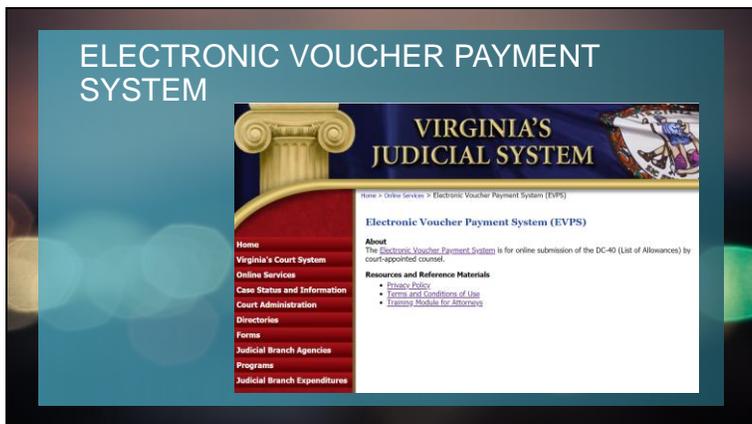


Welcome to the instructional video of the Electronic Voucher Payment System (EVPS) which processes DC40's also known as Lists of Allowances.

You will note that most devices including Smart Phones, tablets, Macs and PC's will be supported.

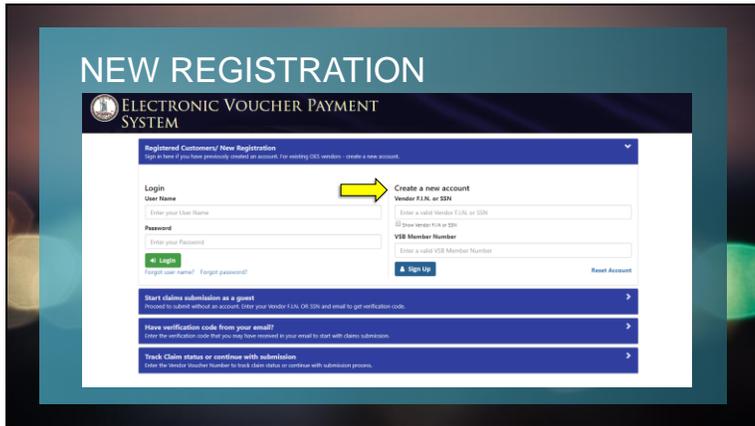
In addition, most browsers are supported, such as Microsoft Edge, Google, Bing, Firefox, etc., however, Internet Explorer is not supported.

The Electronic Voucher Payment System can be found on the VA Courts Website (vacourts.gov). Click in the Online Services TAB and the Electronic Voucher Payment System is in the list in alphabetical order.



On this page you may click on the [Electronic Voucher Payment System](#) link and that will take you to the registration/login page.

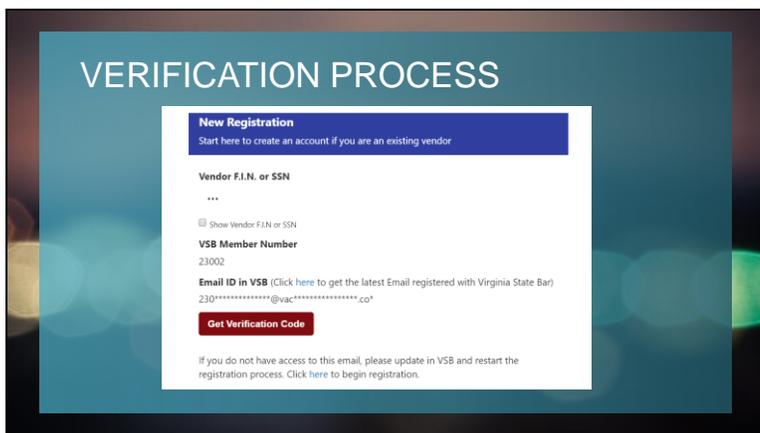
Please note this page also provides the training materials, as well as the Privacy Policy and Terms and Conditions of Use.



In order to create a new account within EVPS, you must already be an active OES vendor receiving payments for DC40 vouchers. If you are not an OES vendor, then you must complete the IRS W-9 form. This form must be on file with OES before payment to attorneys can be processed.

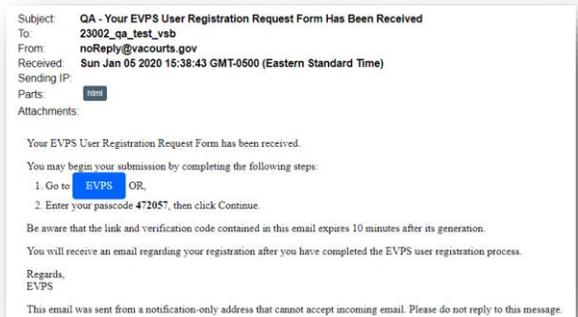
On the right side, under create a new account, please enter your Vendor F.I.N. number or your Social Security Number (The VENDOR F.I.N. refers to your Federal Identification Number provided to you by the IRS).

Then enter your Virginia State Bar Member Number and click the Sign Up button.

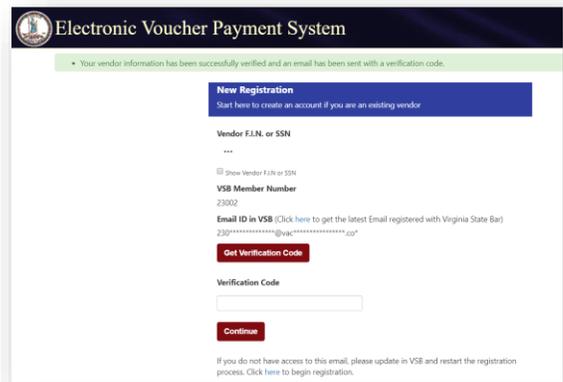


Upon entry of your Vendor F.I.N. or Social Security Number and your VSB member number you will be prompted to click the “Get Verification Code” button. The system will verify your information with the Virginia State Bar website based on the data entered.

You will receive a verification code in the email address that is associated with your Virginia State Bar account. If you do not receive a verification email or if the email on the verification screen is outdated, please contact the Virginia State Bar to update your profile.



Once you receive the email, you may either select the EVPS icon, which will take you to the registration page with your verification code filled in, and you will be required to enter your Vendor F.I.N. or SSN OR you may enter the verification code on the new registration page.



Note: once you have completed registration, you may edit the email address, as needed.

