This user guide has been created by West Virginia Interactive and Public Defender Services for your reference. This document provides detailed instructions on how to submit your public defense vouchers online to Public Defender Services.
Introduction
The Online Voucher Processing System allows the public defense vouchers to be submitted electronically to WV Public Defender Services. Once a voucher is submitted, the user can print the voucher from the system and submit it as they normally would. Through the online system, voucher creation, itemized services, and expense entry have been greatly simplified. System controls reduce guesswork and help you to complete your vouchers in compliance with PDS procedures, reducing the number of rejections or complications encountered.

Other added benefits include the saving and auto-completion of attorney and payee information. Voucher status will be displayed and updated when submitted. Once it is reviewed by PDS, it is then submitted to the West Virginia Auditor for payment (if approved).

To access instructions on how to gain access to the system, please visit https://pds.wv.gov.
Getting Logged In

1. Click the Login button to access the login page.

*Note – To access the Voucher Processing System you must have first submitted the required form to the Public Defender Services office and been granted access. Find the form and instructions at https://pds.wv.gov.

1. Enter your WV.gov username and password.
2. Click Log In.
3. If you have forgotten your password, click the Forgot Password link and follow the reset steps. You will be sent a system email with a temporary password. Copy the temporary password from the email, enter your username and paste the temporary password into the password field. You will then be required to paste the temporary password again and enter your new password twice. Remember, your password must be at least 7 characters long, contain at least one number and at least one special character.
4. If you receive a message that you do not have access to the system, please be sure you have submitted your access request form to the Public Defender Services office. Contact the PDS office with questions at (304) 741-8650.

Main Menu

Welcome User, Test
Please select from the following options:

Voucher Processing

1. State Agency Directory
2. Online Services
3. Home
4. Vouchers
5. Messages
6. Vouchers
7. Voucher History
8. Attorney Time
9. Time Entry

Administrative Features

10. My Profile
11. Manage Payees
1. **Home** – This link will return you to the Main Menu from anywhere in the application.
2. **Message Center** – Public Defender Services can notify you of changes and updates.
3. **Help** – Get access to training materials and support information.
4. **My Account** – Maintain your name and contact information and control Data Entry User Access to your account.
5. **Log out** – Log out of the system.
6. **Vouchers** – Create a new voucher or resume pending vouchers.
7. **Voucher History** – Access vouchers you have previously submitted online. See the status of the voucher and reprint documents.
8. **NEW!** – **Attorney Time** - Provides a report showing the total hours billed by day for a specified week across all vouchers.
9. **NEW!** – **Time Entry** – Provides one centralized place to enter time across multiple vouchers.
10. **My Profile** – Same as My Account.
11. **Manage Payees** – Save commonly used payees from the approved vendor list by searching for their Tax ID.

*Note – A payee must be added to your profile before a voucher can be created.*
Administrative Features – My Profile

*The My Profile setup and Manage Payee function are shown first because they must be completed before a voucher can be submitted!

1. Click on the My Profile link in the Administrative Features section of the main menu or click the My Account link that is in the upper right-hand corner of every page to see the page above. To change the account information you see on this screen, select the Update Profile Information link under Account Maintenance.

   *Note – Please make sure that all of your attorney information is complete! This information is printed on the voucher.

2. To grant a Data Entry user the ability to complete and submit vouchers in your name, enter their WV.gov username in the field and click Add. Once the user is added, they can log in and begin using the system.

   *Note – the username will only be found and added if the user has created and activated their WV.gov account. They can do so at [http://apps.wv.gov/accounts](http://apps.wv.gov/accounts).
Administrative Features – Manage Payees

1. You must add a payee to your profile before a voucher can be submitted or even saved. Do so by entering the Tax ID of the payee and clicking Find. The payee’s name and address will be displayed and you must click the Add button that will appear to save the payee to your profile. You can delete a payee by accessing this same page at any time.

