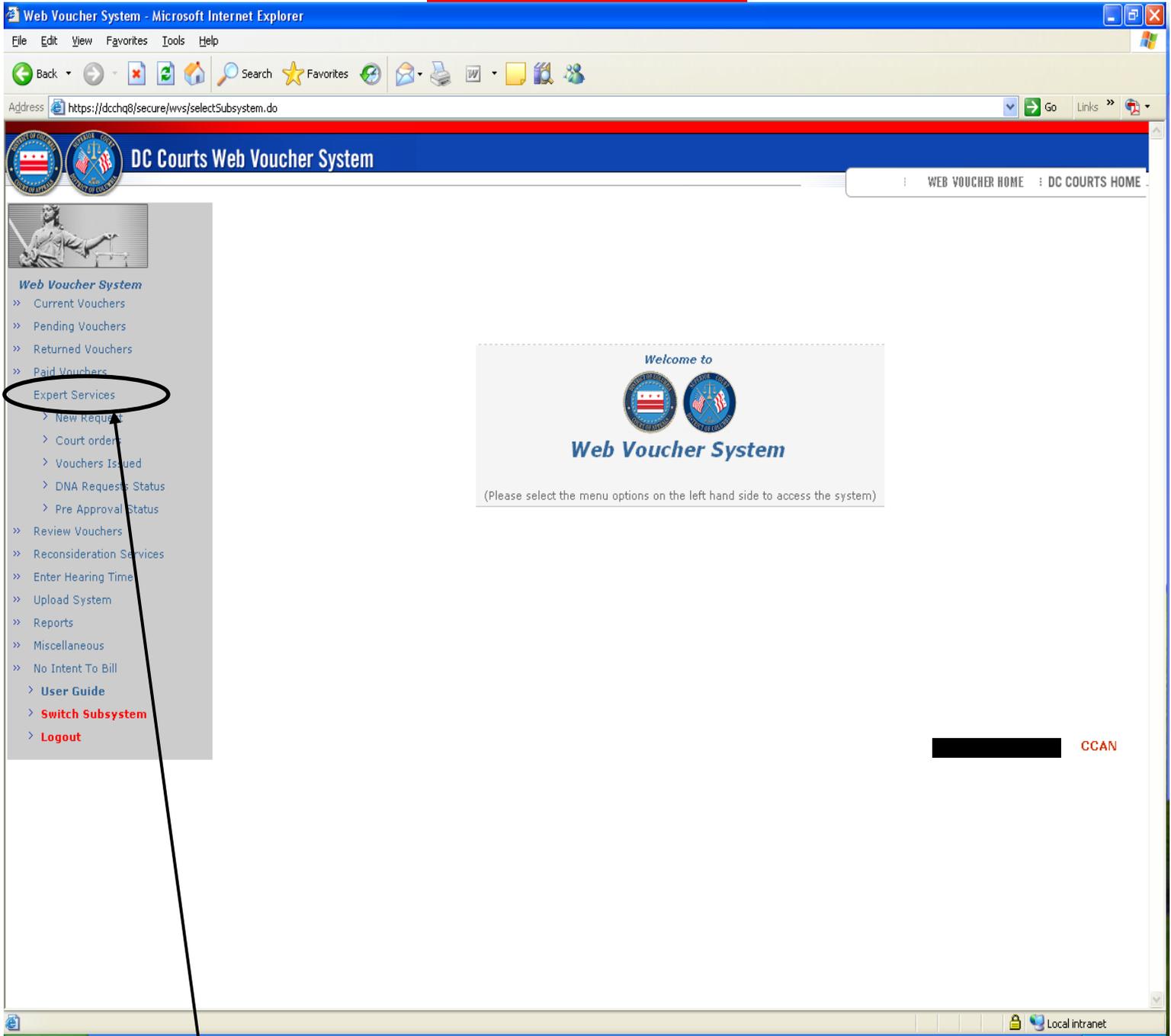


EXPERT SERVICES (CCAN):



STEP 1: The attorney should go to their “*Expert Services*” folder to request an Expert voucher.