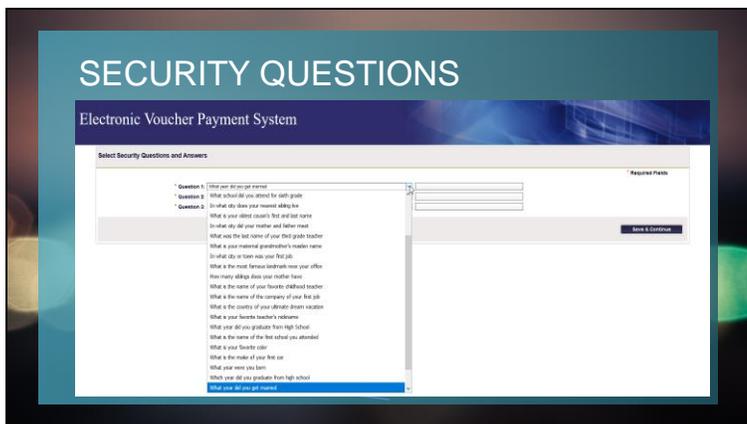
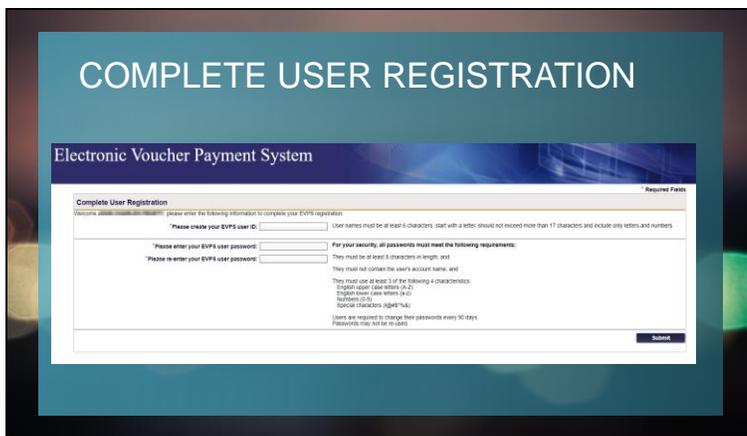
Upon successful entry of the verification code, you will be directed to create a User ID and Password.

Please note while entering the information, for your security, the requirements are listed on the screen for the successful creation of the User ID and Password.

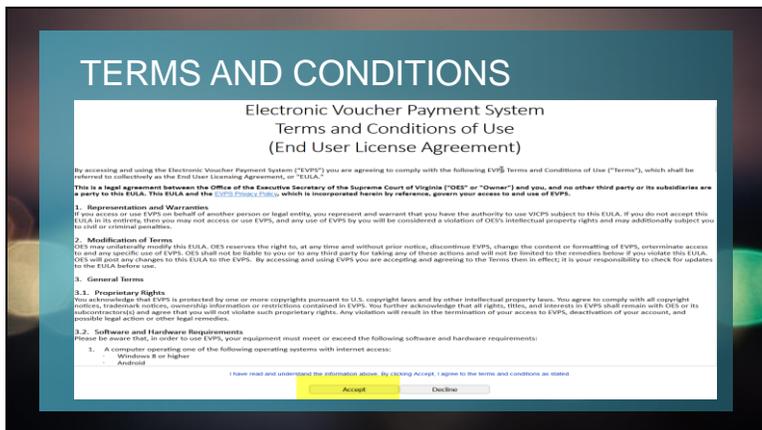
The password must contain at least 3 of the following characters:

- upper case letter,
- lower case letter,
- number and/or special character.

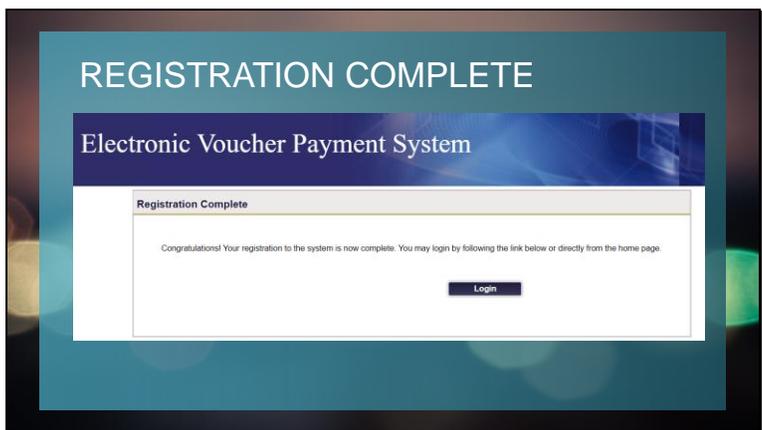
Additionally, users are required to change passwords every 90 days and passwords may not be re-used.



You will now be directed to a list of security questions. These questions will be populated and will require your unique answers at any time that you access the system from a different browser and/or device.

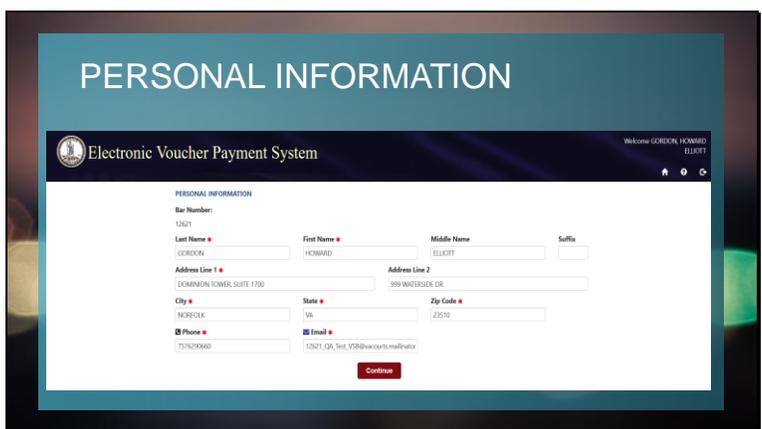


At this point, you will need to accept the Terms and Conditions of Use of the Electronic Voucher Payment System.



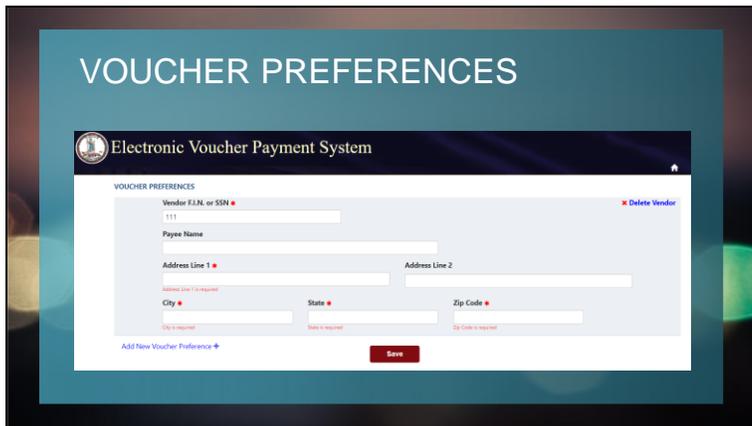
You have now successfully completed your registration.

You may log in to the EVPS system with the User Name and Password you provided.



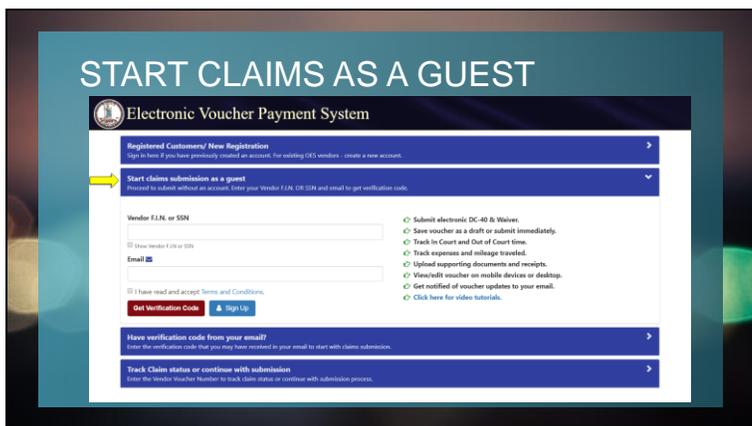
Once logged in, your personal information will populate based on the information from the Virginia State Bar.

