



# **Public Defender Services**

## **Online Voucher Processing User Guide**

Version 2.0

Updated 3.26.2019

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.

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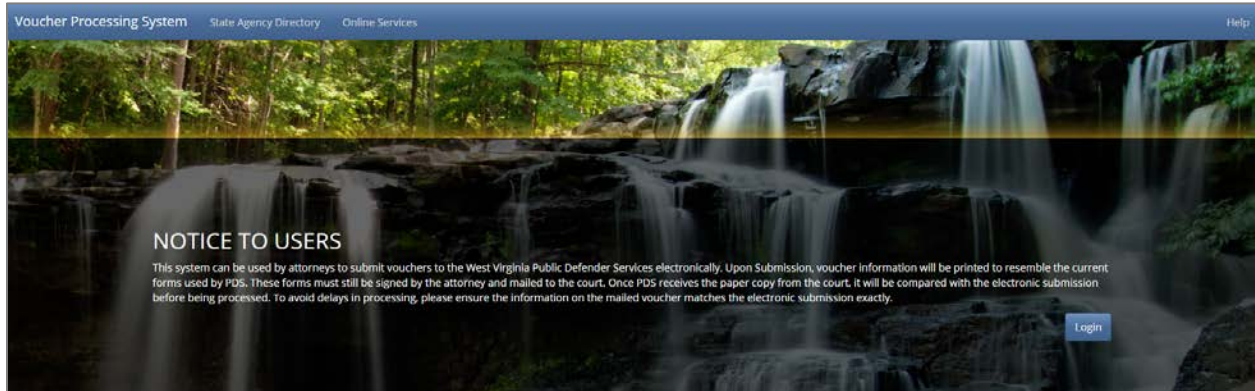
## Introduction

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.

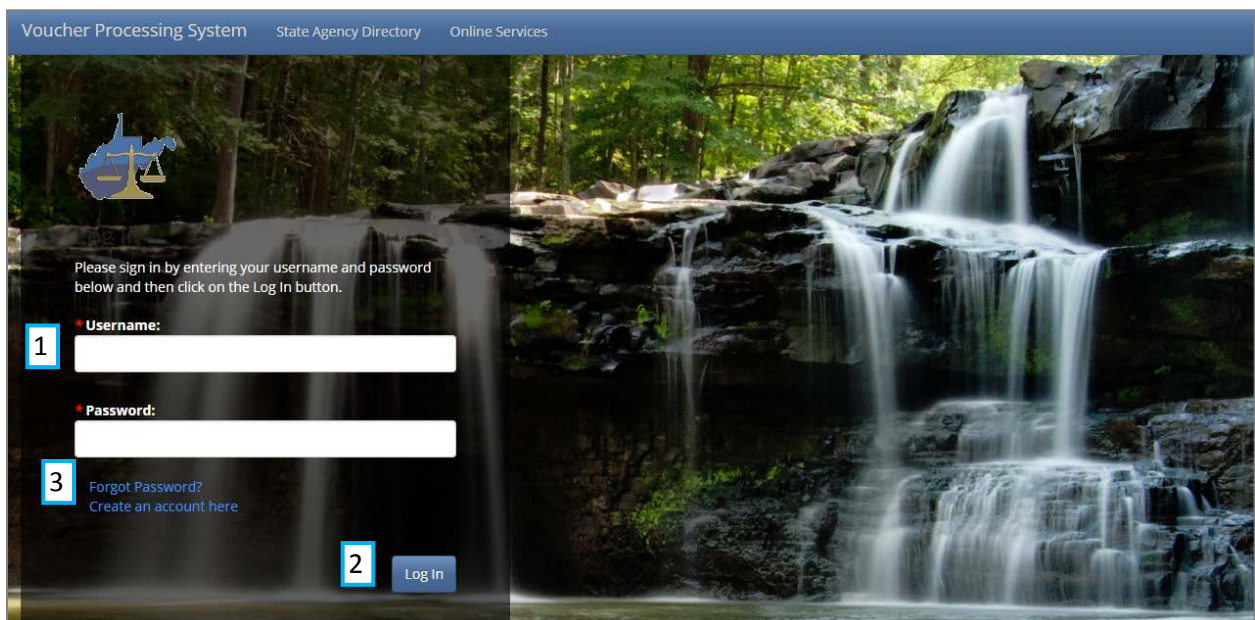
Other added benefits include the saving and auto-completion of attorney and payee information. Voucher status will be displayed and updated when submitted. Once it is reviewed by PDS, it is then submitted to the West Virginia Auditor for payment (if approved).

