DC-44 List of Allowances – Interpreter

The DC-44 LIST OF ALLOWANCES -INTERPRETER vouchers require an authorized signature before being sent to the Court for approval. Interpreters may select an attorney, Foreign Language Services staff/coordinator, clerk, judge, mediator, or magistrate as the "Authorized Signature." EVPS will determine if the user selected as the "Authorized Signature" has an EVPS account. For those who have an EVPS account, please refer to the appropriate User Guide (Attorney, Clerk, Judge, Mediator).

For purposes of this User Guide, "user" is the one selected as the 'Authorized Signature.'

Authorized Signature (NON-EVPS User)

For those that have been selected as an 'Authorized Signature' and do not have an EVPS account, an email will be sent from noReply-EVPS@vacourts.gov with the subject of "EVPS Authorized Signature Request". This email will contain a direct secured link to access the EVPS voucher.

The user will have up to 7 calendar days to approve or reject the voucher. If the voucher is pending for more than 7 days, it will be returned to the vendor and an email will be sent to the user from noReply-EVPS@vacourts.gov with a subject of "EVPS Authorized Signature Request – Returned."

Note: A reminder email is sent to the user from noReply-EVPS@vacourts.gov with the subject of "EVPS Authorized Signature Pending Vouchers – Reminder." This email is sent every morning at 6:30 AM, for up to 7 calendar days, for any pending vouchers.

There are two types of NON-EVPS users, Internal (Deputy Clerks/FLS staff/Magistrates) and External (Attorney/Mediators).

NON-EVPS User – Internal (Deputy Clerks/FLS Staff/Magistrates)

EVPS receives all internal email addresses from Active Directory. The user will click the "here" link in the email.

Edwards John,

An interpreter has selected you as the authorized signature on their DC-44 (List of Allowances - Interpreter). Please click here to view/sign the DC-44 (List of Allowances - Interpreter).

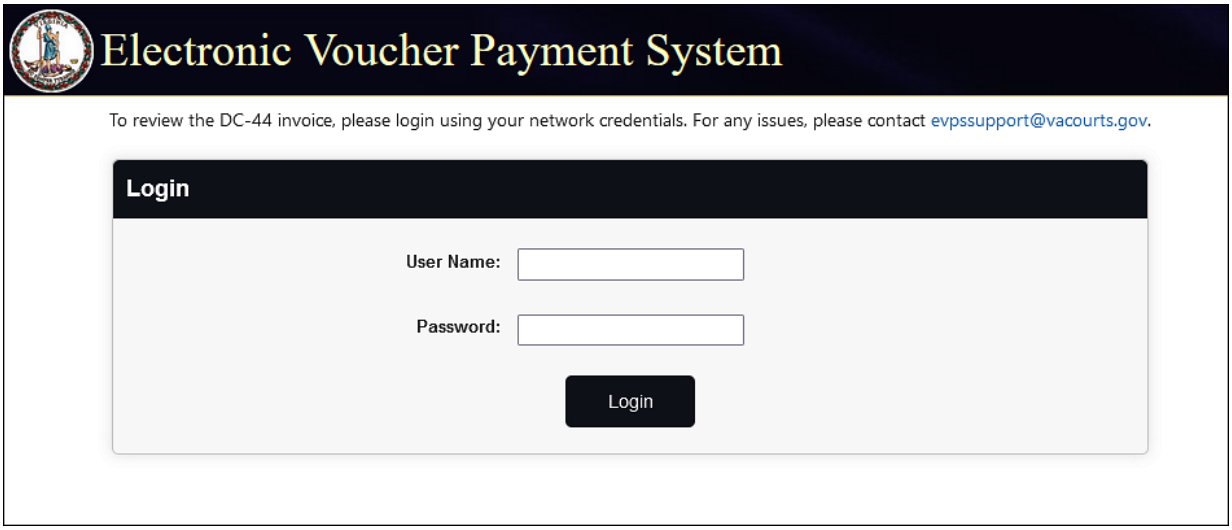
The voucher will be returned to the interpreter, if not signed within 7 calendar days from submission.