Web Voucher System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://dcchq8/secure/wvs/viewVouchers.do

DC Courts Web Voucher System

WEB VOUCHER HOME DC COURTS HOME

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DISTRICT OF COLUMBIA COURTS

REQUEST EXPERT AND OTHER VOUCHERS

Select Month/Year Select Month Select Year DISPLAY VOUCHERS

Total records read: 17

Voucher #	Case #	Def.Last Name	Def.First Name	Judge	Status Date	Amount Claimed
C 02150360101	NEG002012007	BLESSEN	BROWN,		07/04/2008	0.0
C 00749500201	NEG002622006	AMY	MEIJIA	Gray, S. Pamela	07/04/2008	526.5
C 00676440401	NEG003242005	TAJIANA	SKINNER	Nooter, William, W	06/07/2008	0.0
C 00672470401	NEG001182005	ANTHONY	CLARK	Albert, Janet, E	06/07/2008	0.0
C 02050150201	NEG000342007	TOBIAS	EUPELL,	Gray, S. Pamela	04/29/2008	0.0
C 20006190001	TPR001632005	GLENNIS	AMOS		04/09/2008	0.0
C 20004290001	TPR005682005	DANIEL	BROWN		04/08/2008	0.0
C 00021220102	NEG005092006	CINDY	RODRIGUEZ		05/04/2007	0.0
C 02032000001	AD002582006	OF	D.B.		01/11/2007	0.0
C 02029290001	NEG006232006	YVONNE	ALLEN		01/04/2007	0.0
C 02015180001	AD002582006	OF	D.B.		11/14/2006	0.0
C 02015170001	AD002592006	OF	Y.H.,		11/14/2006	0.0
C 02012180001	AD000772006	OF	M.J.M		11/08/2006	0.0
C 02012170001	AD002562006	OF	B.D.M.		11/08/2006	0.0
C 02004310001	AD001212006	M.L.H.	PETITION		10/25/2006	0.0
C 02004160001	NEG003442006	BARBARA	GRAY		10/25/2006	0.0
C 00710270001	ADA001202006	M.L.H.	PETI	Vincent, Odessa, F	09/13/2006	0.0