2. If the number you search for is not found, it may be because of one of the following reasons:
   a. The number was entered incorrectly.
   b. The payee has changed their tax number and has not notified PDS.
   c. A W-9 has not been submitted to Public Defender Services. A W-9 is required from all payees before payment is made. After the W-9 has been received by PDS and processed in the state’s vendor file, the PDS vendor file will be created. PDS will notify you so you can add your payee.
1. Click on Vouchers in the Voucher Processing section of the Main Menu to see the screen above. Notice no vouchers are displayed because none are currently pending.

2. Select the New Voucher button to create a new voucher.
3. Complete the relevant information for your voucher, select your payee, and click Save.

*Note – The voucher cannot be saved and you cannot go further until you have added a payee to your profile. Do so by accessing the Manage Payees page from the main menu. Detailed instructions for adding a payee are included in this guide.
4. When you click the Save button, your pending voucher is saved. You are now free to enter Itemized Legal Services, Itemized Expenses, and Case Information. First, we will add Itemized Legal Services.

5. Click the Edit button on the Itemized Legal Services Total line.
6. Enter the Date, Type of Service, Time Code, Attorney Time, and Explanation/Description. Click Add to save the row and new row will display. Continue until all legal services are entered.

7. *Note – When entering Attorney Time, be sure to enter it in the proper format in tenths of an hour.

8. Your total fees that you are claiming will be calculated at the appropriate rate and displayed in the summary area beneath the entries.

9. After all rows are saved, click the Close button to stop editing the section. Your total claimed will be displayed on the Voucher Main page.

*Note – You must click the Add link beside each row for the information to be saved. The amount will not be added to the total unless saved.
10. Next, we will add Itemized Expenses. Click the Edit button on the Itemized Expenses Total line.
11. Enter all required information for the expenses you are claiming. You will notice that certain Expense Types require certain information:
   a. In-Office Copies will only require that you enter the number of copies. The total will be calculated for you at the correct rate.
   b. Mileage will only require that you enter the miles and will calculate the total against the rate that corresponds to the date you entered.
   c. If an Explanation/Description is necessary, you may enter that also.
   d. An expense type of Other will require that you enter a description into the Notes or Comments field and the cost.

12. If you are required to submit any supporting documentation for any of your expenses, the requirement will be displayed in the Requirements column.

13. The total expenses you are claiming will be summarized by type at the bottom of the page.

14. Once all expenses are entered and all rows are saved, click the Close button to return to the Voucher Main Page. Your Itemized Expenses Total will display on that page.

*Note – You must click the Add link beside each row for the information to be saved. The amount will not be added to the total unless saved.
15. Enter your Case Type, Specific Criminal Charge, Code Citation, Case Number, and Count information in the rows on the Voucher Main Page.

16. When case type is selected, the specific criminal charge list will be filtered to only those that apply to that case type.

17. To submit a voucher, one case has to be selected as the primary case. Select that case by checking the box in the row.

18. Enter all cases that apply. If all voucher information including Itemized Legal Services, Itemized Expenses, and Cases has been entered and the voucher is ready to submit, click Continue.
19. Review your voucher. If you need to make changes, select the back button.
20. If all information is satisfactory, click the Submit button.

*Note – Once you click Submit, your voucher information will be sent to PDS and can no longer be edited. If you need to make changes after submission, please make the necessary changes on the printed voucher or attach a separate page. Any discrepancy between the electronic and printed voucher may cause delays in your reimbursement.
21. Congratulations!

Your voucher has been submitted electronically! Click the links listed to generate PDF documents of those items listed. You must print the documents after they are generated.
ORDER APPROVING PAYMENT OF
APPOINTED COUNSEL FEES AND EXPENSES

On a former date an affidavit was filed in this Court reciting that the applicant was financially unable to employ counsel for representation in certain proceedings before this Court; and the Court being of the opinion the eligibility requirements of W.Va. Code § 29-21-1, et seq., were satisfied appointed User, Test a licensed Attorney at Law practicing before the Bar of this Court as counsel.

