

OES-DRS INVOICE
Mediation Services Payment Invoice

Vendor Reference _____

GENERAL DISTRICT COURT

1. Court case #(s):
GV _____ - _____
Cross complaint #(s):
GV _____ - _____
2. Hours Spent in Mediation _____
3. Amount Due: \$120
4. Locality _____
5. Vendor _____
6. Address _____

7. Email _____
8. Tax ID _____

9. Invoice Number: [_____] [_____ / _____ / _____] [_____]
Certification Number Date that mediation ended Mediation of the Day
MM/DD/YY

10. Mediators who participated in this case:

_____	_____	_____ / _____ / _____
Mediator's Name	Certification Number	Certification Expiration Date
_____	_____	_____ / _____ / _____
Mediator's Name	Certification Number	Certification Expiration Date

11. Attach client evaluations. If not attaching, explain: _____

I certify that all information required concerning this invoice has been entered and submitted into the Mediator Information System.

Signature

Date

Please send completed invoices to:

**Division of Dispute Resolution Services
Office of the Executive Secretary
Supreme Court of Virginia
100 N 9th St, 3rd Floor
Richmond, VA 23220**

(Referring Court Clerk's Signature) (Date)

(OES Approval) (Date)

Instructions for the OES-DRS Mediation Services Payment Invoice (ADR-MSPI)

This invoice should be submitted no later than ten (10) days after the end of the month in which the mediation was completed. This invoice **cannot** be used for a general district or small claims garnishment, interrogatory, or any other type that involves a case that has already been adjudicated. The instructions below correspond to the item numbers on the face of the invoice. **An invoice may not be approved for payment if any information is missing.**

Vendor Reference: This is an optional field that a mediator or mediation organization may use to record their own internal case identification number.

1. If multiple case filings were mediated in the same session(s), note all of them **using the complete case number as is listed on the Online Case Information System** (<https://eapps.courts.state.va.us/gdcourts>)
2. Enter the time spent in mediation and round according to the table below. This includes time spent writing an agreement.

Minutes	1-6	7-12	13-18	19-24	25-30	31-36	37-42	43-48	49-54	55-60
Round	.1	.2	.3	.4	.5	.6	.7	.8	.9	1.0

3. A mediator may be paid \$90 for each completed mediation submitted on an ADR-MSPI form.
4. Enter the county or city of the court that referred this case to mediation.
5. – 6. , 8. Enter this information as it appears on the W-9 of the organization or individual receiving payment for this invoice.
7. Enter an email address for any questions regarding the invoice.
9. **The invoice number is made up of three components**
 - Certification number of a mediator that mediated this case.
 - The date that the mediation **ended** in MMDDYY format
 - The number of mediations completed that day by the mediator.
 - Enter the first mediation of the day as “01”
 - Enter the second mediation of the day as “02”
 - And so on
 - **Important: Save this invoice number for future reference**
10. Enter the name, certification number, and certification expiration date for **each** mediator who mediated this case.
11. Attach **original** client evaluations. Enter data into MIS and certify.

Once completed, give this form to the Referring Court Clerk for their signature. Once signed, mail this invoice with attached original client evaluations to the address listed on the front of the invoice.