For assistance, please email evpssupport@vacourts.gov .

Regards,
EVPS

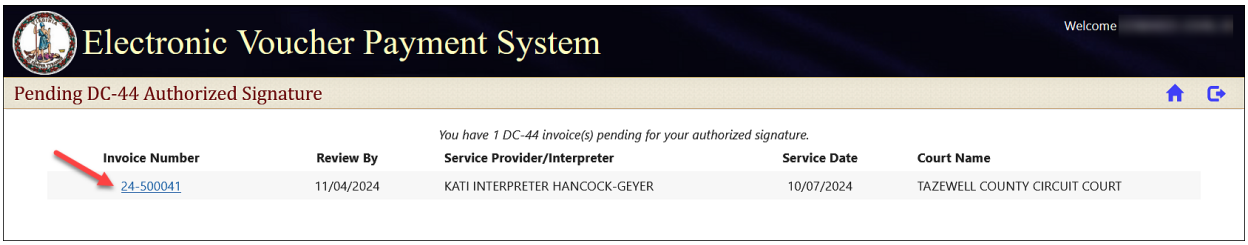
This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

The user will then be routed to a secure website where they will enter their windows credentials.



Note: The user will have 3 attempts to login. If all attempts are failed, the voucher will be returned to the vendor. In addition, an email is sent to the user from noReply-EVPS@vacourts.gov with a subject of "EVPS Authorized Signature Request – Returned."

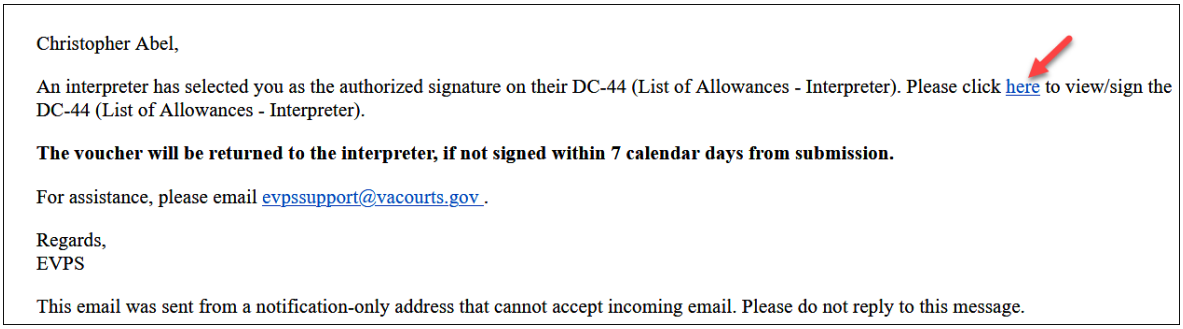
Once successfully logged in, the user will be navigated to the *Pending DC-44 Authorized Signature* page. From here, the user will click on the *Invoice Number* and view/approve/reject the voucher.



NON-EVPS Users -External (Attorney/Mediator)

EVPS receives email addresses from external data sources such as Virginia State Bar and DRS mediator database (SMDB). Since these email addresses are obtained from an external data source, the user will be required to answer a Self-Identity question and an Interpreter identity question.

The user will click the "here" link in the email.



Christopher Abel,

An interpreter has selected you as the authorized signature on their DC-44 (List of Allowances - Interpreter). Please click here to view/sign the DC-44 (List of Allowances - Interpreter).

The voucher will be returned to the interpreter, if not signed within 7 calendar days from submission.