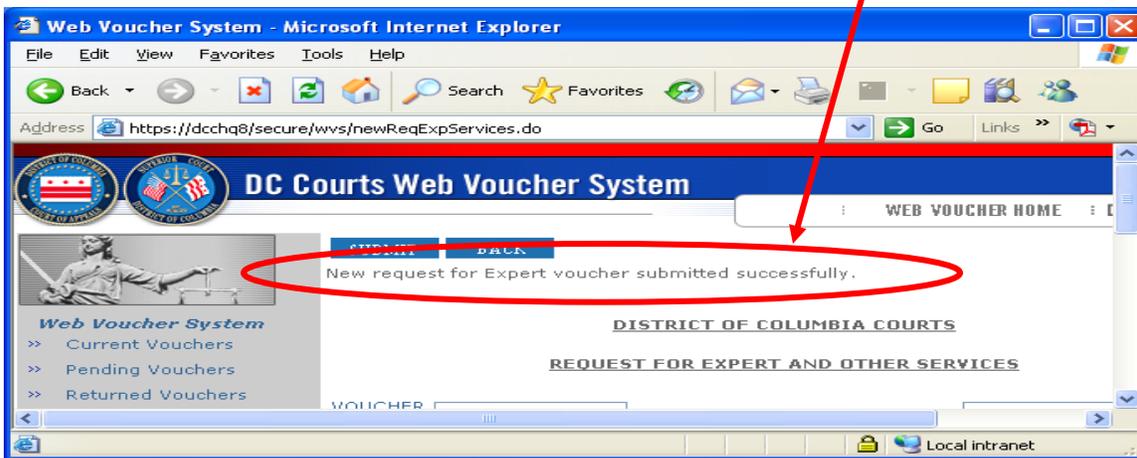
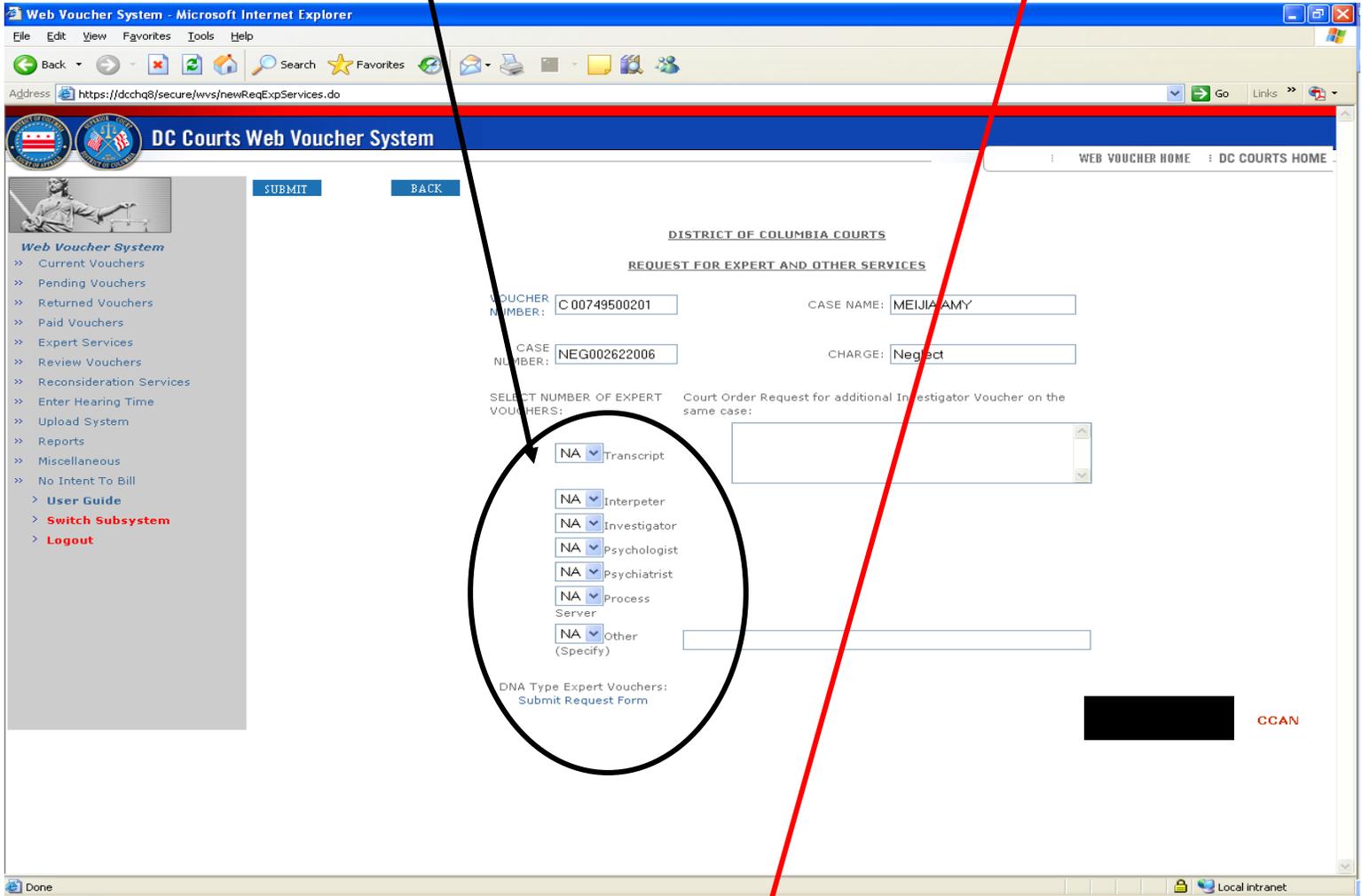
Records 1-17 of 17

CCAN

Done Local Intranet

STEP 1(a) – once you click on *New Request*, a list of all legal vouchers will appear in a listing. Select the legal voucher (case) upon which the Expert voucher will be issued.

STEP 1(b) – fill in the required type/number of Expert vouchers you are requesting. In the event of “Other”, you’ll need to specify the type. Click on “**Submit**”. **You’ll be prompted that your new request for an Expert Voucher has been successfully submitted**



STEP 1(c) (continued through page 8) – in the case of DNA Expert Voucher request, click the “*Submit Request Form*” link.