This information may be edited for voucher purposes at any time, as necessary.



Next you will be directed to fill out your Voucher Preferences. There is the option to add more vendors, by clicking the “Add New Voucher Preference +” You may also delete vendors as needed.

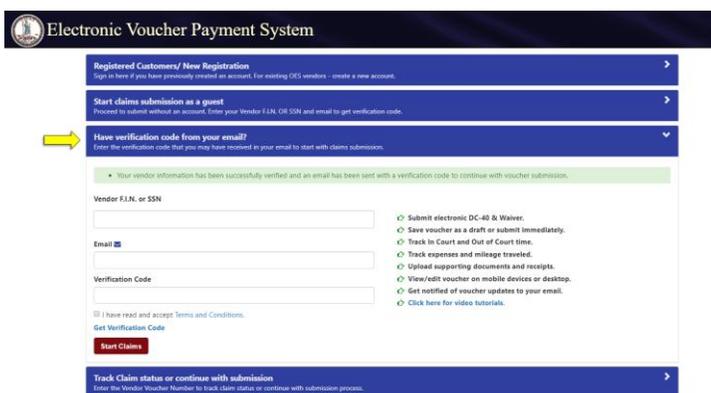
This information may be edited for voucher purposes at any time, as necessary.



Instead of registering, you may submit a voucher as a guest, without an account.

You will need to enter your Vendor F.I.N. number or your Social Security Number (The VENDOR F.I.N. refers to your Federal Identification Number provided to you by the IRS).

Then enter your email, accept the Terms and Conditions, and click “Get Verification Code.”



The system will verify your information with the Virginia State Bar website based on the data entered and an email will be sent with a verification code. You will then enter the verification code, accept Terms and Conditions, and click “Start Claim”

The screenshot shows the 'Electronic Voucher Payment System' interface. It is divided into two main sections: 'VENDOR INFORMATION' and 'COURT INFORMATION'.
VENDOR INFORMATION:
- Vendor F.I.N. or SSN: 111 (VND0000056458)
- Vendor Voucher Number: 20-251059
- VSB Member Number: (empty field)
- Vendor Reference (Optional): (empty field)
PAY TO THE ORDER OF:
- Payee Name: (empty field)
- Attorney Name: (empty field)
Address Line 1: (empty field) | **Address Line 2:** (empty field)
City: (empty field) | **State:** (empty field) | **Zip Code:** (empty field)
COURT INFORMATION:
- Court Type: (dropdown menu)
- Court Name: (dropdown menu)
- Select Court: (dropdown menu)
A red 'Continue' button is located at the bottom left.

You will then be prompted to complete Vendor Information, Pay to the Order of, and begin your voucher submission through the Court Information section.

The screenshot shows the 'TRACK CLAIM STATUS - GUEST' page. It features a list of navigation options on the left and a main content area.
Navigation Options:
- Registered Customers/ New Registration
- Start claims submission as a guest
- Have verification code from your email?
- Track claim status or continue with submission (highlighted with a yellow arrow)
Main Content Area:
- Vendor F.I.N. or SSN: (input field)
- Vendor Voucher Number: (input field)
- Track Voucher: (button)
- Sign Up: (button)
Helpful Links:
- Submit electronic DC-40 & Waiver.
- Save voucher as a draft or submit immediately.
- Track in Court and Out of Court time.
- Track expenses and mileage traveled.
- Upload supporting documents and receipts.
- View/Withdraw voucher on mobile device or desktop.
- Get notified of voucher updates to your email.
- Click here for video tutorials.

As a guest, you may track your claim status.

You will need to enter your Vendor F.I.N. or Social Security Number, the Vendor Voucher Number, and click the "Track Voucher" button.

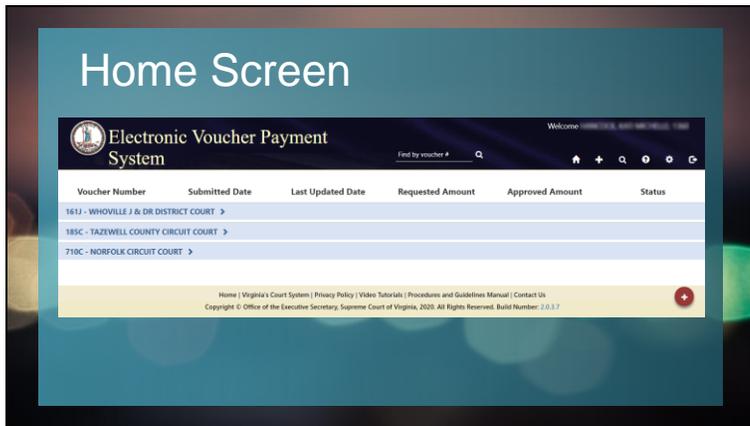
The screenshot shows the 'REGISTERED CUSTOMERS' page. It features a list of navigation options on the left and a main content area.
Navigation Options:
- Registered Customers/ New Registration
- Start claims submission as a guest
- Have verification code from your email or mobile number?
- Track claim status or continue with submission (highlighted with a yellow arrow)
Main Content Area:
- Login: (input field)
- Password: (input field)
- Login: (button)
- Create a new account:
- Vendor F.I.N. or SSN: (input field)
- VSB Member Number: (input field)
- Sign Up: (button)
- Forgot user name? | Forgot password? | Reset Account (links)
Helpful Links:
- Submit electronic DC-40 & Waiver.
- Save voucher as a draft or submit immediately.
- Track in Court and Out of Court time.
- Track expenses and mileage traveled.
- Upload supporting documents and receipts.
- View/Withdraw voucher on mobile device or desktop.
- Get notified of voucher updates to your email.
- Click here for video tutorials.

Registered users will sign in using their User Name and Password provided upon completion of the registration portion of the system.

If you are a registered user and do not remember your user name or password, please use the Forgot user name? or Forgot password? to have your user name or password emailed to you. For more details, please see the "Forgot User Name" and "Forgot Password" sections of this presentation.

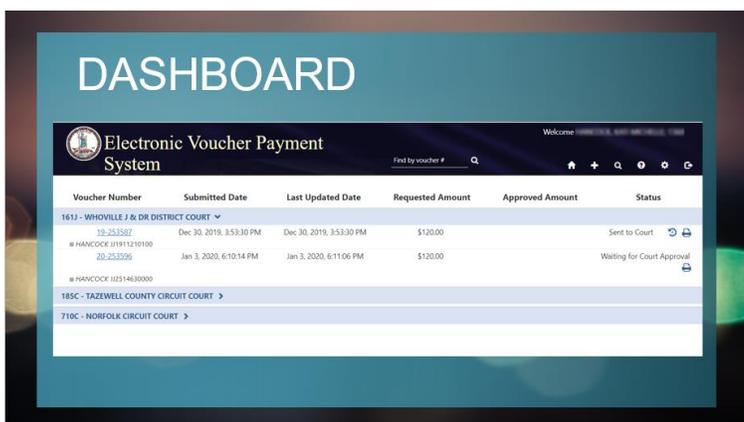
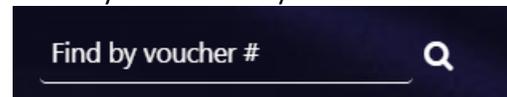
Once you have successfully logged in, you will be directed to your home screen.

