Criminal Attorney Payments
Requesting Payment

Intro

Welcome to Third Circuit Court training.

1. This tutorial will cover how to use the online Criminal Attorney Payments system to electronically submit payment requests.
2. To proceed with this tutorial, you must have already registered for an account with the Outside Agency Web Access portal. If you haven't registered, please first view our tutorial on how to log in to this portal.
3. To begin, from the Outside Agency Web Access portal login screen, type your Username and Password and leave the Domain as "Public". Then click on the "Log In" button.
4. Once you have successfully logged in, you will be taken to your "My Applications" homepage where you will see the list of applications that you are authorized to access.
5. Click on the "Criminal Attorney Payments" link to get started.
6. You will be presented with a default screen to Search for events on a case.
7. Before we talk about this view in detail, note there is also a navigation panel at the top with link options. This navigation panel will be available at all times to allow you to conveniently switch between screens in Attorney Payments :
    a. The first option is "View Case Events," which is our current screen. This option allows you to search for a case, view events on that case, and then submit a request for payment on that case.
    b. The second option is "Line Ups." This option will allow you to view your Line Up assignments and request payment for them.
    c. The third option is "Welfare Fraud/Diversion Hearings." This option will allow you to request payment for these types of hearings.
    d. The last option is "Help," which provides screen- and field-level help for this applicaton.

View Case Events

8. First, let's talk more about the "View Case Events" screen, which is the default screen.
9. On this screen you can search for a Case by Case Tracking Number (that is, CTN) or court Case Number for which you would like to request payment.
10. Type in the CTN or Case Number, and then click on the "Search" button.
11. If the CTN or Case Number is not valid, you will see an alert notifying you to check the number entered and re-enter it.
12. If the CTN or Case Number is valid but the system does not show that the case was assigned to you, you will see an alert notifying you to that effect.

    In order to submit requests to correct the case assignment, click the "Request Data Correction" button.

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

b. Note that the CTN or Case Number will be auto populated. However, you can change the number if necessary.
c. Pick the Type of Data Correction Request. In this case, pick “Assignment Issue”.
d. Under “Describe your Request”, type a short description of your request.
e. Next, you can upload any documentation that validates your assignment. Note that you can upload more than one document.
f. Verify all the information entered and then click the “Send Request” button to submit your request.
g. On successful submission, you will be notified by a success message on your screen. *(pause*) You will also receive an email confirming your request was submitted. When a decision by the court officer has been made regarding your assignment request, you will be notified by an email. If the assignment was approved, you can login to the Attorney Payments application and submit your payment request for this event.

13. Let’s try another case number that is assigned to this attorney. You will now see the details on that case. Note that payments can be requested up to 60 days after the case disposition. When the case detail has been retrieved, you will see the total number of days that have occurred since disposition on this case in the “Days since Disposition” field. In this case, you can see that it has been 24 days since disposition.
14. Events on the case are shown as they appear in the Register of Actions. That is, the events are listed in chronological order with the oldest event at the top and the most recent event at the bottom.
15. For your convenience, all the events on the case are color coded. You will see a legend above the case events that shows you the meaning of each color.
16. If you notice any event is missing for the case, click the “Request to Add Event” button. Note that payments for “Investigation and Prep” and the “Probable Cause Conference” are automatically added to your first payment request on this case, so you need not request to add these events.
    a. This will open the Request To Add Event form in a new window. Fill in all the fields to provide information that will help the Court officer to validate your request.
    b. Within “Pick Event Type”, select the event type you wish to have added from the list provided.
    c. Next Pick a date when that event occurred. Date fields need to be entered in month, slash, day, slash, year format as seen here. Alternately, you may select the calendar icon to the right of the field and select the date from the pop-up window.
    d. Within “Additional Information”, type a short description of your request.
    e. Next, you can upload documentation that validates your request to have this event added. As shown before, you can upload more than one document if necessary.
    f. Verify all the information entered and then click the “Send Request” button to submit your request.

   g. On successful submission, you will be notified by a success message on your screen. You should now see this event added to the case with a status of "pending." Once your event request has been either approved or rejected, this status will be updated.