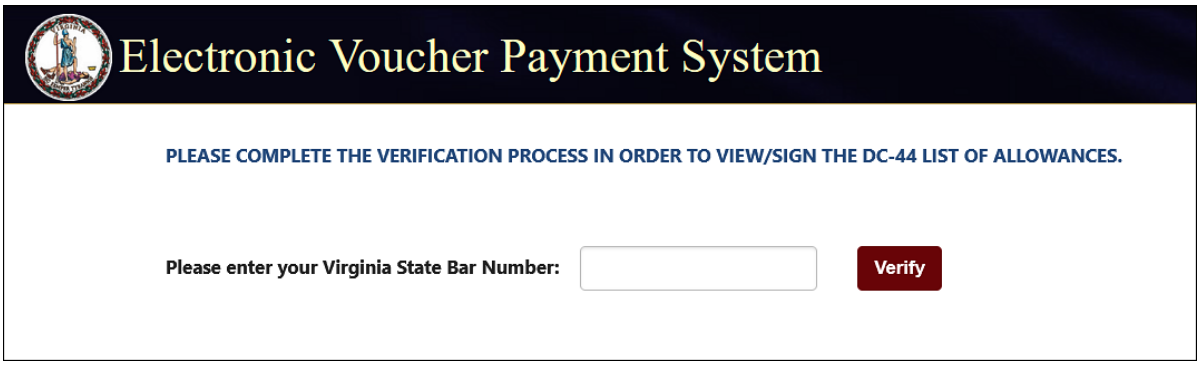
For assistance, please email evpssupport@vacourts.gov .

Regards,
EVPS

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

The user will then be routed to a secure website where they will answer security questions. For attorneys, the Self-Identity question is your Virginia State Bar number. For mediators, the Self-Identity question is your mediation certification number.

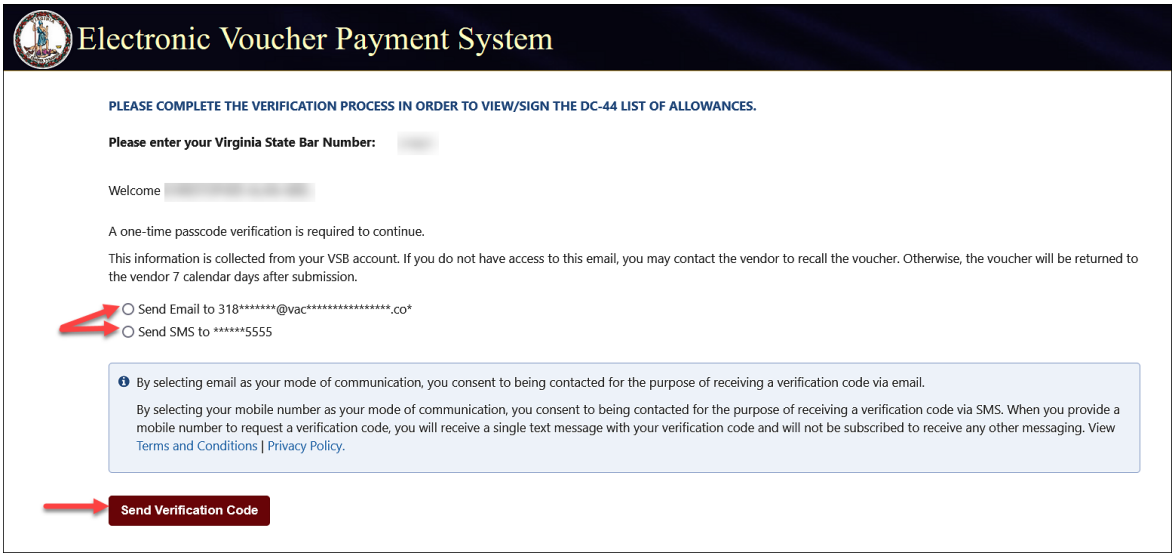
After entering the required number, select the "Verify" button.