You will notice several icons on the upper right side of the screen.



-  Home- At anytime, will take you back to this screen.
-  Start a new voucher. Additionally you may select  in the lower right corner.
-  Search- see the “Search” section of this presentation.
-  Help- direct you to the EVPS page on vacourts.gov
-  Settings - see the “Settings” section of this presentation.
-  Logout

You may also search by voucher number.



Additionally, you have access to a Dashboard which will include all your vouchers with their reflected status.

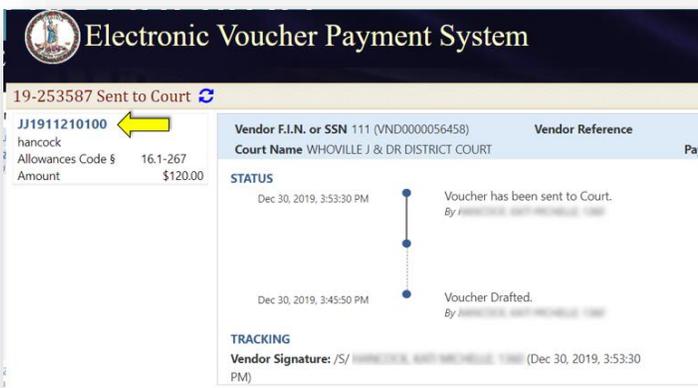
More specific information regarding each voucher may be viewed by clicking the blue link on the individual voucher number



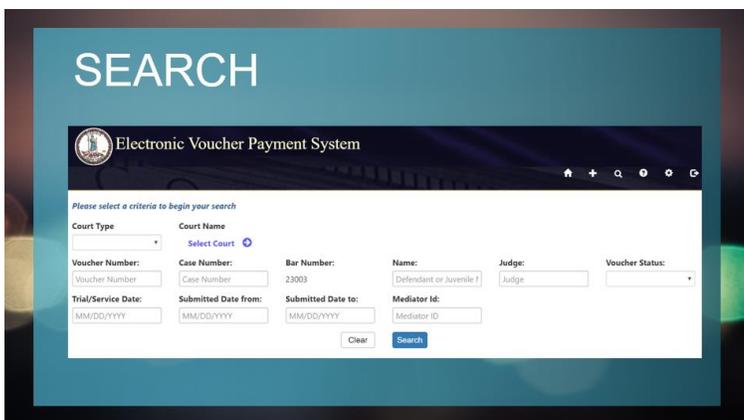
At a glance you can track where the voucher is during the approval and payment process.

Note you may click on the dotted line to extend the timeline.

To view the information you submitted, simply click "View Details."

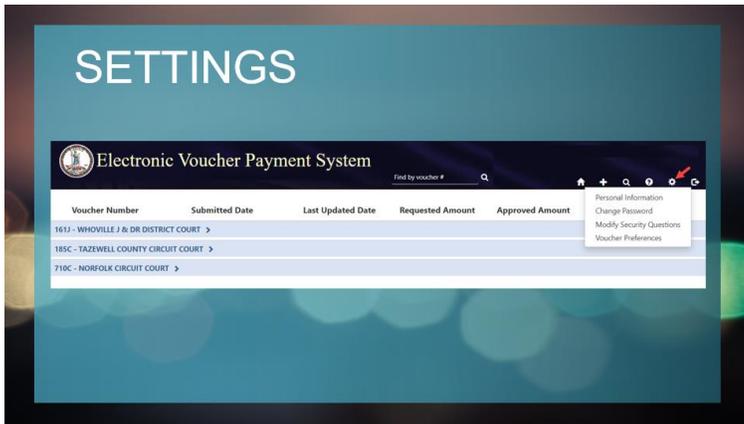


Then select the case number on the left, if you want to see the whole voucher.



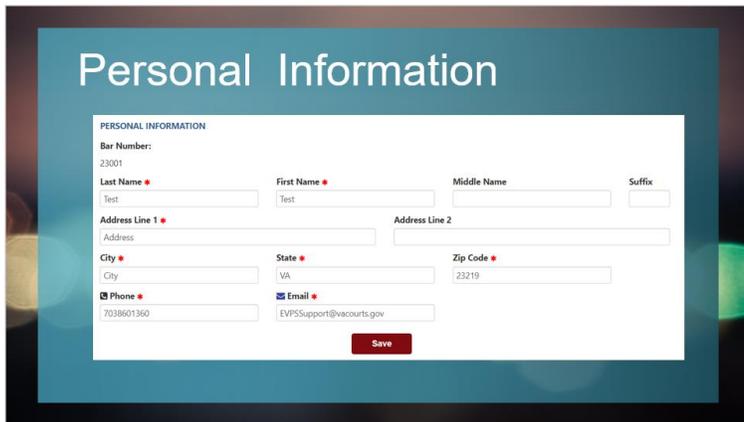
You may Search for vouchers by a specific Court, and/or additionally by:

- Voucher Number
- Case Number
- Defendant or Juvenile Name
- Judge
- Voucher status
- Trial/Service Date
- Submitted Date or by date range
- Mediator ID



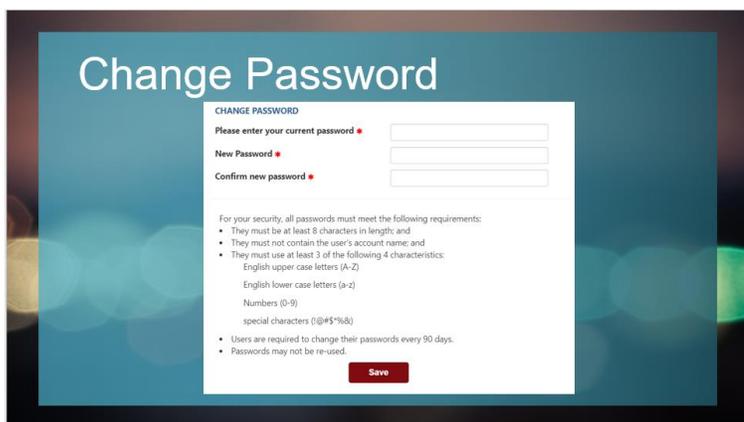
To view or update any of your account information, click the settings icon, and choose from the four options:

Personal Information, Change Password, Modify Security Questions, and Voucher Preferences.



Your personal information is populated based on the information from the Virginia State Bar.

This information may be edited for voucher purposes at any time necessary.



At any time, you may change your password. Complete the required fields and click "Save."

The screenshot shows a web interface titled "Modify Security Questions". Below the title is a section labeled "EDIT SECURITY QUESTIONS". It contains three questions, each with a dropdown menu and a "Test" button. Question 1 asks "What was your childhood nickname", Question 2 asks "What is the name of your favorite childhood friend", and Question 3 asks "What street did you live on in third grade". A red "Save" button is located at the bottom center of the form.