Web Voucher System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Printers

Address <https://dcchq8/secure/wvs/newReqExpServices.do> Go Links

DC Courts Web Voucher System WEB VOUCHER HOME DC COURTS HOME

SUBMIT **BACK**

DISTRICT OF COLUMBIA COURTS

REQUEST FOR EXPERT AND OTHER SERVICES

VOUCHER NUMBER: CASE NAME:

CASE NUMBER: CHARGE:

SELECT NUMBER OF EXPERT VOUCHERS: Court Order Request for additional Investigator Voucher on the same case:

Transcript

Interpreter

Investigator

Psychologist

Psychiatrist

Process Server

Other (Specify)

DNA Type Expert Vouchers:
Submit Request Form

CCAN

Done Local intranet

Once you click on the “[Submit Request Form](#)” link, you will be redirected to the **Order for Paternity Testing** page. Here you will need to fill out all of the information denoted by **red** text; including the type of court ordered testing required (e.g. *Out of State Resident – Putative Father, Incarcerated, Walk-In*). Click on “[Submit](#)”. **You’ll be prompted that your order has been sent to the judge for pre-approval.**

Web Voucher System - Microsoft Internet Explorer

Address: https://dcchq8/secure/wvs/viewDNAVouchers.do#

DC Courts Web Voucher System

WEB VOUCHER HOME | DC COURTS HOME

SUBMIT | BACK

**DISTRICT OF COLUMBIA COURTS
DNA TYPE EXPERT SERVICE REQUEST FORM**

VOUCHER #: C 00749500201
CASE NUMBER: NEG002622006
JUDGE NAME: Gray, S. Pamela

CASE NAME:
ATTORNEY NAME:
GENETIC TEST REQUEST FORM YES NO

ORDER FOR PATERNITY TESTING

COURT ORDER : INCARCERATED
IS HEREBY ORDERED ON DATE(MM/DD/YYYY): 08/06/2008

THAT A PATERNITY TEST TO BE PERFORMED ON :
(Putative Father's Name)
BARS | BEHIND | D
LAST NAME | FIRST NAME | MI

HIS/HER IDENTIFYING INFORMATION IS AS FOLLOWS:

SSN : 123456789
DOB(MM/DD/YYYY) : 08/13/1980

RESIDING ADDRESS(correctional institute name and address):
CORRECTIONAL INSTITUTE: LOCK-DOWN
ADDRESS 1: 123 SHAWSHANK LANE
ADDRESS 2: Suite B
CITY / STATE : WRITE ME | Maryland
ZIP: 10000

CONTACT INFORMATION (at correctional institute):
CONTACT PERSON: WARDEN
PHONE #: 3010000000

JUDICIAL APPROVAL:
 Approved Denied
Signature of Judge :
Date Signed:

CCAN

Error on page.

Web Voucher System - Microsoft Internet Explorer

Address: https://dcchq8/secure/wvs/viewDNAVouchers.do

DC Courts Web Voucher System

WEB VOUCHER HOME | DC COU

BACK

**DISTRICT OF COLUMBIA COURTS
DNA TYPE EXPERT SERVICE REQUEST FORM**

Alert - The Order has been sent to judge for approval, please click back button to return to previous screen.

VOUCHER #: C 00749500201
CASE NUMBER: NEG002622006
EXPERT VOUCHER NUMBER:
CASE NAME: MEIJIA AMY

Local Intranet

All DNA Request that have been submitted for pre-approval will be located in your **DNA Request Status** folder (notice the status says **SENT TO JUDGE**):

Web Voucher System - Microsoft Internet Explorer

Address: https://dcchq8[secure]/wvs/viewDNAVouchers.do

DC Courts Web Voucher System

WEB VOUCHER HOME | DC COURTS HOME

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DISTRICT OF COLUMBIA COURTS

DNA REQUESTS

Voucher #	Case #	Case Name	Judge	Order Date	Order Type	Status
C 00749500201	NEG002622006	MEIJIA AMY	Gray, S. Pamela	08/06/2008	INCARCERATED	SENT TO JUDGE

One Record found.

Navigation Menu:

- Web Voucher System
 - Current Vouchers
 - Pending Vouchers
 - Returned Vouchers
 - Paid Vouchers
 - Expert Services
 - New Request
 - Court orders
 - Vouchers Issued
 - DNA Requests Status**
 - Pre-Approval Status
 - Review Vouchers
 - Reconsideration Services
 - Enter Hearing Time
 - Upload System
 - Reports
 - Miscellaneous
 - No Intent To Bill
 - User Guide
 - Switch Subsystem
 - Logout

IP [REDACTED] CCAN

Once the Judge approves the DNA **Request**, it will show in your DNA Request Status folder with a status of **APPROVED**:

Web Voucher System - Microsoft Internet Explorer

Address <https://dcchq8/secure/wvs/viewDNAVouchers.do>

DC Courts Web Voucher System

WEB VOUCHER HOME DC COURTS HOME

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DISTRICT OF COLUMBIA COURTS

DNA REQUESTS

Voucher #	Case #	Case Name	Judge	Order Date	Order Type	Status
C 00749500201	NEG002622006	MEIJIA AMY	Gray, S. Pamela	08/06/2008	INCARCERATED	APPROVED

One Record found.

