

# Juvenile Attorney Payments

## Main Features

### Intro

#### Welcome to Third Circuit Court training

1. This tutorial will cover how to register for and log into the Third Circuit Court Outside Agency Web Access portal and how to use the online Juvenile Attorney Payments system to electronically submit payment requests.

### Register a New Account

1. To begin, go to our public website at [www.3rdcc.org](http://www.3rdcc.org). Under “Essential Links”, click the “Agency Resources” link.
2. Select the “Outside Agency Web Access” link.
3. This is the court’s portal to make it easy for agencies to access online applications through a single sign on.
4. For a first-time user, click the “Create a New Account” button to register your account. This will only need to be done once.
5. On the registration screen, please provide all requested information that applies to you. The fields denoted by an asterisk are required for registration. Attorneys will also need to provide their Bar Number and the last 4 digits of their SSN in order to use the applications dependent upon this information, such as Attorney Payments.
6. Please note that your password must be at least 8 characters long and contain at least one number, one lowercase and upper case letter, and one special character.
7. Click the “Register” button.
8. Upon successful submission, you will see a message that your account was successfully created. You will then be able to log in using the username and password you selected for your account. Be sure that the Domain value is “Public.”
9. In the event that you forget your User Name or Password, please click on the “Forgot User Name or Password” button. Provide the email address that was used to create your account or your bar number and select Submit. You will receive an email identifying your User Name with a link to reset your password.
10. Please note that this system complies with State and Federal password policies which require you to change your password every 30 days. The new password must be different than any of the previous 5 passwords you have used.
11. 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.
12. Click on the “Juvenile Attorney Payments” link to get started.

### View Case Events

1. You will be presented with a default screen to Search for events on a case.
2. On this screen you can search for a Case by CTN or court Case Number for which you would like to request payment. When entering a CTN, exclude the prefix ‘82’ which is usually included in the ROA received from the lower court. When entering a Third Circuit Court case number,

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remember to include any necessary leading zeroes in the case number and the two-character case type at the end (e.g., 16-000001-01-FC).

3. After clicking on the Search button, if the CTN or Case Number is not valid, you will see an alert notifying you that the “Case could not be located, please check the CTN or Case Number.”
4. Now, let’s retrieve a valid case that is assigned to this attorney. When the case detail has been retrieved, you will see the total number of days that have occurred since disposition on this case. Note that payments can be requested up to 60 days after the case disposition. However, if there is a data correction request made on a case, the 60-day clock starts over once the data correction is approved.
5. Events are listed in chronological order with the oldest event at the top.
6. 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.
7. 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 and click the “Request Payment” button.
  - a. On successful submission, you will be notified by a success message.
  - b. You should now see the events requested for payment with an updated status of “voucher pending.”
8. When viewing the events on the case, for each event that is not eligible for payment, you will see the reason displayed in the far right column. If you see an event you attended but it is not eligible for payment because the system does not show your attendance, click the “Request Data Correction” button to request that this be corrected.
  - 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, but you can change the number if necessary.
  - c. Pick “Attendance Correction” as the Type of Data Correction Request.
  - d. Under “Describe your Request”, type a short description of your request.
  - e. Next, you can upload one or more documents that supports your request.
  - 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. You will also receive an email confirming your request was submitted. When a decision by the court officer has been made regarding your attendance correction request, you will be notified by an email. If the attendance request was approved, you can log into the Attorney Payments application and submit your payment request for this event.
9. If you notice any event is missing for the case, click the “Request to Add Event” button.
  - 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.

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- c. Choose a date when that event occurred.
  - d. Within “Additional Information”, type a short description of your request.
  - e. Upload documentation that validates your request to have this event added.
  - f. Verify all the information entered and then click the “Send Request” button.
  - g. On successful submission, you will be notified by a success message. You should now see this event added to the case with a status of “voucher pending.” Note that when adding events, you do not need to select the “Request Payment” button to request payment for these events. Adding an event, adds it to the case events view and automatically submits it for payment request. Once your event request has been either approved or rejected, this status will be updated. You can also check the View Correction Requests option to check on the status.
10. 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.”
  11. If the case is valid but the system does not show that the case was assigned to you, you will see an alert indicating that “No matching records located.” This means that there was no match between your bar number and this case.

In order to submit requests to correct a case assignment, click the “Request Data Correction” button as described earlier, and submit your request similarly. Only, this time, select the “Assignment Issue” option from the “Type” drop-down list. Verify all the information entered and then click the “Send Request” button to submit your request.

- a. On successful submission, you will be notified by a success message. 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 log into the Attorney Payments application and submit your payment request for this event.

### House Counsel

1. Next, let’s discuss the “House Counsel” option from the Navigation panel at the top of the screen. This is used to request payment for these assignments.
2. From this screen, enter a date range for your House Counsel assignments you wish to view and select “Search”.
3. This will bring up your House Counsel assignments that have been recorded in the system. Note that only the House Counsel assignments that you have attended will appear in the search results.
4. If you are not seeing an assignment that you have attended or would like to request a date correction, click on the “Add House Counsel Event/Date Correction” button.
  - a. This will open a new window. Fill in all the fields to provide information that will help the Court officer to validate your request including the House Counsel date, the correction type (which is either a date correction to an assignment or a request to add a

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date for which you were not originally assigned), a description of the request, and any supporting documentation.

- b. Verify all the information entered and then click the “Send Request” button.
  - c. On successful submission you will be notified by a success message. You will be notified by an email when the request is approved or denied. If the request is approved, you can log into the Attorney Payments application and submit your payment request.
5. If no correction requests are needed, you will see the assignments that are eligible for payment. Click the “Request Payment” button to submit your request for payment. You should see a “success” message.

**This concludes the training for the main features of submitting payment requests through the Juvenile Attorney Payments system.**

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