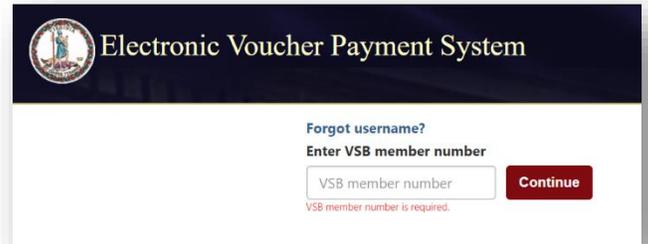
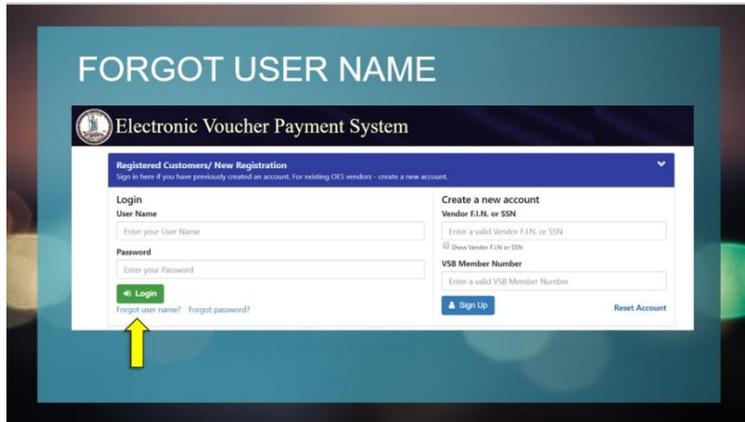
At any time, you may modify your security questions. Complete the required fields and click "Save."

The screenshot shows a web interface titled "Voucher Preferences". It displays two vendor entries. Each entry includes a "Vendor F.I.N. or SSN" field with a "Delete Vendor" link, a "Payee Name" field, and address fields for "Address Line 1", "Address Line 2", "City", "State", and "Zip Code". The first vendor's address is "Richmond, VA 23219". A red "Save" button is at the bottom center, and a link "Add New Voucher Preference" is at the bottom left.

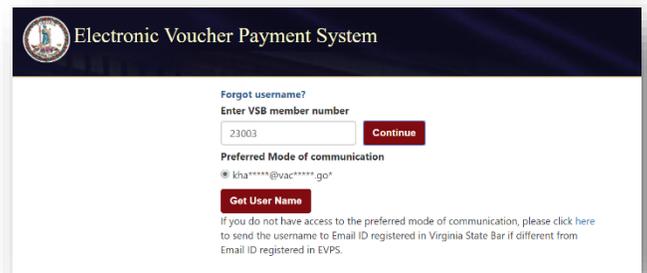
At any time, you may update, delete and/or add new vendors under your Voucher Preferences. Complete the required fields and click "Save."

Once you have successfully registered with EVPS and, if at any time you do not remember your user name, simply click on the link, “Forgot User Name?”

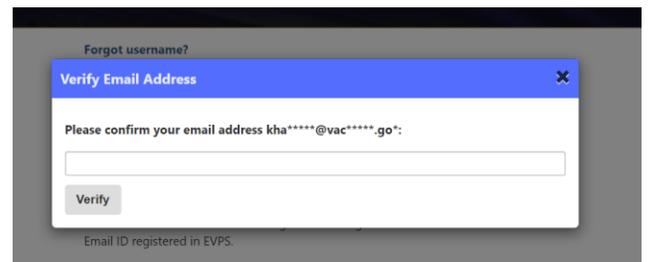
You will then be directed to enter your Virginia State Bar member number, and click, “Continue”



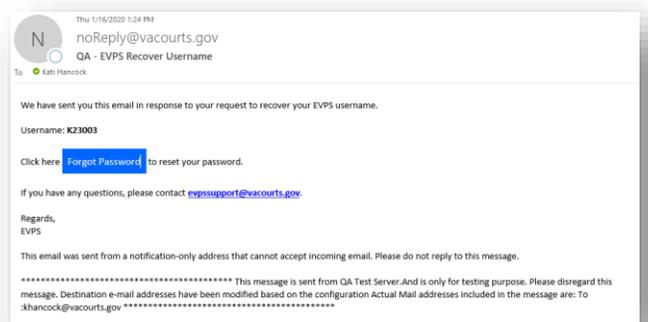
You will then select the “Get User Name” button.



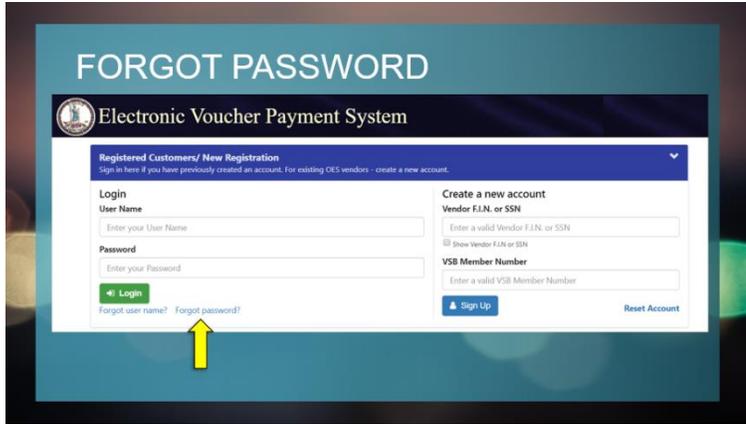
Then enter your email address and “Verify.”



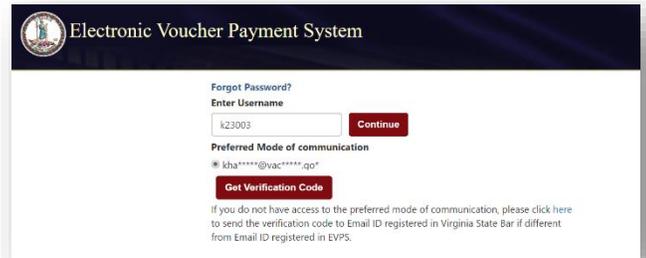
You will then be redirected to the login page, and receive an email with your user name.



If, at any time, you do not remember your password, simply click on the link, Forgot Password. You will then be directed to enter your user name and click, "Continue"

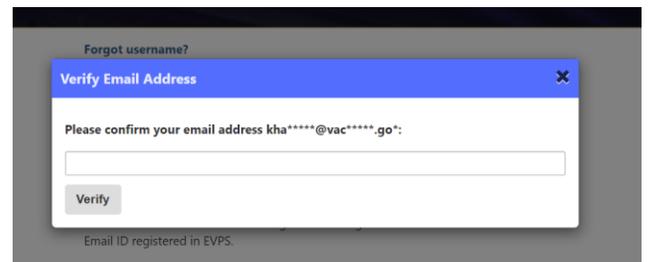


Upon entry of your user name, you will be prompted to select the "Get Verification Code."

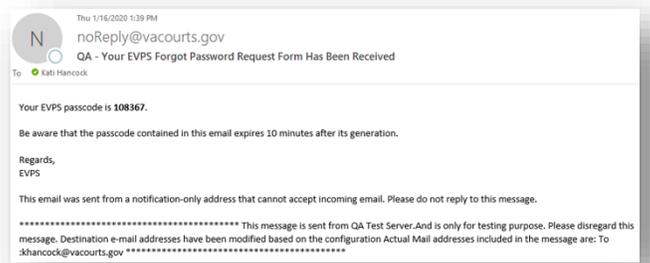


Note: If you do not have access to the mode of communication, you have the option to send the verification code to the email address associated with the Virginia State Bar.

