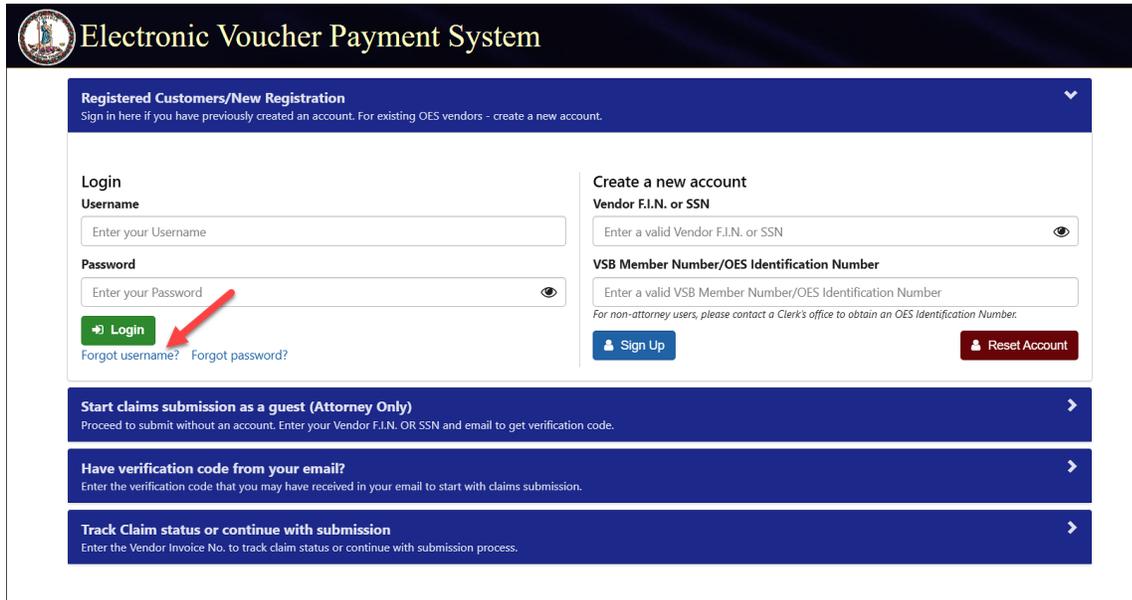
Vendor Invoice No. ↑↓	Submitted Date ↑↓	Last Updated Date ↑↓	Requested Amount	Approved Amount	Status ↑↓
023G - BOTETOURT COUNTY COMBINED >					
177J - MAYBERRY JUVENILE & DOMESTIC RELATIONS DISTRICT COURT >					
185C - TAZEWELL COUNTY CIRCUIT COURT >					
185G - TAZEWELL ON ESATEST ▾					
24-259889	Oct 11, 2024, 4:01:28 PM	Oct 11, 2024, 4:05:09 PM	\$400.00	\$400.00	Sent to OES (Accounts Payable) 
■ TEST GC2200002700 24-259900	Oct 13, 2024, 2:09:35 PM	Oct 13, 2024, 2:09:46 PM	\$3,019.43		Sent to Court 

The print icon is also available within the voucher.



Forgot Username

If the user does not remember their user name, select **Forgot username?** on the EVPS login page. (<https://eapps.courts.state.va.us/dc40/landing>).



