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Overview

The ELECTRONIC VOUCHER PAYMENT SYSTEM (EVPS) has been created to allow court reporters to electronically file a DC-40, LIST OF ALLOWANCES.

The ELECTRONIC VOUCHER PAYMENT SYSTEM- COURT REPORTER USER GUIDE is designed for use by court reporters within the Commonwealth of Virginia. This guide is organized to give an overview of the system, with detailed instructions on how to complete functions using EVPS. It is intended to serve both as a training guide for those who are learning to use the computerized system and as a resource guide for those who have completed training and need follow-up instruction or assistance with problem solving.

EVPS is available 23/7; it is down for maintenance from 4:00 AM to 5:00 AM daily.

EVPS is supported by most internet browsers, such as Google Chrome (Best), Microsoft Edge, Bing, and Firefox; however, Internet Explorer is not supported.

Getting Help

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

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

On this page the user may click on the Electronic Voucher Payment System link and will then be taken to the registration/login page. Additionally, the user has access to the Court Reporter User Guide, as well as the Privacy Policy and Terms and Conditions of Use. These documents will also be available in the user’s EVPS account.
In order to create a new account within EVPS, the user must already be an active OES (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, 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.

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 ID (username) and an EVPS user password.

**Note:** The user ID (username) cannot be changed in the future.
6. The user will select and answer three security questions.

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 to add more vendors, by selecting the *Add New Voucher Preference* or delete vendors as needed.

**Log in to EVPS**

Registered users will sign in using their username (not case sensitive) and password provided upon completion of the registration portion of the system.

If you are a registered user and do not remember your username or password, please use the *Forgot user name?* or *Forgot password?* to have your username or password emailed to you. For more details, please see the *Forgot User Name?* 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.

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. Additionally, the user may select the plus icon in the lower right corner.

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 (Only applicable for District Court vouchers)
- Voucher Status
- Trial/Service Date (Only applicable for District Court vouchers)
- Submitted Date from/to

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

Help

The Help icon will provide direct access to the ELECTRONIC VOUCHER PAYMENT SYSTEM-COURT REPORTER USER GUIDE. The user may also access the Frequently Asked Questions, Privacy Policy, and Terms and Conditions of Use. 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. This 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 – The user may update, delete and/or add new vendors at any time.

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.

Logout

The Logout icon will allow the user to securely log off EVPS.

Notification of EVPS Updates

When updates have been made to EVPS, the user will be notified upon login. The below pop-up will appear.

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

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

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

The user will have the option to **Dismiss** the message.

![Message Alerts Image](image)

How to Start a Voucher

To start a voucher, the user may either select the plus icon in the upper right corner or the plus icon in the lower right corner.

![How to Start a Voucher Image](image)
The user will need to review and complete the *Vendor Information*, *Pay To The Order Of*, and *Court Information* sections.

- **Vendor Information** includes the Vendor F.I.N. or SSN, OES Identification Number, Vendor Invoice Number, and Vendor Reference.

  **Note:** A refresh icon is displayed to the right of this field. If selected, their information will be updated with any changes made in the voucher preferences section.

- 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.

  **Note:** If the user has more than one Vendor added on their account, make sure the correct Vendor is selected from the drop-down.
• *Pay To The Order Of*, should display how the check should be written and requires an entry, including address.

• *Court Information* includes *Court Type* which requires the user to select the level of court, for example Circuit Court, General District Court, or J&DR Court; *COURT NAME* which requires the user to select the name of the locality that the case was heard.

*Note:* Combined Courts will be listed under both *General District Court* and *J&DR Court*.

**Voucher Details**

Every voucher will have the navigation bar, a banner bar, and a voucher header. Additionally, Circuit Court vouchers will be different than District Court vouchers. For more details, see the *Circuit Court Voucher* and *District Court Voucher* sections within this section.

**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:
- *Reference to DC-40*, when selected a blank, readable DC-40 will appear. This DC-40 is for reference and viewing purposes only.
- *Start New Voucher*, when selected will allow the user to start a new voucher. The current voucher will not automatically be saved.
- *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

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 EIN/SSN or Pay to the Order of needs to be edited, user must first edit the information under the settings icon, Voucher Preferences. Then select, the above, edit icon on the voucher.
Circuit Court Voucher

Circuit Court vouchers will have two Chart of Allowances codes listed, §19.2-166 and §19.2-215. The user may only choose one.

Chart of Allowances code §19.2-166

The user will be required to select one of the following sub-categories for Chart of Allowances code §19.2-166.
A. Sexually Violent Predator (SVP) cases

The Allowances Code § will be displayed, 19.2-166 (Sexually Violent Predator (SVP) case).

The Case Number and Defendant’s Name are required.

The user has the option to enter the Trial/Service Date as well as any information in the Other Remarks field. The information entered in the Other Remarks field will be seen by the Court and OES Accounts Payable Department.

Note: If a Total Appearance Fee amount is entered, the Trial/Service Date will be required. A Transcript Fee Invoice will be required if a transcript fee is entered.
B. Special Grand Jury

The Allowances Code § will be displayed, 19.2-166 (Special Grand Jury).

The Number of Defendants field will be required. This field can also be used for number of witnesses.

The user has the option to enter the Trial/Service Date as well as any information in the Other Remarks field. The information entered in the Other Remarks field will be seen by the Court and OES Accounts Payable Department.