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

Voucher Processing System   State Agency Directory   Online Services   Home   Vouchers   Messages [0]   Help   My Account   Log out

**West Virginia Public Defender Services**  
Voucher Processing System

Welcome User, Test  
Please select from the following options:

**Voucher Processing**

- Vouchers
- Voucher History
- Attorney Time
- Time Entry

**Administrative Features**

- My Profile
- 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!**

State Agency Directory Online Services Home Vouchers Messages [0] ?

### Account Information

Username:	wvtestuser@wv.ad.cdc.nicusa.com
Email:	wvtestuser@gmail.com
Name:	Test User
Address:	
Phone:	
Fax:	

### Account Maintenance

- Change Password
- Change Security Question
- Change Email
- Update Profile Information

### Profile Access

The names listed below are those users that you have allowed to access your profile information for the purpose of submitting vouchers to PDS. The users will not be able to change any of your account information above.

\*Remember: You must still sign the printed vouchers before they are mailed.

**WV.gov Username**

skianwv@wv.ad.cdc.nicusa.com	Delete	
Username	Add	Clear

Main Menu

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>.*

## Administrative Features – Manage Payees

The screenshot shows the 'Manage Payees' interface. At the top is a navigation bar with links to 'System', 'State Agency Directory', 'Online Services', 'Home', 'Vouchers', 'Messages [0]', and a user profile icon. Below the navigation bar is a header section with the West Virginia Public Defender Services logo and the text 'West Virginia Public Defender Services Voucher Processing System'. The main content area is titled 'Manage Payees' and contains a search form with a 'Payee Tax Id' input field and a 'Find' button. Below the search form is a table with three columns: 'Tax ID', 'Payee Name', and 'Address'. The table contains one entry for 'TEST PAYEE' with Tax ID '000000000' and Address '10 Hale St., Third Floor, Charleston, WV, 25301'. A 'Delete' button is located to the right of the table entry. At the bottom right of the page is a 'Main Menu' button.

Tax ID	Payee Name	Address	
000000000	TEST PAYEE	10 Hale St., Third Floor, Charleston, WV, 25301	Delete

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.

## Voucher Processing – Vouchers

rocessing System

State Agency Directory

Online Services


Home

Vouchers

Messages [0]

Help

My Account



### West Virginia Public Defender Services

Voucher Processing System

### Voucher

Please choose to begin a new or edit an existing voucher. The vouchers listed below have not been submitted.

Showing 10 entries

Voucher Type	OVS #	Attorney	Client	Primary Case #	County of Proceedings	Date of Appointment	Voucher Total
No data available in table							
Total for Unsubmitted Vouchers =							\$0.00

Showing 0 to 0 of 0 entries

PreviousNext

2+ New VoucherMain Menu

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.



Processing System   State Agency Directory   Online Services   Home   Vouchers   Messages [0]   Help   My Account

## Create Voucher

**Voucher Type** Regular

**\* Case Name** Choose One...

**Attorney Name** User, Test

**\* Date of Appointment** Pick a date...

**\* County of Proceedings** Choose One...

**\* Client is**

**\* Client**  ?

**\* Client's State of Residence** Choose One...

**Disposition Date** Pick a date...

**Last Date of Service** Pick a date...

**\* Payee** Choose One...


[Add Payee...](#)

Cancel Save **3**

[Main Menu](#)

- 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.*



**West Virginia Public Defender Services**  
Voucher Processing System

### Voucher Main


Please enter all information associated with this voucher. Click the "Edit" link beside the Legal Services or Expenses totals to edit the detail.  
**\*\*Note:** You must click "Save" below to save the general voucher information to complete later. You must also click "Add" beside the Criminal Charge information row to save that information.