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

VSF 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**

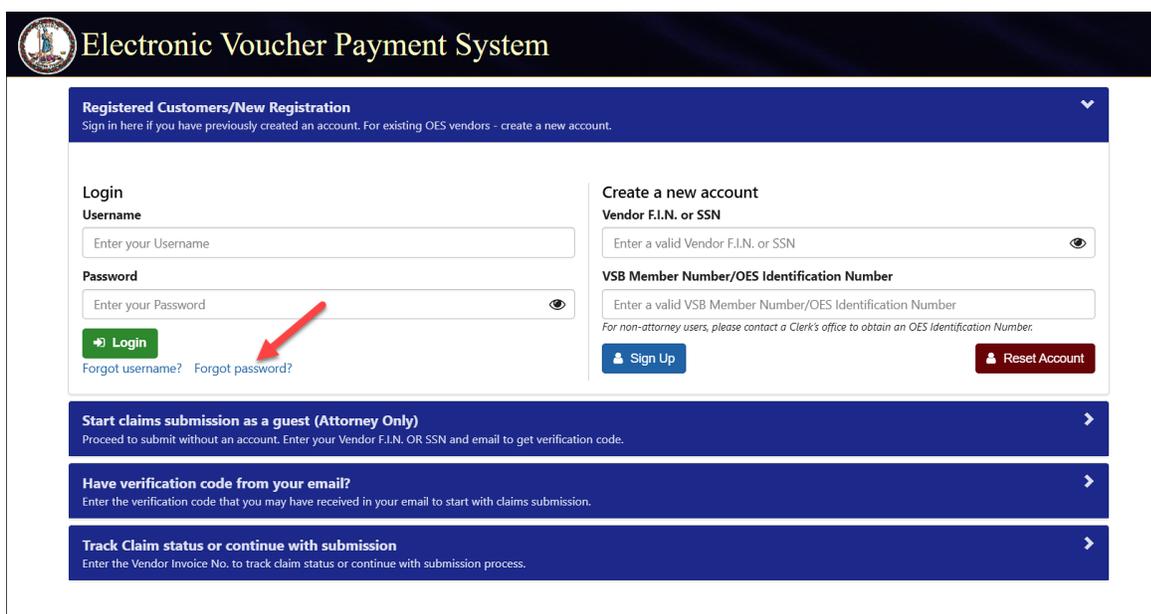
Start claims submission as a guest (Attorney Only)
Proceed to submit without an account. Enter your Vendor F.I.N. OR SSN and email to get verification code.

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 not remember their password, select **Forgot password?** on the EVPS login page. (<https://eapps.courts.state.va.us/dc40/landing>).



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

VSF 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 an account is locked, select **Reset Account** on the login page.

1. Enter **Vendor F.I.N. or SSN** and **OES Identification Number**, then select **Reset Account**.

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

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. Select **Get Verification Code**.

