

# Attorney Payments Additional Features

## Intro

### Welcome to Third Circuit Court training

1. This document will cover additional features of both the Juvenile and Criminal Attorney Payments systems that aid the attorney to track pending vouchers, correction requests, and paid vouchers. It also covers the functions to request payment for performing appellate work and representing a witness at District Court. First we will log into Criminal Attorney Payments Application on [www.3rdcc.org](http://www.3rdcc.org) website under “Agency Resources” and see how to view correction requests.

## View Correction Requests

1. From the Attorney Voucher Requests menu, select the “View Correction Requests” option to see the status of past correction requests.
2. The display defaults to a view of all Pending correction requests. If you choose, you may change the view to display “All,” “Approved,” or “Rejected” requests by selecting that option from the drop-down Status list.
3. You can sort and filter the results. To sort on a particular field, just click on the column heading. To view the list in the reverse order, click on the same column heading again.
4. To filter a view based on a value in the results, click on the triangular icon (☰) within the corresponding column heading, enter the desired value, and select “Filter.” For example, if you wish to view only correction requests for a specific case, select the Filter icon next to the “CaseNbr CTN” heading and enter the case number in the input field below the display that says “Show items with value that is equal to.” When “Filter” is pressed, the display will contain only the correction requests for that case.
5. The view defaults to showing ten items per page. You can change this value to view fewer or more requests per page by selecting your choice from the Items Per Page drop-down list at the bottom of the screen.
6. You can view pages in the request list by selecting the forward button (i.e., go to the next page) or by selecting the backward button (i.e., go to the previous page).

## View Pending Voucher Requests

1. From the Attorney Voucher Requests menu, select the “View Pending Voucher Requests” option to see the payment requests that are currently in a “voucher pending” status.
2. Similar to Correction Requests, the view defaults to showing ten items per page.
3. Click on the “View” button at the left to view the events for a specific case payment request.
4. Click on the “Back to Pending Queue” button to return to the pending list.

## View Paid Vouchers

1. From the Attorney Voucher Requests menu, select the “View Paid Vouchers” option to see past remittance reports from previous voucher runs.

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2. Click on the “View” button to see the detail of the remittance report for that voucher run date. Scroll through to view all the cases that were paid in that voucher run.

### **Appellate Payment Requests**

1. Concerning appellate work, you can now use the attorney payments system to request payments. To do this, go to the “View Case Events” option within the “Attorney Voucher Requests” menu. Enter the case number for the appellate case and select “Search.”
2. Then scroll to the bottom and click on the “Request to Add Event” button. Enter the type of the event, the event date, and your description of the request as well as uploading any applicable documents.
3. Similar to adding events at the lower court, once the request is submitted, the event will be added with a “voucher pending” status. No need to request payment for these added events.

### **All other Case Types/Represent a Witness at District Court**

1. Within Criminal Attorney Payments, you may now request payment for representing a witness at District Court.
2. Select the “All other Case Types” menu item.
3. Click the “Add Events” button to add the events involving this effort. Enter the type of the event, the event date, and your description of the request as well as uploading any applicable documents and click the “Send Request” button.
4. Similar to adding appellate events, once the request is submitted, the event will be added with a “voucher pending” status. No need to request payment for these added events.

**This concludes the training for the additional features of the Juvenile and Criminal Attorney Payments systems.**

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