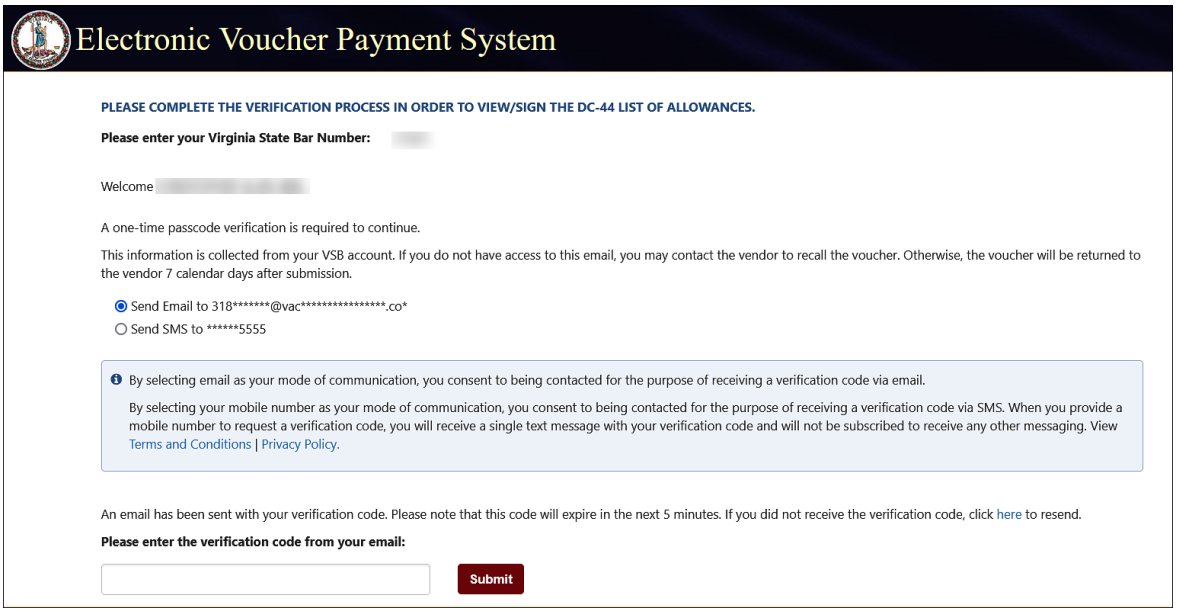
Note: The user will have 3 attempts to answer the question correctly. If all attempts are failed, the voucher will be returned to the vendor. In addition, an email is sent to the user from noReply-EVPS@vacourts.gov with a subject of "EVPS Authorized Signature Request – Returned."

If the Self-Identity question is answered correctly, a one-time passcode verification is required to continue. For attorneys, EVPS receives your phone number from the Virginia State Bar - Attorneys may choose either their email or phone number (SMS). For mediators, the only option is email.

After a selection has been made, click the "Send Verification Code" button.



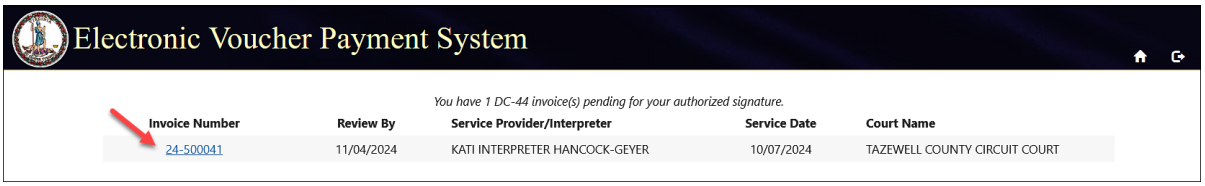
Enter the verification code sent either by email or SMS, depending on your selection, and click the "Submit" button.



Note: The verification code will expire in 5 minutes.