Electronic Voucher Payment System

Reset Account

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

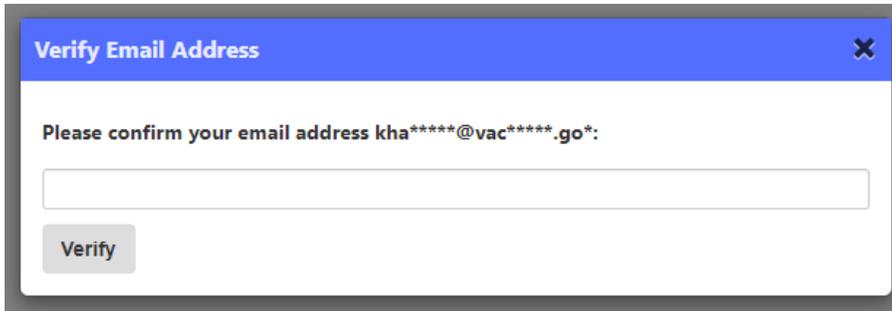
OES Identification Number
OES10140

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

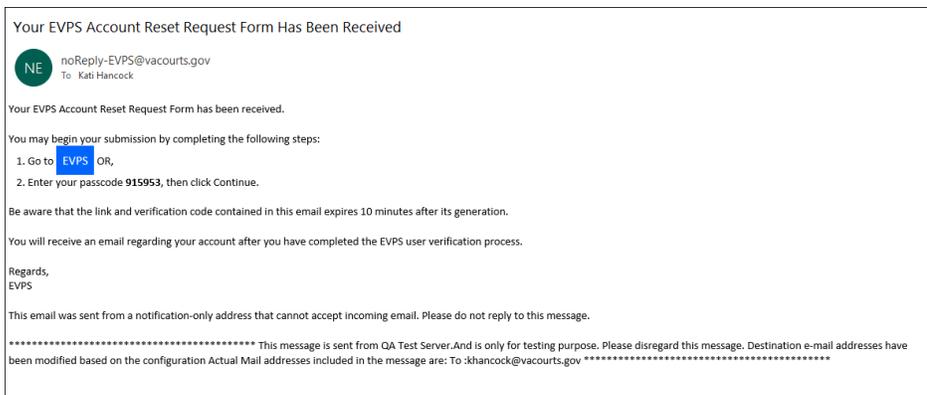
Get Verification Code

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

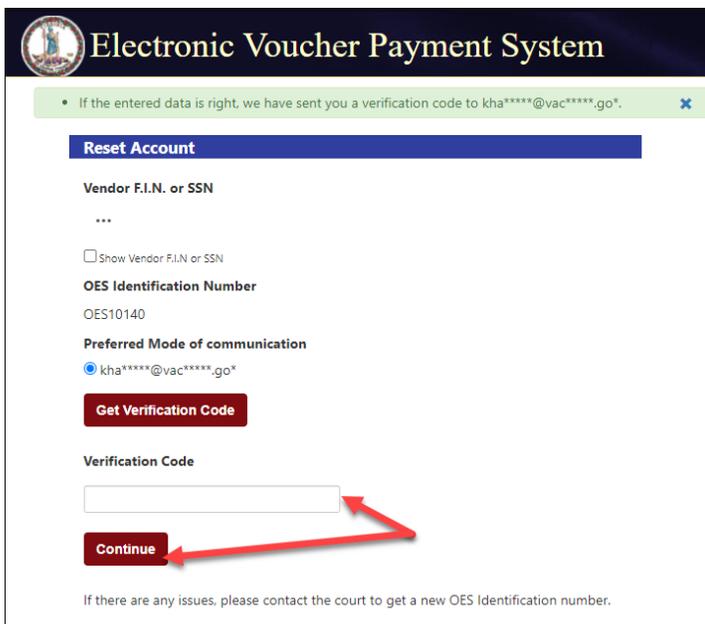
3. Enter the email address associated with EVPS account and select **Verify**. An email will be sent with a verification code.



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



4. Enter the verification code received by email and select **Continue**.



5. Create a new password and confirm the password.

Reset Password ✕

User Name: K23003

New Password :
New Password is required

Confirm Password :
Confirm new password is required

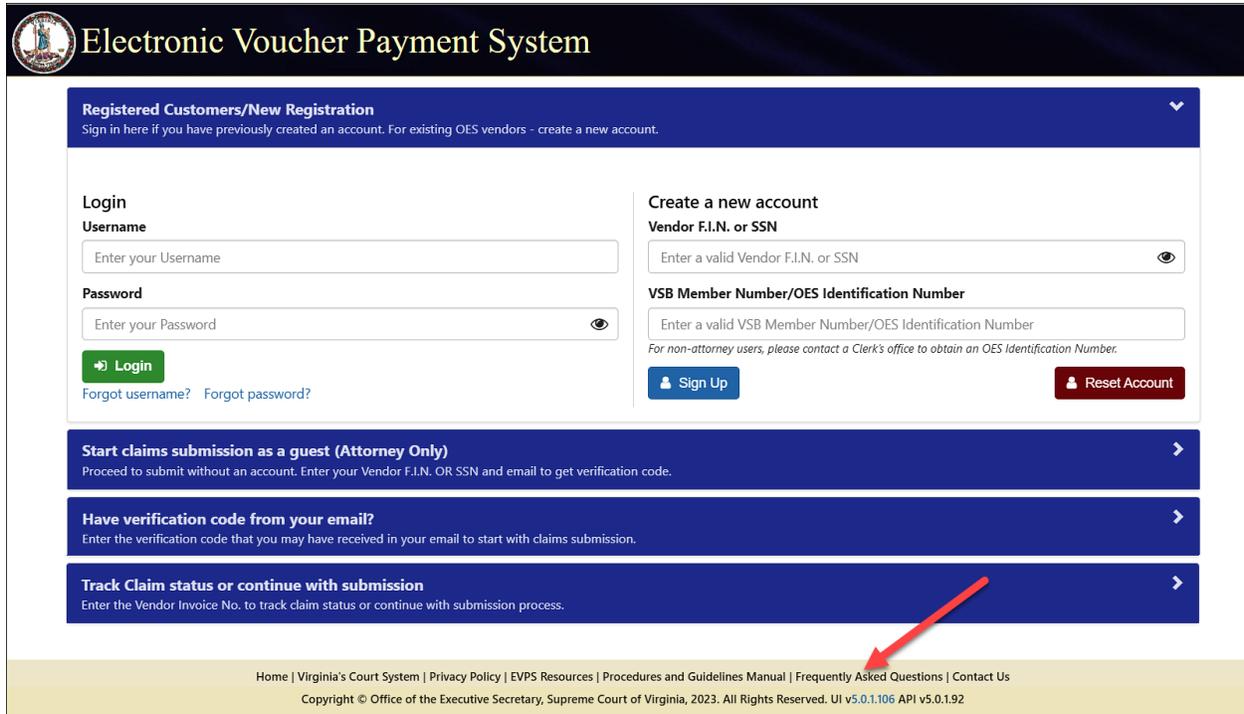
For your security, all passwords must meet the following requirements:

- 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.

Upon password reset, security questions must be answered at the next login.

Frequently Asked Questions (FAQ's)

A [link](#) to Frequently Asked Questions is available at the bottom of the EVPS screen.



They are also available under the **Help** icon.