---

**Voucher Type** Regular

**\* Case Name** State of West Virginia vs. Eleven Nine Two

**Attorney Name** User, Test


**\* Date of Appointment** 11/09/2017 


**\* County of Proceedings** Brooke Brooke

**\* Client is** Adult Adult

**\* Client** Eleven Nine Two Eleven Nine Two ?

**\* Client's State of Residence** KANSAS KANSAS

**Disposition Date** 10/29/2017 

**Last Date of Service** 11/07/2017 

**\* Payee** TEST PAYEE TEST PAYEE  
[Add Payee...](#)


Save
4


**Claimed**

Itemized Legal Services Total: **\$260.00** Edit 5

Itemized Expenses Total: **\$0.00** Edit

Total Claim: **\$260.00**

 To find drop down items more quickly, click on the drop down and type the first few letters of what you are looking for.  
 If you don't see the charge type listed below, contact the PDS office at (304) 741-8650

 **Please:** only enter one case number per line.

Primary Case	Case Type	Specific Criminal Charge	Code Citation	Case Number	Count
<span style="border: 1px solid black; padding: 2px 10px;">Add</span>					
<span style="border: 1px solid black; padding: 2px 10px;">Cancel</span> <span style="border: 1px solid black; padding: 2px 10px;">Continue &gt;</span>					

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.

## Entering Itemized Legal Services

### Itemized Legal Services

Enter the itemized legal services associated with this voucher. Attorney Time must be entered in tenths of an hour.

**\*\*Note:** You must click "Add" to the right of the row you are currently working in to save that row's information.

Date	Type	Time Code	Attorney Time	Description	
02/01/2018	In Court	Motions	4.0	test	<a href="#">Edit</a> <a href="#">Delete</a>
02/01/2018	<input type="text" value="Out-of-Court"/>	<input type="text" value="Driving/Travel"/>	<input type="text" value="2"/>	<input type="text" value="test"/>	<a href="#">Add</a> <a href="#">Clear</a> <a href="#">Cancel</a>

**Claimed**

Total Time In Court 4.0 x \$65.00 = \$260.00

**Total Fee Claim = \$260.00**

[Close](#)

**To find drop down items more quickly, click on the drop down and type the first few letters of what you are looking for.**  
If you don't see the charge type listed below, contact the PDS office at (304) 741-8650

**Please:** only enter one case number per line.


Primary Case	Case Type	Specific Criminal Charge	Code Citation	Case Number	Count
<a href="#">Add</a>					

[Cancel](#)
[Continue »](#)

- 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.
- \*Note – When entering Attorney Time, be sure to enter it in the proper format in tenths of an hour.**
- Your total fees that you are claiming will be calculated at the appropriate rate and displayed in the summary area beneath the entries.
- 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.**

## Entering Itemized Expenses

**West Virginia Public Defender Services**  
Voucher Processing System

### Voucher Main


Please enter all information associated with this voucher. Click the "Edit" link beside the Legal Services or Expenses totals to edit the detail.  
\*\*Note: You must click "Save" below to save the general voucher information to complete later. You must also click "Add" beside the Criminal Charge information row to save that information.

