State of Maine Judicial Branch
Attorney Security Card Reimbursement Request

For attorneys whose security cards were within their two-year issuance or renewal period as of **January 1, 2027.**

WHO MAY REQUEST REIMBURSEMENT?

Only the individual or law office/entity that originally paid for the attorney security card may request reimbursement. The original payer must complete this request and be the party registered with the Office of the State Controller to receive payment.

HOW TO REQUEST REIMBURSEMENT?

1. The original payer must register or sign in through the State of Maine Vendor Self Service Portal using the same legal name as the individual or law office/entity that originally paid for the card.
   Vendor Self Service Portal: https://mevss.hostams.com/PRDVSS1X1/Advantage4
2. Complete the vendor registration or account update in the portal. The Office of the State Controller (OSC) must accept the vendor record and provide a vendor code before reimbursement can be processed.
3. After receiving the OSC vendor code, the original payer completes this reimbursement request and submits it to the Maine Judicial Branch.

IMPORTANT: A vendor code must be established for the original payer before a reimbursement request can be processed. Requests submitted without a valid vendor code will not be processed.

Once the reimbursement request has been reviewed and approved, please allow up to 25 business days for payment to be issued.

SUBMIT REQUEST TO: finance-ap@courts.maine.gov

ORIGINAL PAYER & SECURITY CARD INFORMATION

Vendor Code	
Original Payer Legal Name (must match OSC):	
Attorney / Cardholder Full Name:	
Payer/Remit Address (must match OSC):	
Contact Email:	
Contact Phone:	
Security Card Number (if known)	
Security Card Expiration Date	

FOR JUDICIAL BRANCH USE ONLY:

Date Received:_____ Amount Due:_____ Approved for Payment:_____

Document ID:

GAX-40A-

Account Coding: _____

Finance Approval:_____