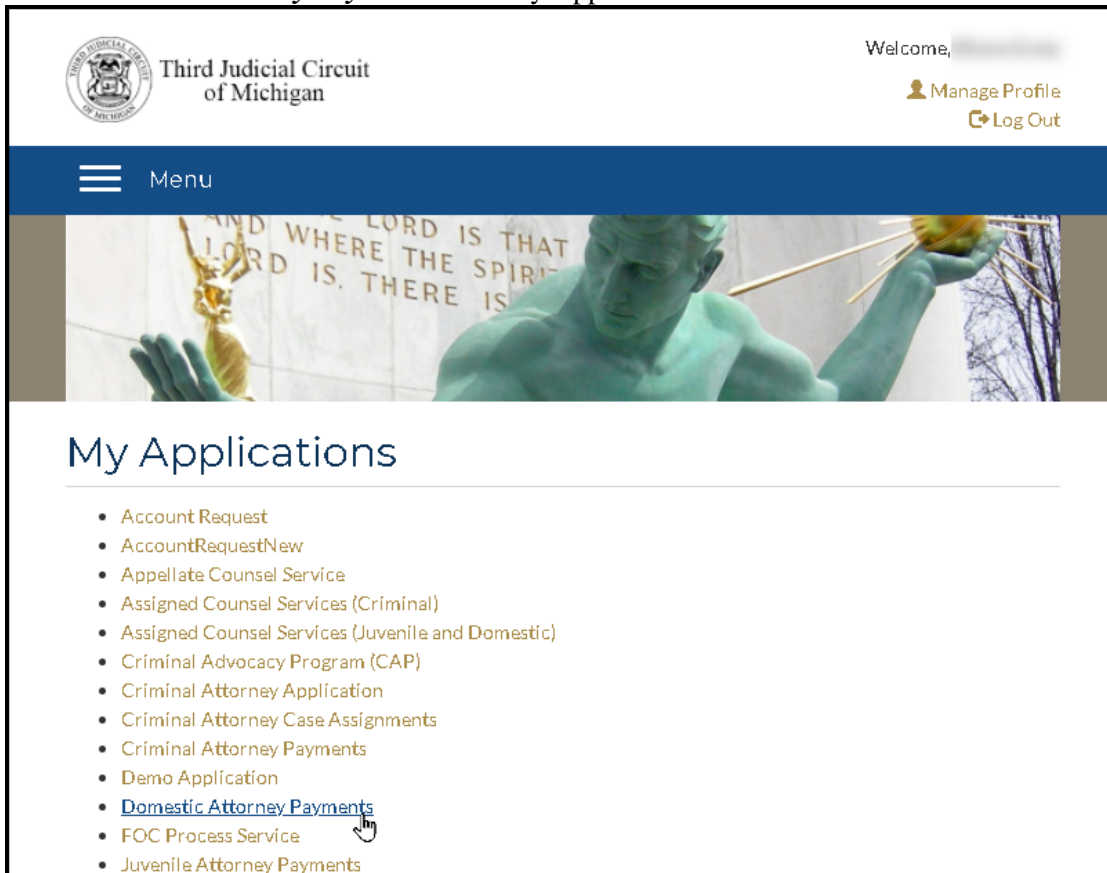# DOMESTIC ATTORNEY PAYMENTS
ATTORNEY INSTRUCTIONS

Access Domestic Attorney Payments

1. Go to 3rdcc.org

2. Select *Agency Resources* from Essential Links menu

3. Select *Outside Agency Web Access* from Applications Access section

4. Enter Login information and select *Log In*. (If not yet registered for this site, you will need to first create an account. See tutorial for how to register at 3rdcc.org/agency-resources.)

5. Select *Domestic Attorney Payments* from My Applications list

View Case Events

1. This is the initial screen you will see. It is used to search for the case for which you would like to request payment. When entering a Third Circuit Court Domestic case number, enter the full case number including the two-character case type at the end (e.g., 21-160200-DP).

2. After clicking on the *Search* button, if the Case Number is not valid, you will see an alert as seen below:.
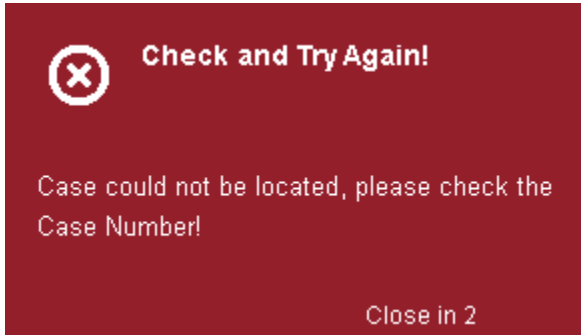
3. If the Case Number is valid, you will see the case events listed in ascending chronological order.

4. All the events on the case are color coded. You will see a legend above the case events that shows you the definition of each color.

