




**DISTRICT COURT OF THE VIRGIN ISLANDS  
FINANCE OFFICE**

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**MEMORANDUM**

**TO:** All Criminal Justice Act (“CJA”) Panel Attorneys

**FROM:** Shervin T. Clarke,   
Financial Supervisor

**DATE:** March 11, 2025

**RE:** CJA eVoucher 6.11 Release – offering a new Vendor Manager System (VMS)  
and Upgrade to the CJA eVoucher System to provide EFT payments

Financial Services is pleased to announce the launch of the new Vendor Manager System (VMS) designed to easily and securely collect tax and banking information to facilitate electronic funds transfers (EFT) for voucher payments approved through the Criminal Justice Act (CJA) eVoucher System. The account setup process for VMS takes approximately 10 minutes to complete.

Beginning on March 15, 2025, panel attorneys, expert service providers, and court reporters will be required to register in VMS after signing in to CJA eVoucher with Login.gov. An informational banner will appear in CJA eVoucher with a link to VMS.

Only one entity per tax ID number (TIN) may register and have only one associated bank account. If registering with an Employer Identification Number (EIN), an individual must be designated as responsible for managing the details of the firm/business entity. This individual is referred to as the Authorized Agent and is responsible for providing the tax and banking information. Once an EIN is registered, anyone else needing to use the same EIN for payments will be prompted to send a request to the Authorized Agent.

**IMPORTANT:** If multiple people will be registering with the same EIN, it is suggested that a decision be made to determine who will assume the responsibility of the Authorized Agent, maintain the business entity information and approve requests to use the EIN. If the Authorized Agent is required to be changed any time after an EIN is registered, please contact the CJA

eVoucher Administrator. The eVoucher Administrator is Ms. Deanne Schneider, she can be reached at (340) 775-8017 or [Deanne\\_Schneider@vid.uscourts.gov](mailto:Deanne_Schneider@vid.uscourts.gov).

During the registration process, an electronic W-9 form will be presented. Upon submission, VMS will verify that the TIN and name provided matches their IRS records. If successful, the data will be available in CJA eVoucher when creating vouchers for payment. After the launch, new vouchers will use VMS data and be paid via EFT. Vouchers that were submitted prior to the launch will continue through the approval process and be paid via U.S. Treasury check.

### **VMS Features**

- Secure multifactor Authentication (MFA)
- Electronic W-9 Collection
- Vendor TIN/Name Validation with IRS
- USPS Address Validation of 1099 Addresses
- Collect EFT Banking Information
- Integration with CJA eVoucher
- Manages Employee/Business Relationships
- Only one vendor per TIN

Training materials may be accessed and reviewed prior to the launch by visiting the links below.

- Videos:
  - Creating an SSN Payment Account in Vendor Manager System: <https://youtu.be/E6V6GwWpU78>
  - Creating an EIN Payment Account in Vendor Manager System: <https://youtu.be/i6bWLjvys98>
  - Authorized Agent in Vendor Manager System: <https://youtu.be/io44u7GojNI>
  - Linking to an existing Payment Account in Vendor Manager: <https://youtu.be/Q2nj4ayaneY>
- PDFs:
  - Creating an SSN Payment Account in Vendor Manager:
  - Creating an EIN Payment Account in Vendor Manager:
  - Authorized Agent in Vendor Manager System:

For questions about the VMS launch and the upgrade of CJA eVoucher, contact Financial Services at (340) 776-0221 or [Finance@vid.uscourts.gov](mailto:Finance@vid.uscourts.gov).