

ACAP
AOC Claims and Payment
System Entering Claims on
ACAP
Version 2

June 22, 2022

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About ACAP

The AOC Claims and Payment (“ACAP”) system is the payment system for the Administrative Office of the Courts (“AOC”). This unified system allows registrations for attorneys, judges, experts, investigators, and court reporters. It also processes all payment requests by these users and sends payment information to Edison, the State’s program to issue payment to anyone who receives payment from the State.

This is a browser-based application which allows attorneys, interpreters, and assignees to enter claims for indigent representation. Judges, if necessary, will then review and approve claims entered through ACAP.

To use this application, you will need the one of the following browsers: Firefox 56+, Safari, or the latest version of Google Chrome.

Note: Windows 10 comes with the Edge browser which has trouble uploading PDF documents. Please use one of the other browsers listed above.

Accessing ACAP

To access ACAP, the web address is: <https://ice.aoc.tn.gov/acap/logon.jsp?mode=container>. Please add this address to your favorites list or bookmark in your browser or set up a shortcut on your desktop for easy access.

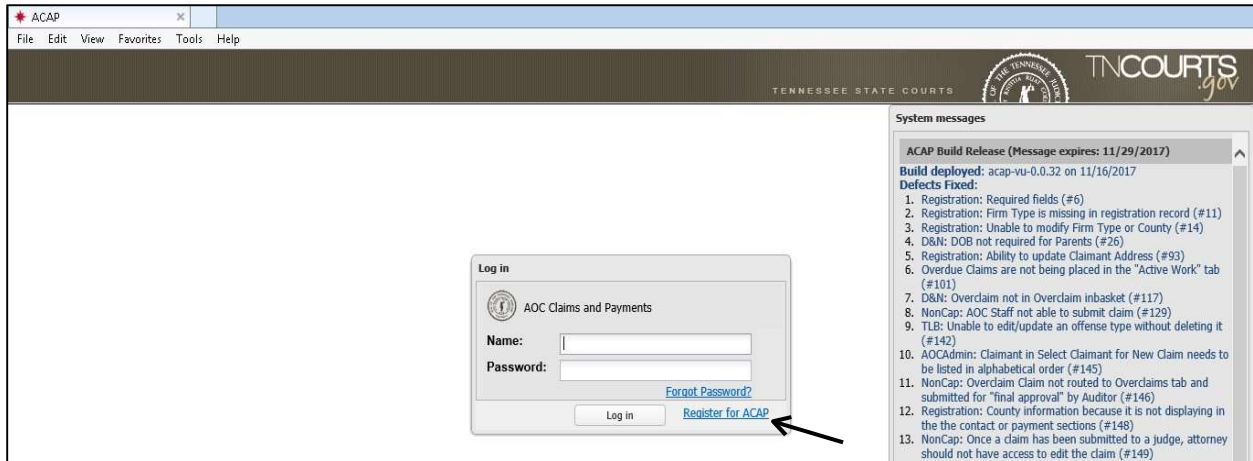
Registration

Claimants must first register in ACAP.

Enter the following ACAP web address: <https://ice.aoc.tn.gov/acap/logon.jsp?mode=container> into the browser’s address bar. This will open the ACAP application. The application will display the login entry screen and system messages.

System messages at the right of the screen will note future dates scheduled for system down times for maintenance. It also provides information regarding indigent representation. Please review your system messages. If the system is down for maintenance, you will not be able to register until maintenance is complete.

To register, click on the **Register for ACAP** link at the bottom of the Login screen.



This will open the registration Properties tab. Based on your role, selection will determine the tabs that will display for registering.

The roles that are available include:

- Assignee
- Attorney
- Expert/Investigator
- Interpreter
- Judge
- Judicial Clerks

Registering for The Role of Attorney, Interpreter, Expert or Investigator

Select your role and enter the information required on the Properties tab.



Selecting the role of Attorney, Expert, Interpreter, or Investigator will display two additional tabs - Contact and Payment. Fields that contain a red asterisk (*) must be filled in. For example, an attorney must have a BPR number to register.