Web Voucher System

- Current Vouchers
- Pending Vouchers
- Returned Vouchers
- Paid Vouchers
- Expert Services
 - New Request
 - Court orders
 - Vouchers Issued
 - DNA Requests Status
 - Pre Approval Status
- Review Vouchers
- Reconsideration Services
- Enter Hearing Time
- Upload System
- Reports
- Miscellaneous
- No Intent To Bill
- User Guide
- Switch Subsystem
- Logout

CCAN

At this phase, the APPROVED DNA **Request** will come to the DSB's *Approved DNA Request* folder for the DSB to actually issue out the DNA **Voucher**. **NOTE** → in the Attorney's *DNA Request Status* folder, the status will show as **ISSUED** since the DSB has now issued your DNA Voucher.

The actual DNA Voucher that has been issued will be located in the *Pre Approval Status* folder. Click on the Expert Voucher number to bring up the voucher, and click **"SEND TO EXPERT"** to forward it to the expert service provider.

Web Voucher System - Microsoft Internet Explorer

Address: https://dcchq8/secure/wvs/viewVouchers.do

DC Courts Web Voucher System

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DISTRICT OF COLUMBIA COURTS

EXPERT VOUCHERS PRE APPROVAL STATUS

Select Month | Select Year | DISPLAY VOUCHERS

Total records read: 1

Status Date	Expert Voucher #	Voucher #	Case #	Def.Last Name	Def.First Name	Expert Type	Expert	Status
08/06/2008	CX00000021113	C 00749500201	NEG002622006	AMY	MEIJIA	DNA	COMMONWEALTH BIOTECH	PRE APPROVED

One Record found.

CCAN

Web Voucher System - Microsoft Internet Explorer

Address: https://dcchq8/secure/wvs/viewExpertVoucherDetails.do?expVoucherNo=CX000000

DC Courts Web Voucher System

SEND TO EXPERT | SAVE | NO INTENT TO BILL | BACK

DISTRICT OF COLUMBIA COURTS

APPOINTMENT AND VOUCHER FOR EXPERT

Click here for a Printable v

FILE RECEIVE DATE: []

EXPERT VOUCHER: CX00000021113

CASE NAME: MEIJIA AMY

CASE NO: NEG002622006

CHARGE: Neglect

ADD ATTORNEY COMMENTS: YES NO

FROM THIS POINT, DNA EXPERT VOUCHER PROCESSING FOLLOWS THE SAME STEPS AS OTHER EXPERT VOUCHERS AS OUTLINED BELOW

Web Voucher System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://dcsctestmt.dscsc.gov/secure/wvs/viewVouchers.do>

DC Courts Web Voucher System

WEB VOUCHER HOME DC COURTS HOME

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DISTRICT OF COLUMBIA COURTS

CURRENT ISSUED EXPERT VOUCHERS

Select Month/Year

Total records read:

Status Date	Expert Voucher #	Voucher #	Case #	Def.Last Name	Def.First Name	Expert type	Expert	Status
12/04/2006	AX00000002165	A 10851240001	FEL070732004	BUTLER	DONT	OTHER	1	ISSUED
10/09/2006	TX00516350000	A 10907660001	CF1158312006	WALLACE	AKO	TRANSCRIPT		ISSUED
10/09/2006	TX00516370000	A 10907660001	CF1158312006	WALLACE	AKO	TRANSCRIPT		ISSUED
10/09/2006	TX00516390000	A 10907660001	CF1158312006	WALLACE	AKO	TRANSCRIPT		ISSUED
10/09/2006	AX00516380000	A 10907660001	CF1158312006	WALLACE	AKO	INVESTIGATION		ISSUED
10/09/2006	AX00516400000	A 10907660001	CF1158312006	WALLACE	AKO	INVESTIGATION		ISSUED
08/28/2006	AX00501370000	A 10916970001	CF1169402006	SMITH	ANTH	INVESTIGATION		ISSUED
08/28/2006	AX00505540000	A 10926230001	CMD177482006	CALDWELL	LAMA	INVESTIGATION		ISSUED
08/28/2006	AX00505320000	A 10917920001	CMD168602006	KENT	JERE	INVESTIGATION		ISSUED
08/28/2006	AX00495760000	A 10740540003	CF1010552006	ODOM	JOSE	INVESTIGATION		ISSUED

Records 1-10 of 10

CJA

STEP 2: Once the voucher has been issued, the attorney must go into their *Expert Services* folder, click on "*Vouchers Issued*", and select the expert voucher that was issued for the case.