Counsel informs this Court these proceedings have been completed, and has tendered to the Court a defense counsel voucher indicating the services performed and the expenses incurred in connection with the representation of this client. This Court has inspected said voucher and accompanying documentation and does hereby approve a payment of $250.30 for services of counsel and for expenses incurred in connection with the representation; which amount shall be recorded by the Circuit Clerk a part of the costs of these proceedings.

Accordingly it is HEREBY ORDERED:

1. That the Clerk forward to Public Defender Services one certified copy of this Order together with one copy of the defense counsel voucher and all attachments;

2. That Public Defender Services issue payment in the appropriate amount, at whatever time as funds may become available, whether in the current or succeeding fiscal years, and subject to statutory limits, to:

TEST PAYEE

Payee Name

Third Floor 10 Hale St. Charleston, WV 25301

Payee Mailing Address

ENTER THIS DAY OF

(day) (month) (year)

JUDGE

IMPORTANT NOTE: All required orders of court must be certified copies and must bear the Circuit Clerk’s seal.

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22. Above are the two pages of the Order and Voucher Information Report. If more than 6 case numbers are entered, a third page will be generated listing the additional case numbers.

*Note – The attorney must still sign this page before the paper copy is submitted.*
23. Above is an example of the Itemized Services Report. Extra pages will be generated if more services are entered than fit on one page.
24. Above is an example of the Itemized Expense Report. Extra pages will be generated if more expenses are entered than fit on one page.
Voucher Processing - Voucher History

1. Click on Voucher History in the Voucher Processing section of the Main Menu to see the screen above.
2. To see all of your submitted vouchers, sorted by most recently submitted, click Search without entering any further criteria.
3. To narrow your search, enter information such as OVS Number, Case Number, Attorney Name, County of Proceedings, Client Name, Voucher Status, or Submitted Date Range. Here, we have January 1st through March 26th as the date range and clicked Search to show only vouchers submitted during that period.

*Note – Only Data Entry users with access to multiple attorney accounts will have the ability to select another attorney’s name in that drop down list.

4. Click the View/Print link to the right of the voucher in the row to see the read-only version of your voucher and reprint your documents.
5. Click the View links beside Itemized Legal Services Total or Itemized Expenses Total to see the read-only version of your entries.
6. Click the Print button to reprint your voucher documents.
**NEW!!! Attorney Time**

The new Attorney Time report was added to give attorneys and their designated data entry personnel better visibility into the time claimed for Itemized Legal Services across multiple vouchers, pending or submitted. (**Note – Date range is limited to one week**)

1. Enter the Beginning and Ending Dates in the date range fields and click Search. The range is limited to one week (7 days).
2. The results display the total time claimed by day, grouped in an expandable row. When the row is expanded, the individual entries from the different vouchers that make up the total are shown.
3. To edit the entry on the voucher shown, click the Edit button on the right side of the row. (If the voucher has already been submitted, the button label will change to View and the voucher can be viewed in read-only mode.)
NEW!!! Time Entry

The new Time Entry tool was added to give attorneys and their designated data entry personnel a more convenient way to enter claimed time for Itemized Legal Services. Entries can now be made across multiple vouchers from one simple screen.

1. Click on Time Entry in the Voucher Processing section of the Main Menu to see the screen above.
2. In the first drop down menu in the row, select the active, unsubmitted voucher for which you wish to make an Itemized Legal Service entry.
   *Note – A voucher must first be created via the Voucher screen and saved before it will appear in this drop down menu.
3. Next, enter the Date, Type of Service, Time Code, Attorney Time, and Description. Click Add to save the row and new row will display.
   *Note – When entering Attorney Time, be sure to enter it in the proper format in tenths of an hour.
4. When an entry is made for a day, an expandable summary row is created. On the label, the summary row shows the total time claimed for that day across all of your vouchers, submitted or active. Expanding the row shows the detail of each entry that makes up the total.

*Note – Recent entries are displayed on the Time Entry page for 24 hours for convenience. After 24 hours, the entries are no longer displayed here, but can still be access by editing the voucher.