Criminal Attorney Payments
View Status on Payment Requests

Intro

Welcome to Third Circuit Court training.

1. This tutorial is Part 2 of our Criminal Attorney Payments system training. It will cover how to use this online system to view statuses on submitted payment requests.
2. To proceed with this tutorial, we assume you already know how to login to the Outside Agency Web Access portal and submit a payment request. Tutorials on how to log in to the portal and how to submit payment requests are available on the court's website.
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. We will now walk you through steps on how to view status on your Payment Requests for:
    a. Case Hearing Events
    b. Line Ups, and
    c. Welfare Fraud/Diversion Hearings

Case Hearing Events

1. First, let's view the case events for which you have already submitted a payment request.
2. As you know, "View Case Events" is the first screen you see when you log in to the Attorney Payments application. If you are on a different screen, please click on the "View Case Events" link from the navigation panel at the top of your screen.
3. Now let's type in the CTN or Case Number of the case for which you would like to view the payment status, and then click on the "Search" button.
4. If you receive an alert notifying you that the system is not able to verify that the case was assigned to you, verify that you have entered the case number correctly and re-enter if necessary.
    a. If you continue to receive this alert, you may request a correction to this Case Assignment by clicking the "Request Data Correction" button and following the instructions as shown in our Part 1 Tutorial.
    b. On the other hand, if you have already submitted a request for Data Correction on this case, please wait for the notification response email from the court officer for this request.
        i. Once the request is approved, you will be able to see the case detail.
        ii. If the request is denied, then your assignment could not be verified and you will not be able to see the Case Details. Read any comments from the court officer in the email for an explanation of the denial.
5. Now, if after entering the case number there are no errors or assignment issues, you will see the details on this case.

6. 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.
7. 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.
8. You will notice any events that were submitted by you for payment now have one of the three statuses:
    a. Voucher Pending – This means your request for payment on this event is still pending on a decision by the Administrator.
    b. Approved – This means a payment on this event was approved. At this time you will now see the amount approved and any comments from the Administrator on the payment amount.
    c. Denied – This means your request could not be verified and you should see a comment from the Administrator for the denial.
9. If you notice any hearing event is missing or would like to request to add an event to the Case, click the "Request to Add Event" button and follow instructions as shown in our Part 1 Tutorial.
10. To view events and payment status 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

1. 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.
2. This option will allow you to view your Line Up assignments and any statuses from prior payment requests.
3. 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 each date in month, slash, day, slash, year format or select the calendar icon to fill in the value.
4. After entering the date range, click on the "Search" button.
5. This will bring up your Line up assignments that have been recorded in the system. Remember that only the Line ups that you have attended will appear in the search results.
6. 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 "Request Data Correction/Add Lineup Event" button and follow instructions as shown in Tutorial part 1.
7. You will notice any Line up events that were previously submitted by you for payment now have one of the three statuses:
    a. Voucher Pending – This means your request for payment on this event is still pending on a decision by the Administrator.

   b. Approved – This means a payment on this event was approved. At this time you will now see the amount approved and any comments from the Administrator on the payment amount.
   c. Denied – This means your request could not be verified and you should see a comment from the Administrator for the denial.

Welfare Fraud/Diversion Hearings

1. Finally, let's review the "Welfare Fraud/Diversion Hearings" screen by selecting this option on your Navigation panel.
2. On this screen, select a date range to view your Welfare Fraud/Diversion Hearings assignments and any statuses from prior payment requests. Enter the "Date From" and "Date To" values as shown earlier.
3. Then click on the "Search" button.
4. This will bring up your Welfare Fraud/Diversion Hearings assignments that have been recorded in the system.
5. If you are not seeing a Welfare Fraud/Diversion Hearing that you have attended, click on the "Add Diversion Hearing Event" button and follow instructions as shown in our Part 1 Tutorial.
6. Identical to viewing statuses in the other payment categories, you will notice that any Diversion Hearing events that were previously submitted by you for payment now have one of the three statuses shown below:
   a. Voucher Pending – This means your request for payment on this event is still pending on a decision by the Administrator.
   b. Approved – This means a payment on this event was approved. At this time you will now see the amount approved and any comments from the Administrator on the Payment amount.
   c. Denied – This means your request could not be verified and you should see a comment from the Administrator for the denial.
7. 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.

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