CJA eVoucher
Vendor Management System (VMS)
FAQ for Attorneys & Expert

Do I have to create a VMS account?

Yes. You must create at least one payment account to submit and receive compensation for payment in the eVoucher application.

What information do I need to create a VMS account?

You need your personal contact information, tax classification and Tax ID information, and the bank information where you want to receive EFT payments.

Can I create more than one payment account in VMS?

Yes. You have the option to create a payment account using your SSN or EIN, or, if you work for a firm, you can request to link to that firm's EIN.

My firm has different offices in multiple states. They currently deposit the fees earned by attorneys in different states into different banking accounts. Can my firm have multiple payment profiles used by the different attorneys?

No. Currently, the VMS only allows one EIN to be associated with one bank account. If multiple bank accounts must be associated with an EIN, court staff can submit a modification request (MR) for enhancement at a future release.

Can I change banking information if necessary?

Yes. You can edit your bank account information from the My Payment Accounts section of your VMS home page. If you're linked to a firm's payment account and the Authorized Agent edits the banking information, you will be notified and receive a request to confirm the change. If banking details change, any vouchers in progress must be rejected and resubmitted with the updated banking details.

Can a CJA-21 voucher be created for an expert who does not have a VMS account?

Yes. A CJA-21 voucher may be created; however, the voucher cannot be submitted until the expert creates their VMS profile and sets up a payment

account. Once that is done, you can then select the expert's payment details and submit the voucher.

Will I be notified when EFT payments are deposited into my bank account?

No. There will be no notification from Treasury about payment deposits. But you can run the new Vouchers Paid (Attorney or Expert) report to cross reference payments and confirm amounts.

How can I change the Authorized Agent in VMS?

Contact your local court eVoucher helpdesk with details; your court will then need to contact the NSD to request a change.