Request to Add Event

1. To request payment, click the ***Request to Add Event*** button. This will open the ***Request to Add Event*** form in a new window. Fill in all the fields to validate your request.

a. Within ***Pick Event Type***, select the event type that applies:
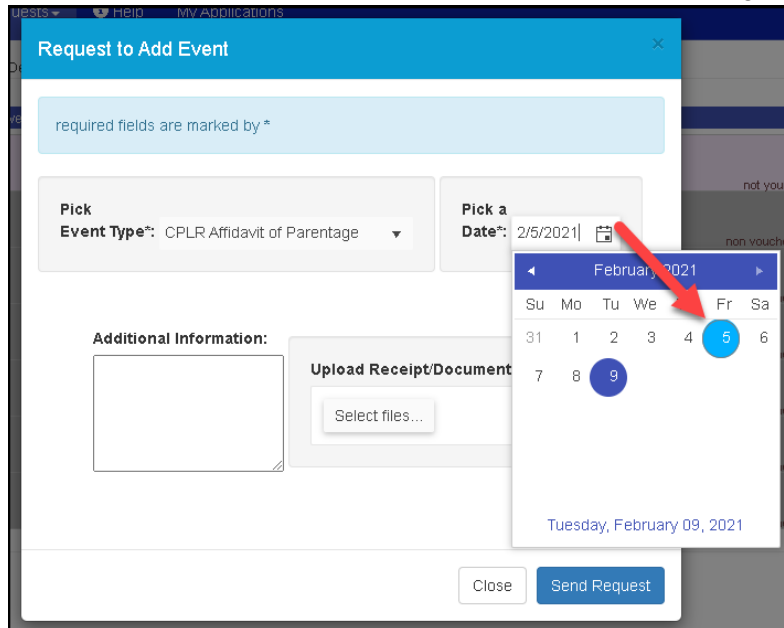
i. CPLR Affidavit of Parentage

ii. CPLR Custody

b. Within *Pick a Date*, select the date that the CPLR order was signed.

c. Within *Additional Information*, type a short description of your request, if desired.

d. Click *Select files* to upload the CPLR order in PDF format. To select a file, locate the file within the *Open* window, select the file and click *Open*. This file must be uploaded in order to have your payment request approved.
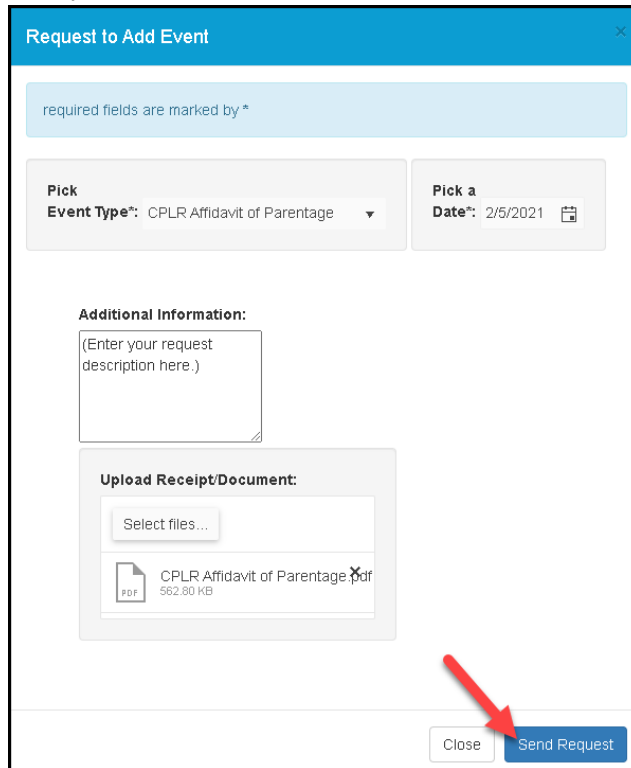
e. Verify all the information entered is correct and then click the ***Send Request*** button.

f. On a successful submission, you will see a ***Request Sent*** message.
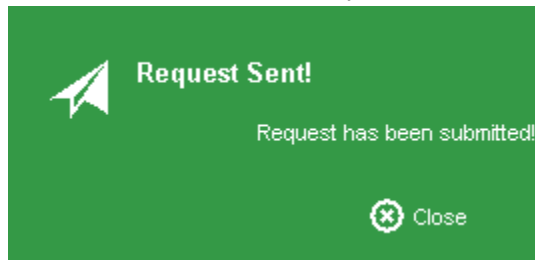
g. After closing the message, the system adds the event to the case events view and automatically submits it for payment request. You will now see this event with a status of ***voucher pending***. Once your event request has been either approved or rejected, this status will be updated. You can also view the status of pending requests on the ***View***

Pending Voucher Requests screen.

2. To view events for another case, you can replace the current case number in the search field and select the **Search** button –OR– select the **View Another Case** button to clear your screen and then enter your case number and select **Search**.