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**Voucher Type** Regular


**\* Case Name** State of West Virginia vs.

**Attorney Name** User, Test


**\* Date of Appointment** 11/09/2017 


**\* County of Proceedings** Brooke

**\* Client is** Adult

**\* Client** Eleven Nine Two 


**\* Client's State of Residence** KANSAS


**Disposition Date** 10/29/2017 

**Last Date of Service** 11/07/2017 

**\* Payee** TEST PAYEE   
[Add Payee...](#)

**Claimed**  
Itemized Legal Services Total: \$260.00   
Itemized Expenses Total: \$0.00  10  
Total Claim: \$260.00

 To find drop down items more quickly, click on the drop down and type the first few letters of what you are looking for.  
If you don't see the charge type listed below, contact the PDS office at (304) 741-8650

 **Please:** only enter one case number per line.

Primary Case	Case Type	Specific Criminal Charge	Code Citation	Case Number	Count
<input type="button" value="Add"/>					
<input type="button" value="Cancel"/> <input type="button" value="Continue &gt;"/>					

10. Next, we will add Itemized Expenses. Click the Edit button on the Itemized Expenses Total line.

### Itemized Expenses

Enter the itemized expenses associated with this voucher. If In-House Copies or Mileage are chosen as expense types, you need only enter the quantity, as the total cost will be calculated. All other types require entry of the total cost.

**\*\*Note:** You must click "Add" to the right of the row you are currently working in to save that row's information.

11	Date	Expense Type	Notes or Comments	Units (Miles/Copies)	Cost	Requirements	Description	
	1/2/2019	Computer Research			\$20.00	Itemized invoice	Test	<a href="#">Edit</a> <a href="#">Delete</a>
	1/2/2019	In-Office Copies	@ 0.100	50.0	\$5.00		test	<a href="#">Edit</a> <a href="#">Delete</a>
	1/3/2019	Mileage	@ 0.545	40.0	\$21.80		test	<a href="#">Edit</a> <a href="#">Delete</a>
	1/3/2019	Other	notes text		\$10.00	Itemized invoice	test	<a href="#">Edit</a> <a href="#">Delete</a>
	1/3/2019	Parking/Tolls			\$2.00		test	<a href="#">Edit</a> <a href="#">Delete</a>
	02/03/2019	<a href="#">Add</a> Postage			.44		test	<a href="#">Add</a> <a href="#">Clear</a> <a href="#">Cancel</a>

**Claimed**

13	Mileage 40.0 x \$0.55	\$21.80
	In-Office Copies 50.0 x \$0.10	\$5.00
	Parking/Tolls	\$2.00
	Computer Research	\$20.00
	Other	\$10.00
	<b>Total Expense</b>	<b>\$58.80</b>

14 [Close](#)

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.*

## Case Type/Specific Criminal Charge Table

\*Payee: TEST PAYEE  
[Add Payee...](#)

[Save](#)

**Claimed**  
Itemized Legal Services Total: **\$291.50** [Edit](#)  
Itemized Expenses Total: **\$58.80** [Edit](#)  
Total Claim: **\$350.30**

**To find drop down items more quickly, click on the drop down and type the first few letters of what you are looking for.**  
If you don't see the charge type listed below, contact the PDS office at **(304) 741-8650**

**Please:** only enter one case number per line.

Primary Case	Case Type	Specific Criminal Charge	Code Citation	Case Number	Count	
<input checked="" type="checkbox"/>	FELONY	EXTORTION	TEST123	TEST321	1	<a href="#">Edit</a>
<input type="checkbox"/>	<div>Choose One...</div>				0	<a href="#">Add</a> <a href="#">Clear</a> <a href="#">Cancel</a>

[Cancel](#) [Continue »](#)

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.

[Home](#)
[Vouchers](#)
[Messages \(0\)](#)
[Help](#)
[My Account](#)
[Log Out](#)

## Confirmation

Once you click Submit, your voucher information will be sent to PDS and can no longer be edited by you. 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.