17. Now let's review the events on this case. Each hearing event that is eligible for payment pre-populates with a check mark in the box next to it. Verify that there is a check mark next to all events for which you would like to request payment. For each event that is not eligible for payment, you will see the reason displayed in the far right column.
18. If you see an event you attended but it is not eligible for payment because the system does not show your attendance, as described earlier, select the "Request Data Correction" button and submit your request similarly. Only, this time, select the "Attendance Correction" option from the "Type" drop-down list.
19. After verifying all the eligible payments are checked, click the "Request Payment" button to submit your request for Payment.
    a. On successful submission, you will be notified by a success message on your screen.
    b. You should now see the events requested for payment with an updated status of "voucher pending."
20. To view events and request payment 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."

Line Ups

21. Next, let's discuss the "Line Ups" option from the Navigation panel at the top of our screen. Simply click the "Line Ups" link to view this screen.
22. As we highlighted earlier, this option will allow you to view your Line Up assignments and request payment for them.
23. From this screen, enter a date range for your line up assignments you wish to view. Enter the start date within the "Date From" field and enter the end date within the "Date To" field. Remember to enter the date in month, slash, day, slash, year format or use the calendar option.
24. After entering the date range, click on the "Search" button.
25. This will bring up your Line up assignments that have been recorded in the system. Note that only the Line ups that you have attended will appear in the search results.
26. If you are not seeing a Lineup that you have attended or would like to request a date correction for a Line Up, click on the "Add Lineup Event/Date Correction" button.
    a. This will open the "Add Lineup Event/Date Correction" form in a new window. Fill in all the fields to provide information that will help the Court officer to validate your request.
    b. Either enter a date or select one from the calendar option for the line-up assignment in question.
    c. From the Type drop-down list, select the reason for this request. The options include:

        i. Line-Up Attendance Date Correction – Select this if you attended an assigned line-up but do not see it listed in the search results.
        – OR –
        ii. Add Line-Up Date – Select this if you attended a line-up for which you were not assigned.
    d. Under "Describe your Request", type a short description of your request.
    e. Next, you can upload documentation required to request this event addition or date correction. Note you can upload more than one document.
    f. Verify all the information entered and then click the "Send Request" button to submit your request.
    g. On successful submission you will be notified by a success message on your screen. When a decision by the court officer has been made regarding your line-up request, you will be notified by an email. If the request was approved, you can login to the Attorney Payments application and submit your payment request for this lineup.
27. If no correction requests are needed, you will see the line up events that are eligible for payment. Each event will show a check mark next to it. Please verify that checkboxes next to all Lineups for which you would like to request payment are checked.
28. Next, click the "Request Payment" button to submit your request for Payment.
29. On successful submission, you will be notified by a success message on your screen.

Welfare Fraud/Diversion Hearings

30. Finally, let's discuss the last payment request option on your Navigation panel at the top of the screen, the "Welfare Fraud/Diverson Hearings" screen.
31. On this screen, select a date range to view your Welfare Fraud/Diversion Hearing assignments. Enter the start date within the "Date From" field and enter the end date within the "Date To" field, again in the same format we used earlier or use the calendar option to fill in the values.
32. Then click on the "Search" button.
33. This will bring up your Welfare Fraud/Diversion Hearings assignments that have been recorded for that time period.
34. If you are not seeing a Welfare Fraud/Diversion Hearing that you have attended, click on the "Add Diversion Hearing Event" button.
    a. This will open the Add Diversion Hearing Event form in a new window. Fill in all the fields to provide information that will help the Court officer to validate your request.
    b. Pick a date when the Diversion hearing occurred.
    c. Under "Type", Pick the type of hearing. The options are:
        i. Diversion
        ii. Welfare Fraud Diversion
        iii. Welfare Fraud Diversion Felony
    d. Under "Describe your Request", type a short description of your request.
    e. Next, you can upload any documentation needed to validate this event addition.

f. Verify all the information entered and then click the “Send Request” button to submit your request.
g. On successful submission, you will be notified by a success message on your screen. Now you should seethis event added to the screen detail with the status of “pending.” Once your event has been either approved or rejected, this status will be updated.

35. When you are ready to log off from the application, click the “Log Off” link at the top. This will securely log you off the Attorney Payments application and take you back to the login screen.

This concludes the training for submitting payment requests through the Criminal Attorney Payments system.

Please also feel free to play the video tutorial that is provided on this website. Thank you.