Note: A Court Reporter Worksheet will be required if an appearance fee is entered. In addition, a Transcript Fee Invoice will be required if a transcript fee is entered.
C. Other Appearances/Transcript

**Voucher Information**

The **Allowances Code §** will be displayed, 19.2-166 (Other Appearances/Transcript).

The **Number of Defendants** field will be required.

The user has the option to enter the **Trial/Service Date** as well as any information in the **Other Remarks** field. The information entered in the **Other Remarks** field will be seen by the Court and OES Accounts Payable Department.

**Note:** A **Court Reporter Worksheet** will be required if an appearance fee is entered.
• **Transcript Invoices**

The user will enter transcript invoice information in this section, if applicable. The case number, transcript fee, and the transcript invoice are required.

The case number will be verified with the Court’s Case Management System. If the case number is a valid case number, the user will receive a green check mark.

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.

The user may add up to 10 case numbers for transcript payment, per voucher by selecting the “+” icon.

**Note:** The transcript fee invoice must be attached in the Transcript Invoices section by using the paperclip icon, not in the Attachments section.
The Allowances Code § will be displayed, 19.2-215.

The Number of Defendants field will be required.

The user has the option to enter the Trial/Service Date as well as any information in the Other Remarks field. The information entered in the Other Remarks field will be seen by the Court and OES Accounts Payable Department.

Note: A Court Reporter Worksheet will be required if an appearance fee is entered. In addition, a Transcript Fee Invoice will be required if a transcript fee is entered.
Voucher Summary

The voucher will display the Total appearance fee claimed, Total transcript fee claimed, and Total amount claimed.

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.
District Court Voucher

District Court vouchers have three sections, Voucher Information, Attachments and Summary For This Charge.

Voucher Information

The user will be required to enter the Case Number, Defendant’s Name, and Trial/Service Date. Additionally, the user will enter an appearance fee and/or a transcript fee, if applicable.

The case number will be verified with the Court’s Case Management System. If the case number is a valid case number, the user will receive a green check mark.

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

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.

Attachments

Please see the Attachments section within this user guide.

Summary for this Charge

The Summary for this Charge section will display the Appearance fee claimed, Transcript fee claimed, and Total amount claimed per case number.
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.

Add a Case Number

The user may enter up to 10 cases per voucher. In order to add a case number, the user needs to save their voucher by selecting the Save as Draft button. A message will then appear, “Voucher saved successfully.” Once the message appears, the user may then select the Add Case Number button.

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 select their document they want to attach.

Once the user has selected their document, a Category must be selected from the drop-down list. The Description field is optional.
**Note:** For Circuit Court vouchers, the *Court Reporter Worksheet* will default as the category.

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

![Upload Attachments](image)

**Note:** The user, when attaching the court order will need to select *Court Order* as their *Category*. The *Description* field is optional.

**Delete Voucher**

The user may delete their voucher by selecting the *Delete Voucher* button.

The user has the option to delete their voucher from the dashboard; however, the voucher must have a *Draft* or *Rejected by Court* status.

![Electronic Voucher Payment System](image)

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

The user may select the *Save as Draft* button if they want to save and continue later. For District Court vouchers, the user must *Save as Draft* in order to add case numbers to the voucher.

Send Voucher to Court

Once the user has completed their voucher and they are ready to submit, select the *Send Voucher to Court* button.

If the voucher has been successfully sent to the Court, the user will receive a “Voucher sent to Court successfully.” message.

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

The status will be displayed on the user’s dashboard and in the 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.
- **Sent to Court** – Voucher has been sent to Court and awaiting the Clerk’s Office review.
- **Waiting for Court Approval** – Voucher has been sent to the Judge for review.
- **Waiting for Clerk Approval** – Voucher has been approved by the Judge and waiting Clerk certification to OES.
- **Rejected by the Presiding Judge** – Voucher has 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.
- **Rejected by Court**- Voucher has been rejected by the Clerk’s Office. The user may now edit and resubmit the voucher, if applicable.
- **Sent to OES** – Voucher has been approved by the Judge, certified by the Clerk’s Office, and sent to OES (Accounts Payable Department) for payment.
- **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.
- **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.
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.
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, or OES (Accounts Payable Department).

If a voucher has been rejected, the latest rejection reason will be in red at the top of the voucher. The user can ONLY edit and resubmit the voucher once the Clerk’s Office has rejected the voucher. When the Clerk’s Office rejects the voucher, the user will receive an email that said voucher has been rejected.
A link will be displayed in the rejection reason box, *See all rejection reasons*, if there is more than one rejection reason.

When selecting the link, the user will be taken to the *Status* page where all rejection reasons are listed under the *Rejection Reasons* section.

*Note:* All rejection reasons can be found under the *Status* section.
Recall Voucher

A recall icon (召回) will be displayed if the voucher can be recalled. The voucher can only be recalled if the voucher status is *Sent to Court* or *Resubmitted to Court*. The recall icon can be found on the dashboard to the left of the print icon.

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

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

The print icon can be found on the dashboard.

The print icon can also be found on the voucher, itself.
Forgot User Name

If the user does remember their username, they may select, *Forgot user name?* on the EVPS login page ([https://eapps.courts.state.va.us/dc40/landing](https://eapps.courts.state.va.us/dc40/landing)).
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).
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, OES Identification Number on the EVPS login page (https://eapps.courts.state.va.us/dc40/landing), then select the Reset Account button.
2. The user will then select the *Get Verification Code* button.

![Image of Get Verification Code button](image)

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.

![Image of Verify Email Address](image)
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. The user’s username is displayed.

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.