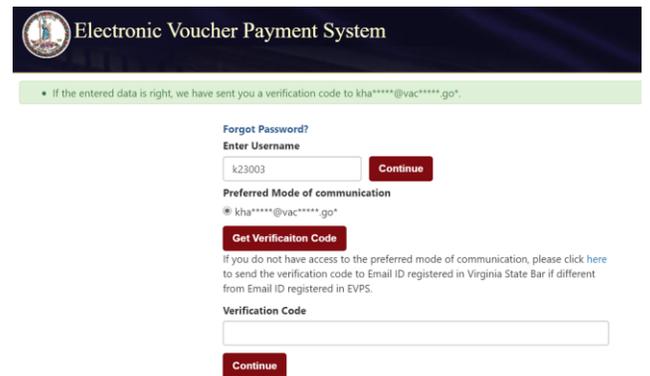
Then enter your email address and "Verify."



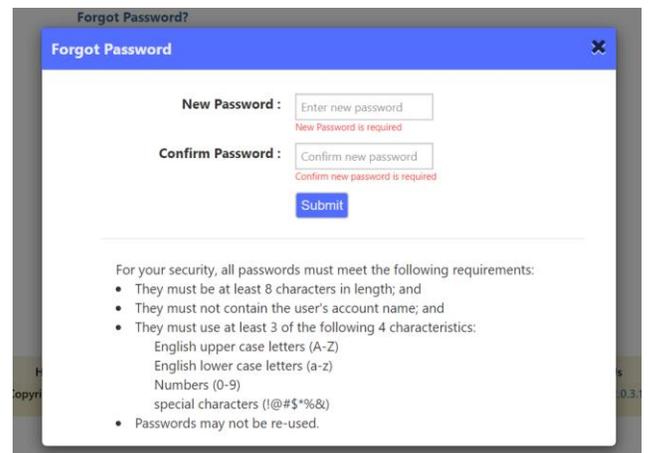
You will then receive an email with your verification code.

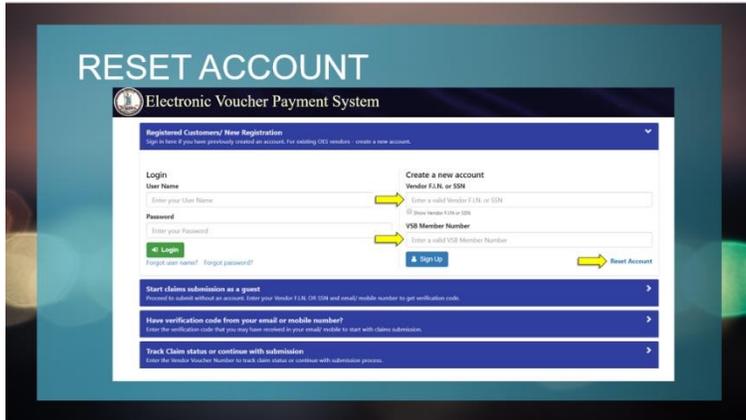


Enter the verification code and select “Continue.”



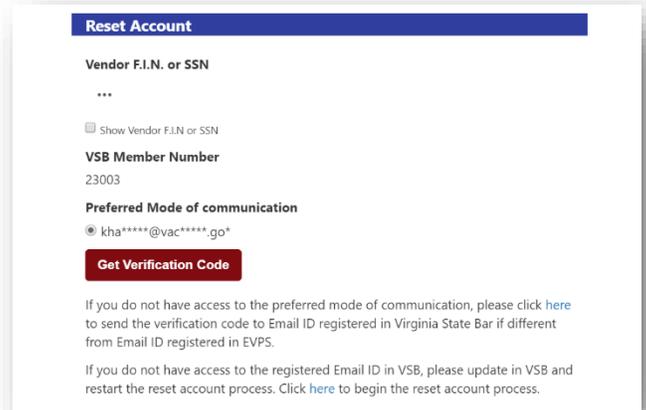
Then create a new password and continue with your login.





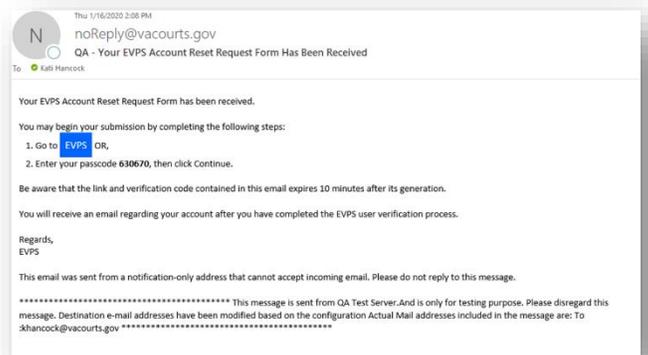
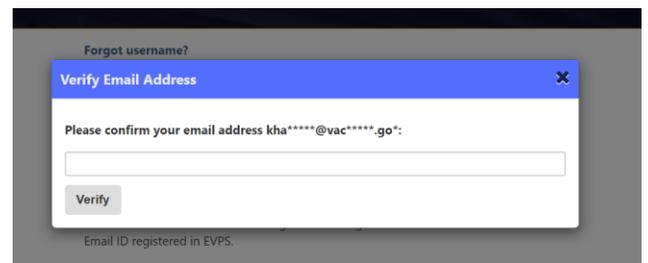
If you are a registered user and have been locked out of your account, please enter your Vendor F.I.N. or SSN and your VSB Member Number, then select “Reset Account.”

Next, click the “Get Verification Code” button.



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

Then enter your email address and Verify, and you will receive a verification code from the selected mode of communication.



Once you receive the email, enter your verification code, and click “Continue.”

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

Reset Account

Vendor F.I.N. or SSN

 Show Vendor F.I.N. or SSN

VSB Member Number
23003

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

[Get Verification Code](#)

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

Verification Code

[Continue](#)

You will then create a new password.

Reset Password

User Name: K23003

New Password:
New Password is required

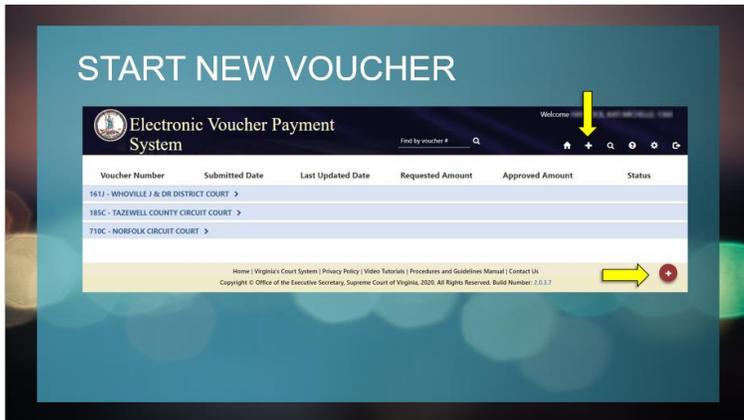
Confirm Password:
Confirm new password is required

[Submit](#)

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.

Note: Your user name is displayed.



To start a new voucher, select the “+” icon in the upper right corner. Additionally, you may select the + sign in the lower right corner.

You will notice there are three sections:

- **VENDER INFORMATION** includes the Vendor F.I.N. or SSN, VSB Member Number, Vendor Voucher Number, and Vendor Reference.

