



Roy Creasy <roy.creasy@gmail.com>

Fw: Policy Requiring the Timely Submission of Vouchers and Payment Requests

1 message

CDorsey@courts.state.va.us <CDorsey@courts.state.va.us>

Wed, Nov 11, 2009 at 2:05 PM

To: roy.creasy@gmail.com, lciaffone@ciaffonelaw.com

Lisa and Roy,

I am forwarding this to each of you, in your capacity as the president of the Salem/Roanoke County Bar Association and Roanoke Bar Association, respectively, as it may be of interest to parts of your membership. Just FYI. Thanks, as always.

C.

Charles N. Dorsey, Chief Judge
Twenty-third Judicial Circuit of Virginia
Roanoke City Courthouse || P.O. Box 211
Roanoke, Virginia 24002-0211
Phone: 540.853.2437 || Fax: 540.853.1040
Roanoke County Courthouse || 305 East Main Street
Salem, Virginia 24153
Phone: 540.387.6041 || Fax: 540.387.6278
cdorsey@courts.state.va.us

— Forwarded by Charlie Dorsey/CC/VaJud on 11/11/2009 02:01 PM —

Paul
DeLosh/OES/VaJud

11/10/2009 06:20
PM

To
CC Judges, GD Judges, JDR Judges,
All Clerks, Magistrates, CC Deputy
Clerks, GD Deputy Clerks, Combined
Deputy Clerks

cc

Subject
Policy Requiring the Timely
Submission of Vouchers and Payment
Requests

To: Judges, Magistrates, Clerks, and Deputy Clerks

From: Paul F. DeLosh, Director

<http://mail.google.com/mail/?ui=2&ik=...>

11/11/2009

Gmail - Fw: Policy Requiring the Timely...

Department of Judicial Services

Date: November 10, 2009

RE: Policy Requiring the Timely Submission of Vouchers and Payment Requests

Good afternoon. The following policy was posted on the News section of the Judicial System intranet website on November 3, 2009 and can be accessed by clicking on the link provided - Policy Requiring Timely Submission of Vouchers and Payment Requests.

All requests for payment of fees or for travel or other expenses must be submitted no later than thirty (30) days after the service or the travel is completed or, in the case of court-appointed counsel, within thirty (30) days of the completion of all proceedings in the court for which the request is being submitted. See Va. Code § 19.2-163.

If any request or payment is submitted more than thirty (30) days after the service or the travel is completed or, in the case of court-appointed counsel, more than thirty (30) days after the completion of all proceedings in the court for which the request is being submitted, then the Office of the Executive Secretary (OES) may require a written explanation of the delay and such additional documentation as the OES deems appropriate. Any request for payment submitted to the court or, the OES more than twenty-four (24) months after the service or the travel is completed or, in the case of court-appointed counsel, more than twenty-four (24) months after the completion of all proceedings in the court for which the request is being submitted shall be denied.

This policy applies to all requests for payment submitted to the OES, including, but not limited to, requests for payment submitted by special justices, guardians ad litem, interpreters, mediators, court-appointed counsel, court-appointed experts, substitute judges, retired judges and others.

If you have any questions about this policy, please contact John Rickman, Director of Fiscal Services, Office of the Executive Secretary, Supreme Court of Virginia, at 804.786.6455. Thank you.

Paul F. DeLosh
Director of Judicial Services
Office of the Executive Secretary
Supreme Court of Virginia
804-786-1730
804-371-5034 (fax)
pdelosh@courts.state.va.us

This e-mail and any attachments with it are privileged and confidential and are intended solely for the use of the individual(s) to whom they are addressed. If you have received this e-mail in error or are not the addressee, please immediately delete it and notify the sender.