### In Re testtest

Regular

Attorney Name	User, Test
OVS Number	
County of Proceedings	Barbour
Client is	Adult
Client	test2
Client's State of Residence	DC
Disposition Date	1/2/2019
Last Date of Service	1/3/2019
Payee	TEST PAYEE

#### Claimed

Itemized Legal Services Total:	\$291.50	<a href="#">View</a>
Itemized Expenses Total:	\$58.80	<a href="#">View</a>
Total Claim:	\$350.30	

Primary Case	Case Type	Specific Criminal Charge	Code Citation	Case Number	Count
<input checked="" type="checkbox"/>	FELONY	EXTORTION	TEST123	TEST321	1

19

20


[« Back](#)
[Submit »](#)
[Main Menu](#)

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 to the printed voucher or attach a separate page. Any discrepancy between the electronic and printed voucher may cause delays in your reimbursement.*

[Home](#) [Vouchers](#) [Messages \[0\]](#) [Help](#) [My Account](#)

 **West Virginia Public Defender Services**  
Voucher Processing System

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## Print Voucher

Clicking the button below will print all forms associated with this voucher. The voucher must still be signed by the attorney and submitted to the court. Once PDS receives the paper copy from the court, it will be compared with the electronic submission before being processed. To avoid delays in processing, please ensure the information on the mailed voucher matches the electronic submission exactly.

[Print Order and Voucher Information Page\(s\)](#)

[Print Itemized Services Page\(s\)](#)

[Print Itemized Expenses Page\(s\)](#)

[Main Menu](#)

### 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.



On a former date an affidavit was filed in this Court reciting that test2  
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.

documentation and does hereby approve a payment of: \$350.30 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.

- (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:

ENTER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
(day) (month) (year)

Revised July 2009

Revised July 2009

OVS Number 19000002

**PUBLIC DEFENDER SERVICES**  
**Defense Counsel Voucher Information Page**

From: User, Test

Name of Appointed Attorney

This claim relates to proceedings in Barbour County

Client Status: ☒ Adult ☐ Juvenile

Date of Appointment: 01/02/2019

Client: test2

Client's State of Residence DC  
(Residence **MUST** be completed)

II.

Type of proceeding (use letter codes). A

A. Felony  
B. Misdemeanor  
C. Mental Hygiene  
D. Juvenile Proceedings  
F. Parole/Probation Revocation  
G. Mandamus Prohibition

H. Child Abuse & Neglect  
I. Habeas Corpus (Cir. Ct.)  
J. Supreme Court  
K. Magistrate Court Appeal  
L. Termination of Parental Rights  
M. Contempt

N. Fugitive  
O. Extradition  
P. Other \_\_\_\_\_  
(Specify)  
Q. Municipal Charges

Specific Criminal Charge	Code Citation	Case Number
EXTORTION	TEST123	TEST321

Disposition Date:

01/02/2019

Last date of service:

01/03/2019

**PDS USE ONLY**

Is this a Supplemental Voucher?

Yes ☐ No ☐

Date \_\_\_\_\_

WVFIMS# \_\_\_\_\_

III.

Fee Claimed \$291.50

Expense Claimed \$58.80

Total Claimed \$350.30

I hereby Affirm that the above statements are true and correct.

02/08/2019

DATE

304-111-1111

Payee Telephone Number

EMAIL ADDRESS: \_\_\_\_\_

**PDS USE ONLY**

Actual Fee \_\_\_\_\_

Actual Expense \_\_\_\_\_

Actual Total \_\_\_\_\_

ATTORNEY SIGNATURE

304-222-2222

Payee Fax Number

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.*

OVS Number 19000002

### ITEMIZED STATEMENT OF LEGAL SERVICES

Attorney User, Test

Client test2

The following services were rendered to this client in connection with the case(s) or proceeding(s) listed in item II of this voucher.

#### TIME CODE CLASSIFICATIONS

##### IN-COURT

P. Preliminary Hearing  
H. Hearing  
A. Arraignment/Plea  
M. Motions  
W. Waiting in Court  
T. Trial

##### OUT-OF-COURT

D. Driving/Travel  
C. Conference with Client/Witnesses  
R. Research, Preparation of Pleading  
I. Investigation  
N. Negotiations of Pleas  
O. Other (Must specify)  
Z. MDT Meeting  
X. Drug Court Proceeding