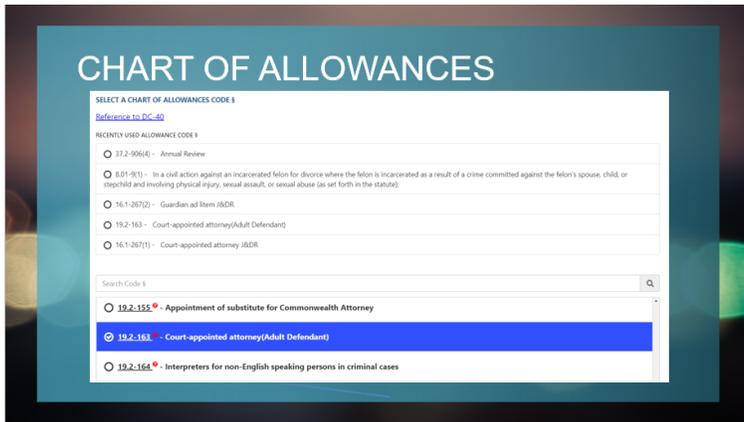
The Vendor Reference is an optional free form field for your personal internal use. This information will be printed on the check stub for your reference. Do not use any characters other than numbers or letters in this field.

Note: If you have more than one Vendor added on your account, make sure the correct Vendor is selected from the dropdown.

- **PAY TO THE ORDER OF**, is simply how the check should be written and requires an entry, including address.
- **COURT INFORMATION**, includes **COURT TYPE** which requires you to select the level of court, for example Circuit, Combined or General District, or J&DR; **COURT NAME** which requires you to select the name of the locality that this case was heard.

Once you have selected the required information, click **CONTINUE**

Note: Only the courts that are participating in this program will be available in the dropdown.



You will now be directed to the list of code sections from the Chart of Allowances.

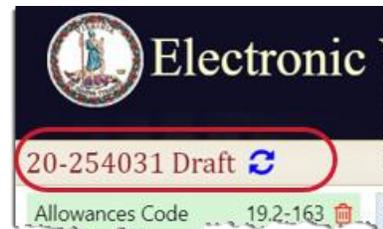
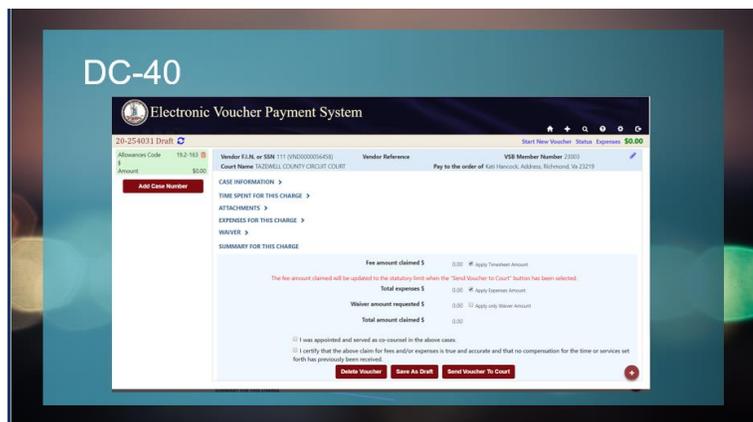
There is a “Reference to DC-40” link that will open a blank DC-40.

Please select the appropriate Chart of Allowance code section that applies to this specific case. If needed, you will have the option to edit this selection before submission.

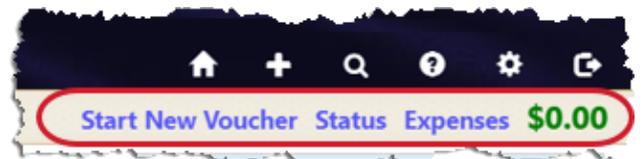
For your convenience, your frequently selected code sections will move to the top of the list for future entries.

At this point, you will note a variety of learning tools that are provided in various fields throughout the system. These tools will only populate for the first few times the system is initiated. You have the option to view these tools or skip them.

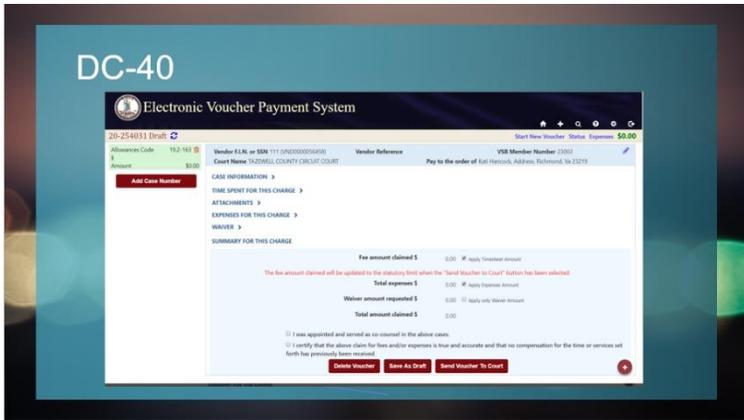
Displayed on the left side of the banner bar, is the Vendor Voucher Number, the status of the current voucher, and a refresh icon.



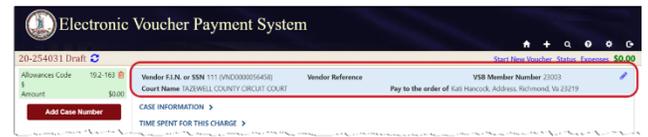
Displayed on the right side on the banner bar:



- “Start New Voucher,” when selected will allow you to start a new voucher.
- “Status,” when selected will show you a detailed summary of the status thus far.
- “Expenses,” when selected will show you expenses for all charges on the voucher.
- Lastly, at the end of the banner bar, will be the total amount for the voucher.



Below the banner bar is the Voucher header, if needed you may edit the fields by selecting the edit icon.



On the left of the screen there is an “ADD CASE NUMBER” button. This allows you to submit up to 10 cases on one voucher. Before adding case numbers to your voucher, select, “Save as Draft” first.

Please note that if a case is rejected, all cases on the voucher will be rejected. Once the correction(s) have been made to that case, it can easily be resubmitted for payment.

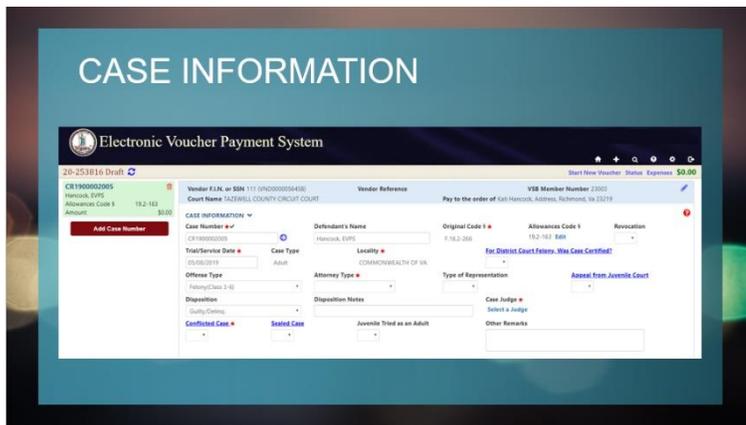
The DC-40 Voucher is divided into 5 sections, Case Information, Time Spent for this Charge, Attachments, Expenses for this Charge, and a Waiver section, for more details, see the corresponding sections within this presentation.

There is also a Summary of this Charge section. This section provides the Fee amount claimed, total expenses, Waiver amount requested, and the Total amount claimed.

