

Attorney Voucher information Processing System

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If you encounter any problems that are not answered in this document, or you are still receiving errors, please email ITHelpDesk@hctx.net clearly describing the problems encountered. Including a Case # and/or Voucher Id in the email will better help us resolve your problems in a timely manner, so please be sure to include them.

1 How do I register to use ViPS?

Registration to receive a ViPS account is initiated by the Central Appointments Coordinator and not the attorney.

Once a ViPS account is created, you will receive via the email on file a temporary password and general instructions for getting started. Initial orientation training is available for new users and provided by the Central Appointments Coordinator.

2 How do I reset my password?

In order to reset your ViPS password you click on the link labeled "Forgot my password" on the ViPS Authentication Portal. After clicking on the link you will be presented with a page where you will be asked to provide your bar number and email address.

Once you submit that information, you will receive an email containing your new temporary password. Please note that this password is case sensitive, and you will be asked to change it once you log in.

For security reasons, the email you enter must match the email on file with the Central Appointments Coordinator.

When changing the password, take note that the temporary password you received will be used in the 'Old Password' field, and not the password you used previously.

If after trying to reset your password multiple times, and you are still unable to log in, contact the help desk by sending an email to ITCHelpDesk@hctx.net

3 I failed to log into ViPS. How do I get back in?

ACCESS DENIED(20012):THE INFORMATION REQUESTED IS RESTRICTED.

If you receive this message, close the browser and simply try again. The most frequent reason is due to password entry issues since it is cases sensitive.

4 How does a Hired attorney claim appointed investigator/expert fee?

ViPS cannot presently be used for this purpose. Please submit a Paper Voucher, which are issued from the 7th floor Criminal Justice Center reception area.

5 How do I know if a voucher has been paid, or will be paid?

At this time ViPS does not have a 'Paid' status for vouchers on the My Voucher page, but if you see a voucher has the 'Posted' status then the 'Posted Date' is an indication of payment progress.

In order to see if a voucher has been paid you will need to go to the auditor's [Accounts Payable vender search page](#). You can search by case #, or use a date range. After clicking the "Search" button, you will see a list of all cases paid based on the criteria you entered.

Please Note: When searching using case number you must start with a leading zero (0) followed by the first seven digits of your case number. The same as in the example below.

Vendor Payment Search

Paid Invoice * (One or Both must be Selected)

Vendor Name * DOE, JANE Search (A portion of the vendor name must be entered)

Criteria to Limit Data Returned: (Information entered in this section further narrows what information displays.)

Start Date Ending Date
 Invoice Number Invoice Amount
 Case Number Check Number
 PO Number Invoice Date

Vendor Name	PO Number	Invoice Number	Case Number	Invoice Date	Invoice Amount	Invoice Status	Check Number	Check Date	Check Amount
DOE, JANE		0123456705/15/17	01234567	5/15/2017	\$350.00	PD	00123456	5/25/2017	\$7,463.00

If you need additional help, please click here for instructions.

For suggestions or comments regarding this site please email us at webcomments@hctx.net.

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6 Term assignment dates show up but I am unable to select it?

If you see an assignment date range but there is no check box to select the date range then it is likely that the term period for this week has not ended yet. For example, when the last day for a term week is Friday you will only be able to voucher on Saturday. This is to allow sufficient time for court appointment records to be entered into the Court Management System.

01/09/2017 - 01/13/2017				
TermID	Assignment Date(s)	CDI	Court	Type
234234	01/09/2017 - 01/13/2017	Felony	176	LTA

7 It will not let me select a setting for an Individual case appointment?

There are two reasons why a setting will be visible, but will not be selectable on the voucher settings page.

1: You are not listed as being present during the setting. If you are trying to claim the setting on the same day the setting occurred this may be a result in a delay of processing, and should be corrected by the following day. If you have this issue after the setting day, you will need to speak with the court coordinator, and have them correct the attendance record.

2: The setting has already been claimed on another voucher that you have submitted. If the setting is grayed out and there is an event shown in the event column, this indicates that the setting was previously used.