ITEMIZED TIME MUST BE IN TENTHS OF AN HOUR

DATE	IN-COURT		OUT-OF-COURT		EXPLANATION / DESCRIPTION
	TIME CODE	ATTY TIME	TIME CODE	ATTY TIME	
01/01/2019			X	2.0	test
01/02/2019	M	1.1			test
01/03/2019	W	2.0			test
<b>Totals</b>		3.1		2.0	
	(In-Court)		(Out-of-Court)		

#### GRAND TOTALS

TOTAL TIME IN COURT	3.1	X	\$65.00	=	\$201.50
TOTAL TIME OUT-OF-COURT	2.0	X	\$45.00	=	\$90.00
			TOTAL FEE CLAIM OR		\$291.50
STATUTORY COMP. LIMIT					

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.

OVS Number 19000002

**ITEMIZED STATEMENT OF EXPENSES PAGE ONE**

Attorney User, Test

Client test2

Expenses incurred in representing this client in the case(s) or proceeding(s) listed in item II of this voucher.

**EXPENSE CODES**

- |                               |                            |
|-------------------------------|----------------------------|
| 1. Medical Expert Witness     | 10. In-Office Copies       |
| 2. Non-Medical Expert Witness | 11. Out-of-Office Copies   |
| 3. Court Reporter             | 12. Postage                |
| 4. Investigative Services     | 13. Telephone Charges      |
| 5. Mileage                    | 14. Trial Supplies         |
| 6. Parking/Tolls              | 15. Paralegal Expense      |
| 7. Transportation Expenses    | 16. Computer Research      |
| 8. Lodging                    | 17. Other (Please Specify) |
| 9. Meals                      |                            |

DATE	EXP CODE	NOTES OR COMMENTS	AMOUNT
1/2/2019	16	Computer Research	\$20.00
1/2/2019	10	50.0 @ 0.100	\$5.00
1/3/2019	5	40.0 @ 0.545	\$21.80
1/3/2019	17	notes text	\$10.00
1/3/2019	6	Parking/Tolls	\$2.00
TOTAL EXPENSES FOR THIS PROCEEDING			\$58.80

**PDS USE ONLY**

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ |          |

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

Voucher Processing System   State Agency Directory   Online Services   Home   Vouchers   Messages [0]   Help   My Account   Log out

### Voucher Search

Search for Vouchers

OVS Number

Voucher Type

Case Number

Attorney Name

County of Proceedings

Client Name

Status:

☒ Submitted to PDS

☒ In Progress

☒ Sent to Auditor

Submitted Date Range

Beginning Date

Ending Date

2

Search

Reset

Main Menu

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.

Voucher Processing System   State Agency Directory   Online Services   Home   Vouchers   Messages [0]   Help   My Account   Log out

Search for Vouchers

OVS Number

Voucher Type

**3** Case Number

Attorney Name

County of Proceedings

Client Name

Status: ☒ Submitted to PDS  
☒ In Progress  
☒ Sent to Auditor

Submitted Date Range

Beginning Date

Ending Date

Search   Reset

Show  entries   Search:

OVS Number	Voucher Type	Attorney	Client	Date Submitted	Total Claimed	Date Received	Status	
19000001	Regular	User, Test	Barry	1/9/2019	\$428.50	1/9/2019	In Progress	<a href="#">View / Print</a> <b>4</b>
19000002	Regular	User, Test	test2	2/8/2019	\$350.30		Submitted to PDS	<a href="#">View / Print</a>

Showing 1 to 2 of 2 entries

Previous   1   Next

- 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 1<sup>st</sup> through March 26<sup>th</sup> 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.*

- 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.