3. If the case is valid but the system does not show that the case was assigned to you, you will see the message below.
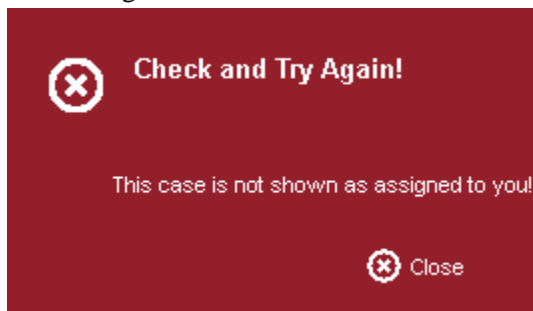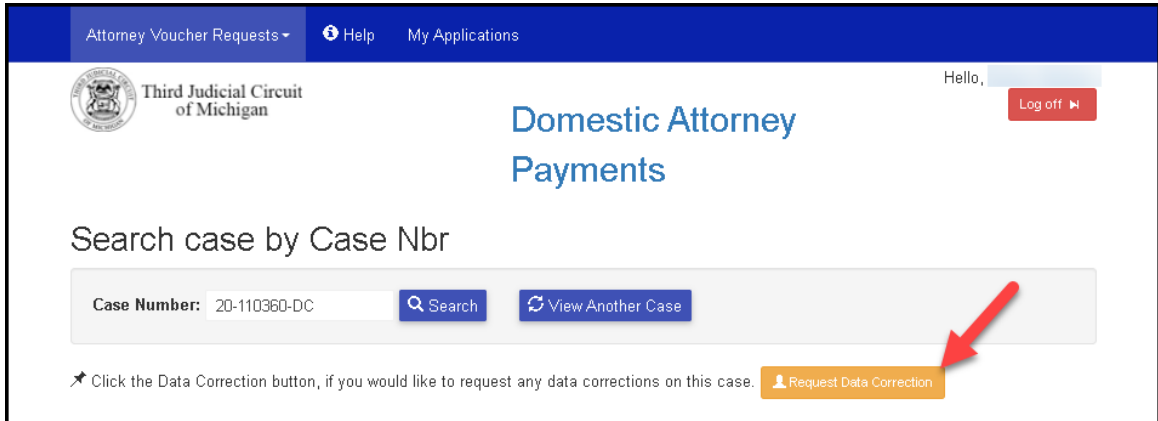

If you have entered an incorrect case number, close the message and try again. If the case number is correct, you will need to select the **Request Data Correction** option to request the assignment to be entered. (See ***Request Data Correction*** section.)
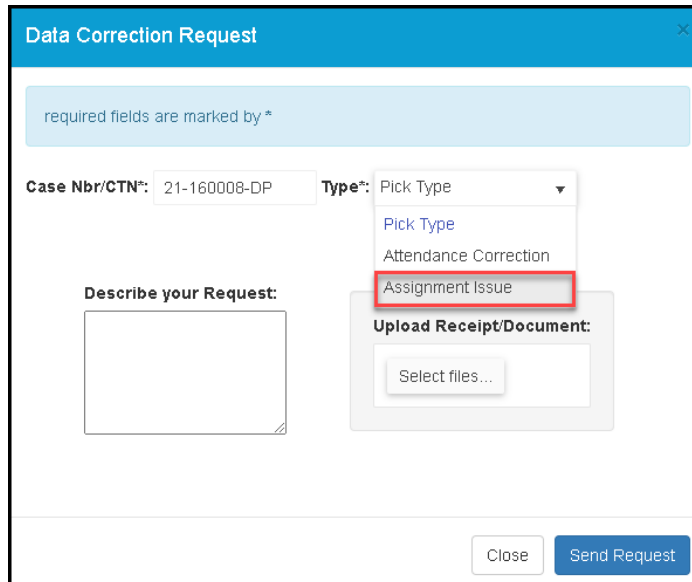
Request Data Correction

1. Select the ***Request Data Correction*** button shown below:

2. This will open the ***Data Correction Request*** form in a new window. Fill in all the fields to provide information that will help the Court officer to validate your assignment.

    a. The ***Case Number*** will be prefilled for you based on the value that was searched. You can change this value if needed.

    b. Within ***Type***, select the ***Assignment Issue*** option from the drop-down list:

3. Within ***Describe your Request***, type a short description of the issue.

4. Click the ***Select files*** button to upload one or more documents that support your request.

5. Verify all the information entered and then click the *Send Request* button to submit your request.

6. On successful submission, you will be notified by a message indicating *Request Sent*. You will also receive an email confirming your request was submitted. When a decision by the court officer has been made regarding your assignment correction request, you will be notified by an email. You may also view the status of your Data Correction Requests from the *View Correction Requests* option. Once the assignment is corrected in the system, you will be able submit your payment request for this case.

View Correction Requests

1. To view the status of your correction requests, select the *View Correction Requests* menu option from *Attorney Voucher Requests*:

2. You will first see your pending requests:

3. To see all requests (regardless of status), change the *Status* value to *All.* You can also filter the results to those requests whose status is *Approved* or *Rejected* :

View Pending Voucher Requests

1. To view your pending voucher requests, select the option from the ***Attorney Voucher Requests*** menu:

2. To view the detail for a request, select the ***View*** button that corresponds to the request.

3. To return to the previous screen listing all the pending voucher requests, select the ***Back to Pending Queue*** button:

View Paid Vouchers

1. To view paid vouchers, select the ***View Paid Vouchers*** option from the ***Attorney Voucher Requests*** menu:

2. To view the details of a past voucher run, select the *View* button associated with the desired date.