Web Voucher System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://dcsctestmt.dcs.gov/secure/wvs/viewExpertVoucherDetails.do?expVoucherNo=AX00000002165>

Click here for a Printable version

ELECTRONIC FILE RECEIVE DATE:

EXPERT VOUCHER

CASE NAME:

CASE NO:

CHARGE:

ADD ATTORNEY COMMENTS: YES NO

VIEW JUDGE COMMENTS: YES NO

LEGAL VOUCHER #

JUDGE/MAG.JUDGE:

EXPERT TYPE

SERVICE PROVIDER:

STATUS:

VIEW EXPERT COMMENTS YES NO

ATTORNEY'S STATEMENT

As the attorney for the person represented who is named above, I hereby affirm that:(1) the services or expenditure described in the section to the right are necessary to an adequate legal representation or defense in this case, and (2) the person represented affirms that he or she is unable to pay for the cost of these services. I therefore request authorization to obtain or incur them at the cost of the District of Columbia.

ATTORNEY NAME: BAR NO:

TELEPHONE NO:

SIGNATURE:

DATE:

Transcript Services Estimated Cost Only

If Transcript Requested, of what proceedings:

	*No. of Pages	Cost per page	Total Cost
Original:	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Copies:	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
ASCII	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Condensed Pages	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Pre-Approval / Court Order

APPROVE DENY

SIGNATURE OF JUDGE:

DATE:

Expert and Other services Estimated Cost Only

Hours @ Hr \$

Expenses

STEP 2(a): Complete the sections identifying the **Judge**, the **Expert**, and fill in the **estimated cost** (NOTE: **ALL** expert vouchers require pre-approval **EXCEPT** investigator vouchers, which are subject to the provisions outlined below in A & B):

A. If the estimated time on an investigator voucher is greater than 10 hours, the attorney will hit the “**Submit for pre-approval**” button. This will send the voucher to Judge for pre-approval.

B. If the estimated time on an investigator voucher is equal to or less than 10 hours, the attorney will hit the “**Submit for pre-approval**” button. **However, in that it is at, or falls below the 10 hour threshold, the attorney will be prompted that the voucher does NOT require pre-authorization, and ask if they want to send it to the expert.** Once the Attorney responds in the affirmative, this will send the voucher directly to the Expert (jump to STEP 5).

STEP 3: In the event of a 2A situation (above), the Judge will review the request and either approves or denies the voucher, and returns it to the attorney.

Web Voucher System - Microsoft Internet Explorer

Address: <https://dcsctestmt.dccsc.gov/secure/wvs/viewVouchers.do>

DC Courts Web Voucher System

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DISTRICT OF COLUMBIA COURTS

EXPERT VOUCHERS PRE APPROVAL STATUS

Select Month/Year:

Total records read:

Status Date	Expert Voucher #	Voucher #	Case #	Def.Last Name	Def.First Name	Expert type	Expert	Status
12/14/2006	AX00000002165	A 10851240001	FEL070732004	BUTLER	DONT	OTHER	BRADLEY-STARKE GAYLE	PRE APPROVED
11/30/2006	AX00000001771	A 10983850001	CF3243222006	KITTRELL	RODO	TRANSCRIPT	SHELTON LAVINIA	VERIFICATION BY TR CLERK
11/27/2006	AX00000001769	A 10983850001	CF3243222006	KITTRELL	RODO	INVESTIGATION	DAVIDSON BRAD	PRE APPROVED
11/27/2006	AX00000001772	A 10983850001	CF3237272006	HERRING	RICH	INVESTIGATION	DAVIDSON BRAD	PRE APPROVED

Records 1-4 of 4

Expert Services

- > New Request
- > Court orders
- > Vouchers Issued
- > Pre Approval Status
- >> Reconsideration Services
- >> Enter Hearing Time
- >> Upload System
- >> Reports
- >> Miscellaneous
- >> No Intent To Bill
- > User Guide
- > Switch Subsystem
- > Logout

STEP 4: If approved, the attorney should look in their *Expert Services* folder, under the *Pre-Approval Status* sub-folder to find the voucher.