## View Voucher Details

### In Re testtest

Regular

Attorney Name User, Test

OVS Number 19000002

County of Proceedings Barbour

Client is Adult

Client test2

Client's State of Residence DC

Disposition Date 1/2/2019

Last Date of Service 1/3/2019

Payee TEST PAYEE

#### Claimed

Itemized Legal Services Total: \$291.50

[View](#)

5

Itemized Expenses Total: \$58.80

[View](#)

Total Claim: \$350.30

Primary Case	Case Type	Specific Criminal Charge	Code Citation	Case Number	Count
<input checked="" type="checkbox"/>	FELONY	EXTORTION	TEST123	TEST321	1

6

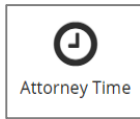
« Back

Print

Main Menu

- Click the View links beside Itemized Legal Services Total or Itemized Expenses Total to see the read-only version of your entries.
- 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)

Voucher Processing System State Agency Directory Online Services Home Vouchers Messages [0] Help My Account Log out

### Attorney Time Report Results

\*Note - Limit date range to 7 calendar days

Search for Attorney Time Records

\*Attorney Name User, Test

Submitted Date Range

\*Beginning Date 01/01/2019

\*Ending Date 01/08/2019

Search Reset

Date	Total Hours						
1/2/2019	1.3						
1/1/2019	10.7						
OVS #	Type	Time Code	Hours	Client	Status	Description	
19000001	In Court	Hearing	1.3	Barry	PDS Confirmed	test PDS E...	View
19000001	In Court	Motions	4.0	Barry	PDS Confirmed	test	View
	In Court	Hearing	3.4	Test, Test	Pending	test	Edit
19000002	Out-of-Court	Drug Court Proceedings	2.0	test2	Submitted to PDS	test	View
1/3/2019	2.0						
OVS #	Type	Time Code	Hours	Client	Status	Description	
19000002	In Court	Waiting in Court	2.0	test2	Submitted to PDS	test	View

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.

State Agency Directory Online Services Home Vouchers Messages [0] Help

West Virginia Public Defender Services  
Voucher Processing System

### Time Entry

Select the active voucher and enter time entries quickly and easily. Entries are shown below for 24 hours after they're entered. To view or edit these entries after 24 hours, access the voucher by clicking "Vouchers" on the Main Menu.

Total Hours for 1/4/2019 : 3.4

Total Hours for 1/3/2019 : 6.0

Total Hours for 1/2/2019 : 2.9

Voucher Client	Date	Type	Primary Case #	Time Code	Attorney Time	Description	
Test, Test	01/02/2019	In Court	2343	Hearing	1.1	test	Edit Delete View
Test, Test	01/04/2019	In Court	2343	Trial	3.4	test	Edit Delete View
JS Test	01/02/2019	Out-of-Court	232331	Driving/Travel	0.5	test	Edit Delete View
JS Test	01/03/2019	In Court	232331	Trial	4.0	test	Edit Delete View

2 Test, Te Pick a d Choose 3 Add Clear

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.*

## NEW!!! Time Entry - Continued

### Time Entry

Select the active voucher and enter time entries quickly and easily. Entries are shown below for 24 hours after they're entered. To view or edit these entries after 24 hours, access the voucher by clicking "Vouchers" on the Main Menu.

Total Hours for 1/4/2019 : 3.4

Total Hours for 1/3/2019 : 6.0

4

Total Hours for 1/2/2019 : 2.9

Voucher Client	Date	Type	Primary Case #	Time Code	Attorney Time	Description
Barry	01/02/2019	Out-of-Court	54894	Driving/Travel	0.2	test
Test, Test	01/02/2019	In Court	2343	Hearing	1.1	test
test2	01/02/2019	In Court	TEST321	Motions	1.1	test
JS Test	01/02/2019	Out-of-Court	232331	Driving/Travel	0.5	test

Voucher Client	Date	Type	Primary Case #	Time Code	Attorney Time	Description	
Test, Test	01/02/2019	In Court	2343	Hearing	1.1	test	Edit Delete View
Test, Test	01/04/2019	In Court	2343	Trial	3.4	test	Edit Delete View
JS Test	01/02/2019	Out-of-Court	232331	Driving/Travel	0.5	test	Edit Delete View
JS Test	01/03/2019	In Court	232331	Trial	4.0	test	Edit Delete View

Select C ▼

- 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.*