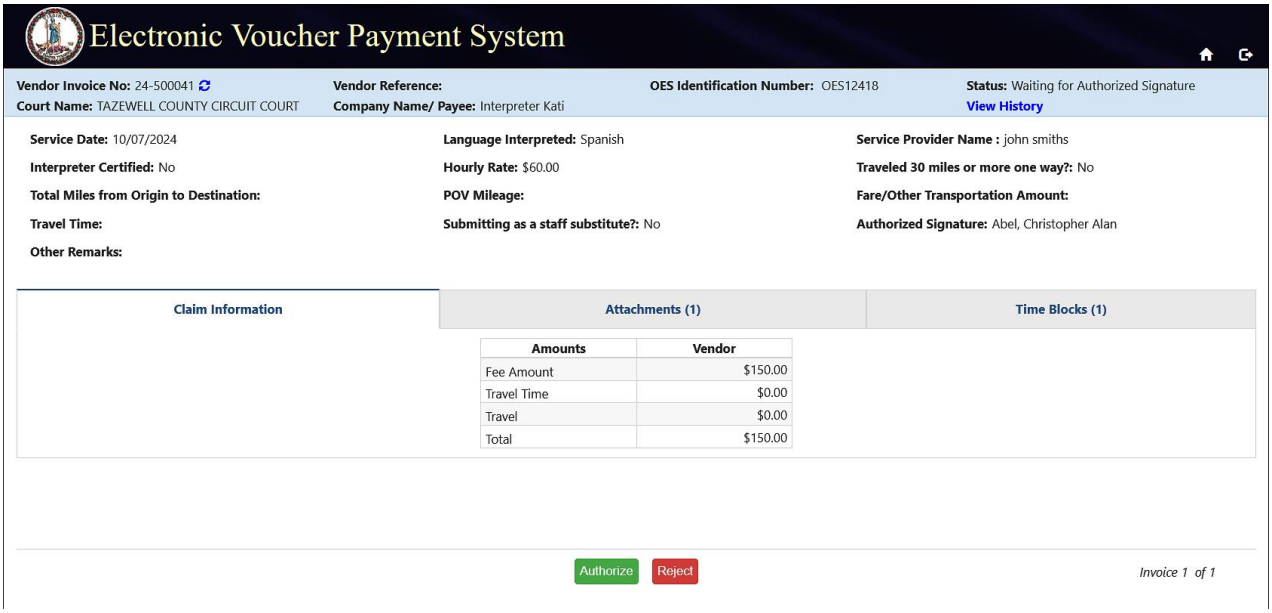
The user will then be directed to answer an Interpreter identity question. The user will have 3 attempts to answer the question correctly. If all attempts are failed, the voucher will be returned to the vendor. In addition, an email is sent to the user from noReply-EVPS@vacourts.gov with a subject of "EVPS Authorized Signature Request – Returned."

If the question has been answered correctly, the user will be navigated to the Pending DC-44 page. From here, the user will click on the *Invoice Number* and view/approve/reject the voucher.



Voucher Details

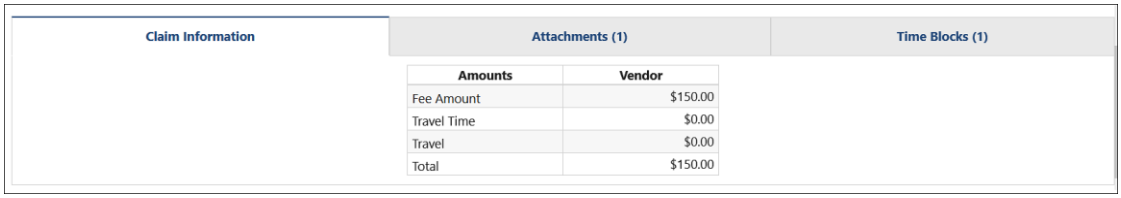
The voucher will display many fields, informational tabs, and a status/history. The user will not be able to make any edits, if there are errors, the voucher must be rejected.