Setting Dates	Setting Reason	Event	Duration
<input type="checkbox"/> 04/26/2017	DISPOSITION	1 Please Select	Attorney Not Present. See Coordinator.
<input type="checkbox"/> 02/13/2017	OTHER	Please Select	00:00 00:00
<input type="checkbox"/> 01/27/2017	NON-TRIAL SETTING	Please Select	00:00 00:00
<input type="checkbox"/> 12/20/2016	OTHER	2 NON-TRIAL First Degree	00:00 00:00

Use the My Vouchers features to locate the same case# on another voucher.

8 Why can I not claim settings for all defendant cases I am appointed on?

ViPS shows an error message that includes the current Voucher ID and the Offense Date as shown:

• A Setting for 04/07/2017 Cannot Be Selected Since It Has Already Been Included On A Voucher ID 200084 with Offense Date 01/22/2017

ViPS is implementing the Fee Schedule rule checking that defendant cases **arise from different transactions i.e. different offense reports**. ViPS enforces this rule by checking that either the offense report number OR the offense date is different, in which case the attorney is able to claim all defendant cases.

In some rare situations, law enforcement may have used the same offense report number for different transactions e.g. multiple burglaries in different apartments, in which case ViPS is going to restrict you from claiming additional case settings. To claim the additional case settings claim the difference on the same Voucher by following these steps:

- Enter the dollar equivalent of the additional settings being claimed directly on the online voucher line item.

• A 'Description of Other Expenses' Is Required When an Amount for 'Other' has been Entered Select the 'Voucher Messages' Button and Proceed to Enter a 'Description of Other Expenses'

OTHER \$ 500.00

Previous Activity Log **Voucher Messages** Save Preview Submit Voucher

- Under 'Voucher Messages' add an 'Other Expense' details, that documents the additional case#, the setting date(s) and supporting details about why the case is a different transaction.

Other Expenses

Date	Message
08/25/2017	Testing of Other Expenses message

Comments

Source	Date	Message
--------	------	---------

Other Expense Details are included with other Voucher messages for court review.

Message Type	Message
Over The Max Request	Testing of Request to exceed max comment
Good Cause	Testing of Good Cause Statement
Other Expenses	Testing of Other Expenses message

9 I withdrew from a case, but the system shows settings that are not mine?

Attorneys must only select court dates that occur within the period of appointment and **not select settings after withdraw or substitution**. ViPS does not provide safeguards to enforce this.

For example, if the last setting you represented for a case was 10/20/2016 then no settings should be selected for that case that occur after that date.

Setting Dates	Setting Reason	Event	Duration
<input type="checkbox"/> 02/17/2017	PRE-SENTENCE INVESTIGATION HEARING	Please Select	00:00 00:00
<input type="checkbox"/> 01/17/2017	ARRAIGNMENT	Please Select	00:00 00:00
<input checked="" type="checkbox"/> 10/20/2016	ARRAIGNMENT	NON-TRIAL First Degree	00:00 00:00
<input checked="" type="checkbox"/> 09/21/2016	ARRAIGNMENT	NON-TRIAL First Degree	00:00 00:00
<input checked="" type="checkbox"/> 08/05/2016	PRELIMINARY ASSIGNED COURT APPEARANCE	NON-TRIAL First Degree	00:00 00:00

10 I get an error message saying that I have not been appointed to the case?

This error indicates that you are not properly attached to the case in the case management system. To correct this you will need to talk with the clerk of the court. After they have updated the court record, you will be able to voucher for the case.

• Order of Appointment data record has not been entered into the Case Management System for Case '123456701010' ** Please See Clerk **

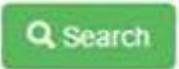
Please Enter Defendant Name or Defendant SPN or Case/Cause Number

• Attorney has not been appointed to this case.

Defendant Name: LastName, First Middle
Defendant SPN: 00000000
Case/Cause Number: 114624701010

Ok Cancel

11 Why do cases not show in the 'My Appointment Cases'?

The list only shows recently filed cases. Use the  feature instead to locate the case for vouchering.

12 How do I correct my contact details shown on the Voucher?

ViPS uses the attorney information on file with the District Clerk. If you use the District Clerks web site <http://www.hcdistrictclerk.com> as a registered attorney the phone number and address can be changed there. Then any new Voucher will use this updated information. You may need to register with the District Clerk if not already done so - note the New User option in the below.



13 How do I submit Vouchers for Investigators and Experts?

All new investigators and experts will need to be setup as a vendor with the auditor's office by submitting a W9. Do NOT attach a W9 to a Voucher since this becomes public record containing personalized details e.g. SSN.

