

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(s) for 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 may require a written explanation of the delay and such additional documentation as the Executive Secretary determines is appropriate. Any request(s) for payment submitted to the Court or, if appropriate, the Office of the Executive Secretary 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 Office of the Executive Secretary of the Supreme Court of Virginia, 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 of the Supreme Court of Virginia at (804) 786-6455.

Effective 11/01/2009