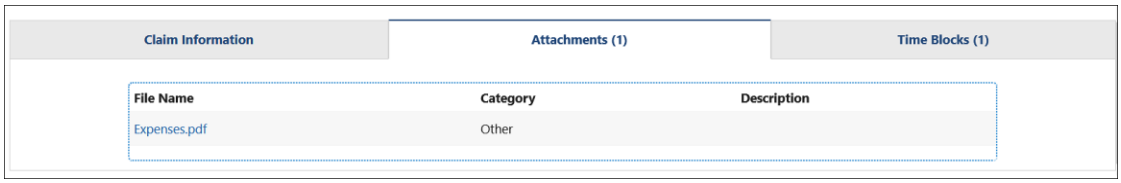
Voucher Informational Tabs

There will be up to three informational tabs displayed: *Claim Information, Attachments, Time Blocks.*

- The *Claim Information* tab will display the Fee Amount, Travel Time, Travel and Total submitted by the vendor.

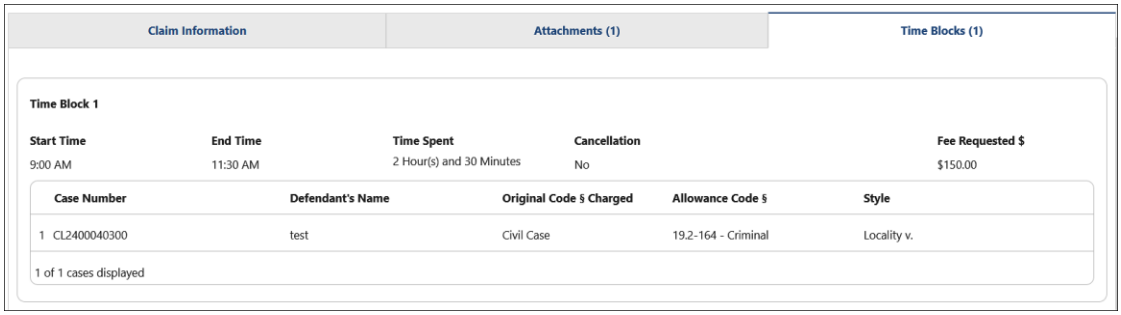


- The *Attachments* tab will include any documents submitted by the vendor. If there are no attachments, this tab will not be displayed.



Note: The number of documents submitted will be in parenthesis.

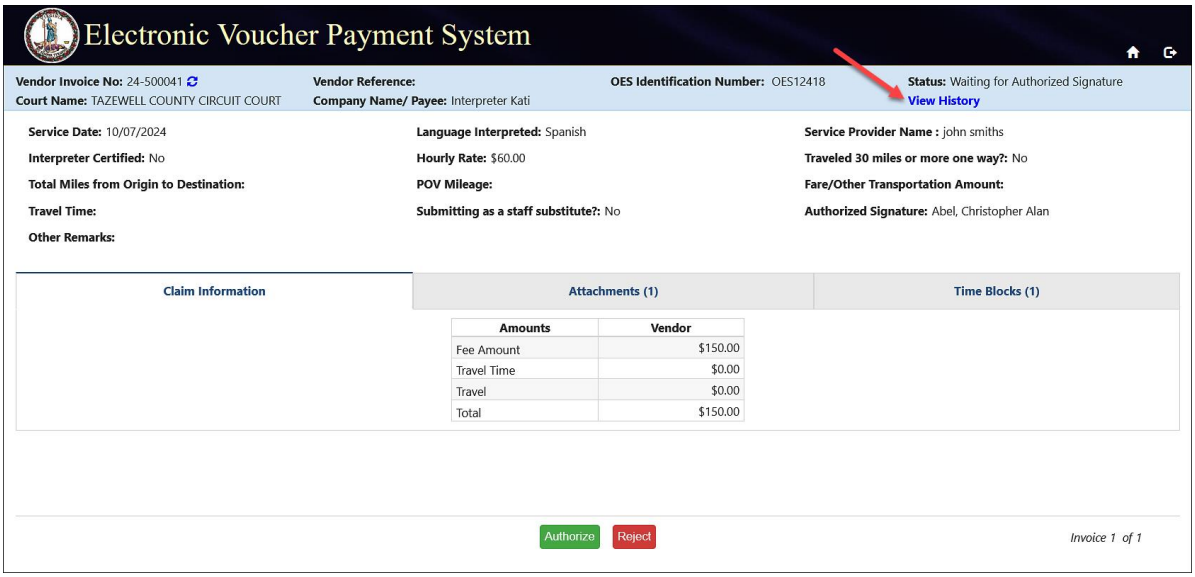
- The *Time Blocks* tab will display all time blocks submitted by the vendor. EVPS will allow up to 4 time blocks per voucher, and up to 100 case numbers per voucher.