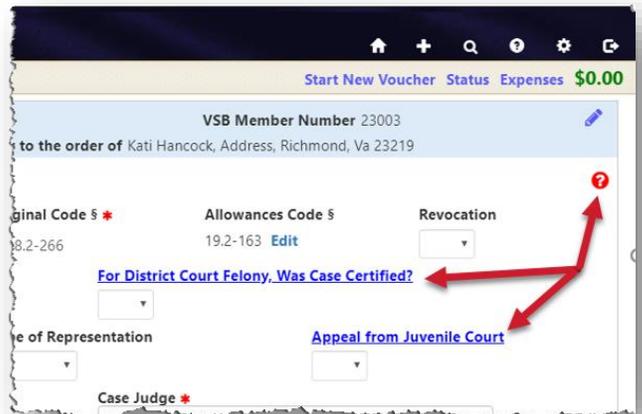
Note: Based on your voucher submission, please check the appropriate box or boxes. For example, if you served as co-counsel, please select the box, "I was appointed and served as co-counsel in the above case."

If at any time you need to delete the voucher, you may click the “Delete Voucher” button, if at any time you need to save the voucher and continue later, click the “Save as Draft” button. Please note, that the case management system is only available between the hours of 7:00 am and 7:00 pm on business days. However, this system will allow the “SAVE AS DRAFT” option to be selected at any time to preserve the entered data and allow the DC40 to be completed at a later time. If a case is saved after 7:00pm, the voucher will not be submitted until the information has been verified on the next business day. You will receive an email once the voucher information has been verified against the case management system.

Once you have completed your voucher, and ready to submit, click the “Send Voucher to Court” button.



You will notice a RED question mark in the corner of each section along with blue, underlined fields, by clicking them, a HELP screen will appear and provide a brief description of the corresponding field and section.



Starting with the case number, the required fields with the RED asterisks must be completed. Once the case number has been entered, the next step is to click the Blue Circle with the White Arrow. By doing so, data will be populated from the court's case management system to the appropriate fields (which will include some of the required fields).

You will note certain fields, such as Original Code Section, Case Type and Locality are not editable.

In order to submit a voucher, it is required to be a Commonwealth of Virginia case. Locality cases can not be submitted electronically.

You will need to complete the other fields as they relate to your individual DC40 submission, such as OFFENSE TYPE, ATTORNEY TYPE, CONFLICTED CASE, CASE JUDGE, etc.

When completing the CASE JUDGE field, click the "Select a Judge" button so you may search and select a judge.



The CONFLICTED CASE field should be marked with a YES, if a second court appointed attorney is being paid due to a conflict with a prior court appointed attorney.

Other Remarks is an optional field that provides additional information to OES for payment processing. Please do not enter any confidential information, such as TAX-ID or SSN, in this field.

Note: The remarks field will be required, if "YES" was selected for conflicted case.

TIME SPENT FOR THIS CHARGE

TIME SHEET DETAILS >

In Court time Hourly Rate \$ Hours Minutes \$0.00

Out of Court time Hourly Rate \$ Hours Minutes \$0.00

Total : \$0.00

“In Court” and “Out of Court” time fields must be listed separately.

You may enter your total in court and total out of court time; or you may select "Time Sheet Details" to break down your time by date.

The Hourly Rates and Compensation totals are calculated by the system for each individual case.

TIME SPENT FOR THIS CHARGE

TIME SHEET DETAILS >

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

In Court time Hourly Rate \$ Hours Minutes \$0.00

Out of Court time Hourly Rate \$ Hours Minutes \$0.00

Total : \$0.00

The voucher will allow attachments, as required. For example, if you are part of a conflicted case, and have a substitution of counsel order, please attach. Adding these various documents could provide essential documentation, therefore less rejections and faster payments.

These will need to be in pdf, jpeg, png or gif format. Again, by clicking on the RED question mark, you will open up a HELP screen that will explain the attachment process.

Please note, this is not the place to attach receipts, as they should be included in the EXPENSES FOR THIS CHARGE section.

Click, “Click to browse,” select your document, and then you will be prompted to select a category from the drop-down. The Description field is optional. Once completed, click, “Upload.”

ATTACHMENTS

ATTACHMENTS > Allowed file types: pdf, jpeg, png, gif. Please use expenses section if you want to attach any receipts.

[Click to browse](#)

Upload Attachments

Note: Please use expenses section if you want to attach any receipts.

File Name	Category	Description
Test.pdf		

Upload

Itemization must accompany all expenses claimed, and receipts are required for each individual expense over \$20.

Mileage does not require a receipt.

Use the paperclip icon to attach any receipts, as required. This feature will allow multiple receipts to be added, if needed.

Note: The “Description” field is mandatory if entered, “Miles Traveled” or “Other Expenses.”

Any court-appointed attorney seeking a waiver above the statutory fee amount must complete the DC40A (APPLICATION FOR AND APPROVAL OF WAIVER OF FEE CAP) for each charge. Explanation for waiver request is required.

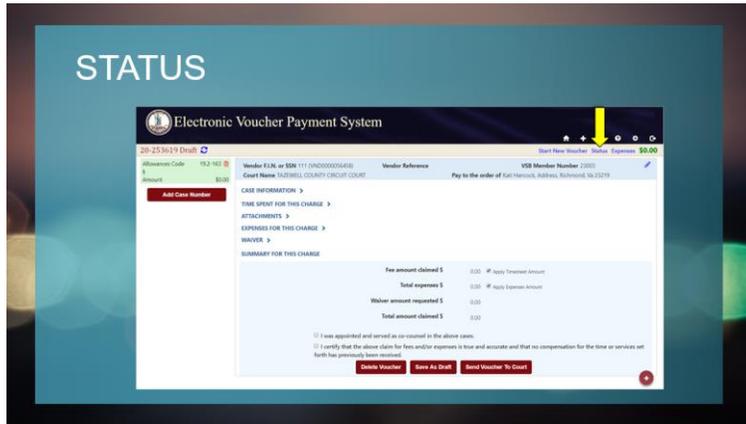
Based on the waiver requested, please check the appropriate box or boxes.

Note: There is a “Reference to Waiver” link that will open a blank DC-40A form.

In addition, if you are submitting a voucher for a waiver only (and expenses, if applicable), please make sure to check the checkbox, “Apply only Waiver Amount.” By checking this checkbox, the “Fee amount claimed” field will become zero, and a fee amount will not be permitted.

You are also able to view an up to date timeline for the stage of each voucher in the STATUS Tab. At a glance you can track where the DC40 is during the approval and payment process.

Note you may click on the dotted line to extend the timeline.



The system provides an email to the registered email address when a voucher has been rejected by the Court, and when it has been processed by OES.

NOTES TO REMEMBER

- ❖ SAVE AS DRAFT may be selected at any time to preserve the entered data and to allow the DC40 to be completed at a later time. This may be used during off hours, as case management data is not available after 7:00 pm. If a case is saved after 7:00 pm., the voucher will not be submitted until the information has been verified on the next business day. You will receive an email once the voucher information has been verified against the Case management data.
- ❖ 10 cases may be submitted per voucher. However, if one is rejected, then all cases are rejected.
- ❖ Vouchers submitted for Court of Appeals or Supreme Court of Appeals, please make sure you are using the appropriate Chart of Allowance Code §19.2-326.

Need assistance?

If you have any questions or concerns, please contact the Clerk's Office where you are submitting your voucher.

You may also contact the
HELP DESK at 804-786-7888 or email us at EVPSsupport@vacourts.gov