It is a best practice to file vouchers for investigators and experts separately from attorney fees. This will help ensure that Investigators or Experts are paid directly and not the attorney.

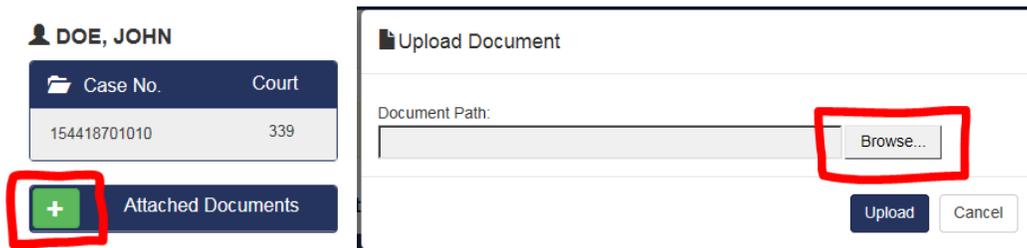
INVESTIGATION HOURS	
INVESTIGATION OTHER EXPENSES	\$ 0.00
EXPERT	\$ 0.00
BILINGUAL SUPPLEMENT	<input type="checkbox"/>
OTHER	\$ 0.00

The Total Investigator Time from the Investigators Invoice should be entered in the Activity Log:

Activity:

You do not need to re-create the itemized invoice, but just add a total time with a date for the last entry from the invoice.

The Itemized Invoice must be in PDF format and ATTACHED to the voucher. To attach a document to a voucher you will first click on the green plus button. Next you click "Browse", and you will be able to select the file you need to attach. Once the file is selected click "Upload", and the file will be added to the voucher.



If you want to check that the document was properly added, you can click label that was added under “Attached Document”, pictured right, or you “Preview” button on the bottom of the page.

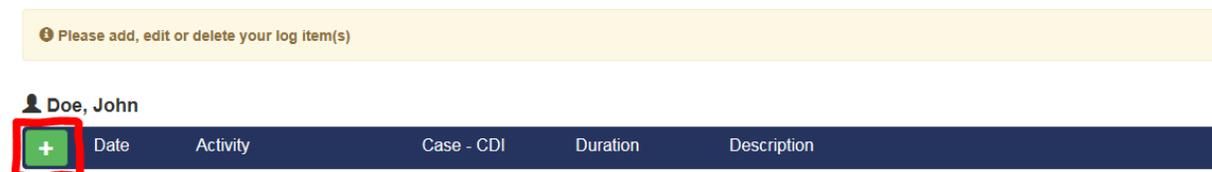


14 What is the VIPs procedure for filing an expert invoice under seal?

Create a Voucher with the total \$experts fee entered with a filing note (messages) stating that the experts invoice is being filed separately under seal. **DO NOT attached the experts invoice to the ViPS Voucher.** File the experts invoice under seal with the clerk of the court letting them know the voucher is electronic.

15 How do I voucher for post-conviction cases?

All entries for Post-Conviction Proceeding Voucher are made from the Activity Log menu.



Click the green plus button, and complete the form shown below.

Add Activity

Date:

Activity:

Case:

Duration:

Description:

After entering in the needed information click the “Save” button and you will see the activity has been added.

 Doe, John

	Date	Activity	Case - CDI	Duration	Description
	07/26/2017	Appeal, Preparation of Motion for New Trial	090505901010 - 003	01:00 (HH:mm)	

If you need to edit an activity, click on the green pencil button and if you need to delete an event you can click on the red trash can.

16 The wrong Court is showing up on my Voucher. How do I change it?

In situations where a case is transferred, you may wish to submit a Voucher to the original home court rather than the current court that ViPS selects by default.

Prior to Voucher submission, contact the ITC Help Desk, ITCHelpDesk@hctx.net, and provide them with your Bar Number, Voucher Id, and the Court that should appear on the voucher. We will then update the court number in the ViPS system which must occur prior to Voucher submission.

After letting the help desk know of your issue, do not submit or delete the voucher. Once the needed court change is made to the voucher, we will contact you, and let you know that it is okay to submit the voucher.

If the Voucher has already been submitted and filed, then you will first need to contact the court to have the Voucher returned for correction (or rejected), and then go through the above process.

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