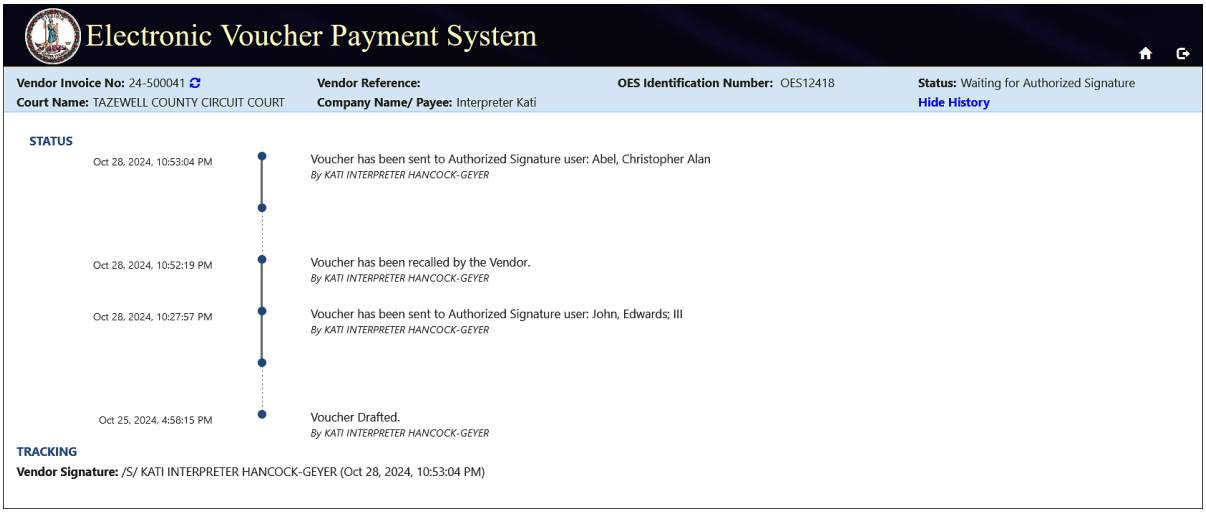
Note: The number of time blocks submitted will be in parenthesis.

View History

The user can select "View History" to see the status and tracking information.



The *Status* section displays any updates made to the voucher. The *Tracking* section will display the vendor signature and date. If the voucher has been previously rejected, the rejection reasons will be listed here.



Note: All signatures in EVPS are in conformed signature format.

The user will need to either approve the voucher by selecting the "Authorize" button or reject the voucher by selecting the "Reject" button. If the user approves the voucher, they will be prompted to select their title from a drop-down listing.

Note: If the voucher is a full day or multi-day cancellation, the user will be required to check "I have verified and confirmed the cancellation appointment duration was 4 hours." checkbox before approving the voucher.

If the user rejects the voucher, a rejection reason will be required.

An email is sent to the user, for their record keeping purposes, when they have approved or rejected the voucher. This email is from noReply-EVPS@vacourts.gov with a subject of "EVPS Authorized Signature Request – Approved" for approved vouchers OR "EVPS Authorized Signature Request – Rejected" for rejected vouchers.

Once a voucher has been approved or rejected, the user will not be able to access the voucher again.

For more detailed information on any fields displayed on the voucher, please refer to the Interpreter/Translator User Guide.

Getting Help

For questions or issues, please visit the Electronic Voucher Payment System website or contact EVPS Support at evpssupport@vacourts.gov.