



# COMMITTEE FOR PUBLIC COUNSEL SERVICES

## Owner/Principal Employee Form

In order to activate your Vbill account, CPCS must, in the first instance, enter the owner or principal employee's information. Once entered, you may sign into Vbill and select the Vbill Manage Employees page where you can add additional employees/contractors to your Vbill account.

To assist us in this process please provide the following (PLEASE PRINT):

Company/Business name \_\_\_\_\_

Business phone number: (    ) \_\_\_\_\_

Owner's Full Legal name<sup>1</sup>

\_\_\_\_\_

Last Name

First Name

MI

Are you currently approved by the Trial Court Office of Transcription Services (OTS)?

Yes \_\_\_\_\_ No \_\_\_\_\_

NOTE: If you are NOT currently approved by OTS and would like information regarding the approval process please contact Sybil A. Martin, Ph.D., Senior Manager, Office of Court Management, 2 Center Plaza, Suite 540, Boston, Massachusetts, 02108, Phone: 617-878-0225 Facsimile: 617-878-0762 at [ots@jud.state.ma.us](mailto:ots@jud.state.ma.us)

Date the business began operation. NOTE: If the owner does not directly provide services to CPCS clients please enter the date the principal employee was hired.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
month/day/year

Owner/Principal Employee's Year of Birth: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Last four digits of named person's SSN: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_

<sup>1</sup> Large organizations such as hospitals where the owner does not directly provide services to CPCS clients may designate any employee who is actively providing services to CPCS clients