



Attorney Voucher information Processing System – FAQ 10/14/15

Orientation training has previously been provided at the HCCLA orientation event on 9/22/2015 supplemented with daily training events held from September 28th through October 9th. Given the number of questions the ViPS project team will be conducting **additional training Oct 19th through Oct 23rd daily from 1pm to 2pm**. This will be held in the 7th floor CJC large conference room opposite the Attorney Ready room. Simply turn up and register with the front desk.

The auditor, ViPS team and court staff have been receiving numerous inquiries and this FAQ provides answers to the common questions raised since the launch of ViPS on October 1st:

1. The “my appointed cases” button is NOT a “to be vouchered” list. It is simply a list of cases to which you have been appointed. Some cases will show up on this list even though you may have already vouchered them and been paid. This is particularly true in the case of limited term assignments.
DO NOT VOUCHER THEM AGAIN. Please treat this just like you would have with paper – you need to know which you have already vouchered and which you have not. If a paper voucher has already been submitted, then DO NOT submit that voucher again in ViPS.
2. For exceeding the presumptive maximum, you still need to provide some sort of documentation as to the reason for exceeding the presumption. If you do not, the auditor may reject your payment as not properly documented. A formal motion is no longer required, but you need to either attach a document with an explanation or enter an explanation in ‘Voucher Messages’ in order for you to be paid above the presumptive max:

Request to exceed (Presumptive) Maximum

 Voucher Messages		Date	Message
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The request to exceed the Presumptive Maximum entered this way automatically appears on the activity log attached to the Voucher for the Judge and Auditor to review.

3. If you are late in submitting a Voucher per the rules defined in the Fee Schedule you will need to enter in a good cause statement. This is also enabled through ‘Voucher Messages’:

Good Cause Statement

 Voucher Messages		Date	Message
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The Good Cause Statement entered this way automatically appears the activity log attached to the Voucher.

4. The auditor’s office still has to process and cross-check all vouchers, even though the electronic process has been implemented. Please keep this in mind and provide the best documentation possible so that you will be properly and promptly paid. With the new system, many lawyers RUSHED to enter older, perhaps missed vouchers plus they continue to enter current vouchers now electronically. All vouchers are processed in the order received. With a large influx of outstanding vouchers being submitted (paper and electronic), the process was slowed down and could result in an extra payment cycle. Many vouchers submitted electronically are duplicates of previously submitted paper vouchers and are being returned. *Vouchers submitted electronically after Oct 5 are being processed this week in time for the Oct 27 Commissioner’s Court meeting. Vouchers (paper and electronic) submitted by the auditors published schedule of Oct 5 were ALL processed in time by the auditor ahead of the Oct 13 Commissioner’s Court meeting. See [Auditor's Schedule](#) for the 2015 Schedule. As in the past, the Auditor’s Office will continue to make every effort to process those vouchers (paper and electronic) submitted to the Auditor’s Office after the deadline on the very next Court.

5. Passwords are case sensitive, must include a number, a capital letter and a special symbol and be at least 6 to 15 characters long.
6. The Total Investigator Time from the Investigators Invoice should be entered in the Activity Log:

 **Activity:** 

If you have problems please email ViPS@hctx.net clearly describing the problems encountered including Case#s. This has been an established process that has worked well with Attorneys who have helped with piloting and improving ViPS.