

## Attorney Voucher information Processing System – 10/8/15

### Starting October 1<sup>st</sup> 2015 requires Attorneys to submit electronic vouchers using the new Attorney Voucher information Processing System (ViPS).

The exceptions are “old” capitals appointed before the 11/18/2013 adoption of the hourly system for capitals and expert/investigative assistance for indigents with hired attorneys. In those two instances, paper vouchers will have to be submitted. Juvenile Delinquency Vouchers, District Specialty Court Vouchers will also continue to be paper vouchers until available through ViPS later this year. Hire Attorney Vouchers for Investigator/Expert Witnesses will continue to be paper vouchers.

#### Registration

Registration with the Administrative Office is required before using the Voucher information Processing System. You will be contacted via email on file with your temporary password on Sept 29<sup>th</sup> and can start using the ViPS system on Oct 1<sup>st</sup>.

On first log in, ViPS will require you to change your password. Once changed, you are now set to use the system.

If you have not received an email by 9/30, please contact the [ViPS@hctx.net](mailto:ViPS@hctx.net) to receive registration details.

Alternatively, you can register at a training event.

#### Training and support

Orientation training has been provided at the HCCLA orientation event on 9/22/2015.

Starting September 28<sup>th</sup>, optional training will be available daily from 1pm to 2pm. This will be held in the 7<sup>th</sup> floor CJC large conference room opposite the Attorney Ready room. Simply turn up and register with the front desk.

Support is available by emailing [ViPS@hctx.net](mailto:ViPS@hctx.net) or by inquiring at the front desk. Q&A welcome at any time.

#### Frequently asked questions

The new Attorney Voucher information Processing System (ViPS) went LIVE on October 1<sup>st</sup>.

If you intend for Investigators or Experts to be paid directly by the auditor please file a Voucher for those fees only. Please help ensure that Investigators and Experts seeking direct payment include their **vendor identification number** on invoices per the fee schedule.

If you find problems with court records displayed by ViPS please inform the court.

#### Intended Use – 10/8 version

For the Post-Conviction Proceeding Voucher ALL entries are made from the Activity Log menu. You will first have to Continue past the setting page to get to the Activity Log. Do not select any settings.

#### ViPS known limitations – 10/8 version

Document upload capability does not currently work on IE9, iPad, or iPhones.

In **rare** situations the system does not recognize when cases result from different transactions. In this situation file one electronically and one paper voucher obtainable from the Admin Office on the 7<sup>th</sup> floor.

If you do encounter any problems please email [ViPS@hctx.net](mailto:ViPS@hctx.net) clearly describing the problems encountered including Case#. This has been an established process that has worked well with Attorneys who have helped with piloting and improving ViPS.