STEP 4(a): Select the pre-approved expert voucher you intend on working with, and then click on the “Send to Expert” button. Once you do, you’ll notice the following message appear at the top of the voucher: “*Expert voucher: AX00000002165 was sent to expert.*” The vouchers status will now change to “SENT TO EXPERT”

STEP 5: The expert will then log in to the WVS, under their “*Current Vouchers*” folder, access the voucher was just sent them, and fill out the following segment of the voucher:

EXPLANATION OF SERVICES AND CLAIMS

TOTAL CLAIM

\$ 0.00

Over Estimated Amount Letter:

YES NO

Over Limit Letter:

YES NO

No attorney Letter:

YES NO

STEP 5(a): Once completed, the Expert will hit the “Return to Attorney” button, which will send the voucher back to the Attorney’s “*Current Vouchers*” folder under the “*Expert*” sub-folder:

Web Voucher System - Microsoft Internet Explorer

Address: https://dcsctestmt.dscs.gov/secure/wvs/viewVouchers.do

DC Courts Web Voucher System

WEB VOUCHER HOME | DC COURTS HOME

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DISTRICT OF COLUMBIA COURTS

CURRENT PRE APPROVED EXPERT VOUCHERS

Select Month/Year:

Total records read:

Status Date	Expert Voucher #	Voucher #	Case #	Def. Last Name	Def. First Name	Expert type	Expert	Status	Days
12/06/2006	AX00000002165	A 10851240001	FEL070732004	BUTLER	DONT	OTHER	BRADLEY-STARKES GAYLE	RETURN TO ATTORNEY	1
11/30/2006	TX00000001773	A 10979020001	CF3237272006	HERRING	RICH	TRANSCRIPT	RONAN THOMAS J.	SENT TO ATTORNEY	7

Records 1-2 of 2

CJA

javascript:viewCurrentExpertVouchers()

STEP 6: Once the attorney selects the Expert voucher that they want to submit, **they will certify that the expert services have been satisfactorily rendered.** Following that, the attorney will be prompted that their certification will trigger the Expert voucher being sent to the Judge for final review/approval: (**NOTE:** the following message will appear: *“Expert voucher: AX00000002165 was sent to the judge”* and the voucher’s status changes to “SENT TO JUDGE”)

The screenshot displays the 'Web Voucher System' interface. The browser address bar shows the URL: <https://dcsctestnrc.dscs.gov/secure/wvs/viewExpertVoucherDetails.do>. The form contains the following sections:

- SIGNATURE:** [Redacted]
- DATE:** 12/04/2006
- Pre-Approval / Court Order:**
 - APPROVE DENY
 - SIGNATURE OF JUDGE:** Johnson Ramsey
 - DATE:** 12/04/2006
- Expert and Other services Estimated Cost Only:**
 - Hours: 20.0 @ 25.00/Hr = \$ 500.00
 - Expenses: \$ 0.00
 - Total Estimated Cost: \$ 500.00
- EXPLANATION OF SERVICES TO BE PROVIDED BY:** BRADLEY-S. STARKES, [Redacted] [ed Investigators for Investigative Services](#), [Redacted]
- Number of Transcript pages received:** 0
- PAYMENT APPROVAL:**
 - APPROVED DENIED
 - SIGNATURE OF JUDGE/Mag. Judge:** [Redacted] **DATE:** [Redacted] **AMOUNT:** \$ 0.00
 - SIGNATURE OF CHIEF JUDGE:** [Redacted] **DATE:** [Redacted] **AMOUNT:** \$ 0.00
 - SIGNATURE OF FINANCE OFFICER FOR TRANSCRIPTS ONLY:** [Redacted] **DATE:** [Redacted] **AMOUNT:** \$ 0.00

A dialog box is overlaid on the form, stating: "This voucher will now be sent to Judge for Approval" with "OK" and "Cancel" buttons. A black arrow points from the text in Step 6 to the dialog box. A red circle highlights the dialog box.

STEP 7: The Judge will then access the WVS under his/her *“Awaiting Decisions”* folder in the *“Expert”* sub-folder to either approve or deny the voucher.

STEP 8: If approved, the Defender Services Branch of Finance takes action on the approved voucher and processes it for payment.