The image shows three side-by-side screenshots of the 'Create Registry' form, each with the 'Properties' tab selected. The first screenshot is for the 'Attorney' role, the second for the 'Interpreter' role, and the third for the 'Expert' role. Each form contains the following fields:

- Role: [Role Name] X v
- * BPR Number: [Text Field]
- * SSN: [Text Field]
- * Confirm SSN: [Text Field]
- * Prefix: [Drop-down Menu]
- * First: [Text Field]
- Middle: [Text Field]
- * Last: [Text Field]
- Suffix: [Drop-down Menu]

Properties Tab:

Field Name	Description
Role	Select your appropriate role from the drop-down options
BPR Number (Attorney only)	Attorney will enter BPR number assigned by the Board of Professional Responsibility
SSN	Enter your Social Security Number. This is required to set up a payment account. Your social security number is stored in an encrypted format and will display in an encrypted format.
Prefix	Select your appropriate prefix from drop-down options
First	Enter your first name
Middle	Enter your middle name or initial - this is optional
Last	Enter your last name
Suffix	Select your appropriate suffix when applicable from the drop-down options

Contact Info Tab

Click on the Contact Info tab to enter your contact information. The interpreter role will have two additional fields of information to provide - Languages and Certification. The red asterisk or red box will indicate information required in order to submit your registration. Some fields will have a plus (+) sign. By clicking on the plus sign, ACAP will populate another field to enter another entry of the same type (e.g. second phone number, second language, etc.). Selecting the minus (-) sign will remove the extra entry.

Contact Info Tab:

Field Name	Description
Street	Enter your street address
Extended Address	Enter your extended address (e.g. P. O Box, etc.)
City	Enter your city
State	Enter your state
Zip	Enter your Zip Code
County	County of Residence
Phone Number	Enter Phone Number
Carbon Copy	Optional – Enter the secondary email address to receive copy of your notifications
Primary Email	Enter your primary email address where you will receive your login credentials and notifications
Confirm Primary Email	Confirm entry of your primary email address
Languages (Interpreter Only)	Interpreter will enter language(s) used for interpreting in court
Certification (Interpreter Only)	Interpreter will enter certification level of languages used in court

Payment Info Tab

Click on the Payment Info tab to enter your payment information such as firm/business name, firm/business address, payment method preferred, and whether you have contracted with a Third Party company (such as Rayna, DCC, or CEDGE). This is the information that will appear on your payment, and the address entered will be where your payment will be sent if paid by check.

Payment Info Tab:

Field	Description
Firm Type:	Select the firm/business type that best describes your business. Selecting Corporation, Limited Liability or Partnership will populate the Federal Tax ID fields required for these types of businesses.
Corporation	Selecting this option will display fields for entering corporation name, address, payment method and third party information if applicable.
Individual/Sole Proprietor	When you select this firm type then your business does not have a Federal Tax ID.
Limited Liability	Selecting this option, system will require you to select the type of LLC, whether it is a Corporation, Disregarded Entity, or Partnership. Then enter the LLC name, address, payment method, and third party information if applicable.
Partnership	Selecting this option will display fields for entering partnership name, address, payment method, and third party information if applicable
Firm Name Same as Personal Name	You can select to place a check mark in the box by this field, if the firm name is the same as the personal name on the contact tab if not then enter the name to appear on the payment
Address same as Personal Address	You can select to place a check mark in the box by this field, if the address is the same as personal address on the contact tab if not then enter the address to appear on the payment

Firm Name	When the Same as Personal checkboxes are not selected then you will enter the firm/business name to appear on the payment
Street	When the Same as Personal check boxes are not selected then enter the street address to appear on the payment
Suite/Room	Enter the Suite/Room or second address when applicable.
City	Enter the city to appear on the payment
State	Enter the state to appear on the payment
Zip	Enter the Zip Code to appear on the payment
County	Enter the county of location of your firm/business
Fed Tax ID	Enter the SSN or Federal Tax ID. This information is stored and display in an encrypted format
Payment Method	Select the payment method preferred. Selecting one of these options the system will prompt you to click on a link that will take you to the appropriate forms to be completed for registration
Third Party Entry	Check this box if the third party you contracted with will key your claims on your behalf.
Third Party	Select the third party you contracted with, if applicable

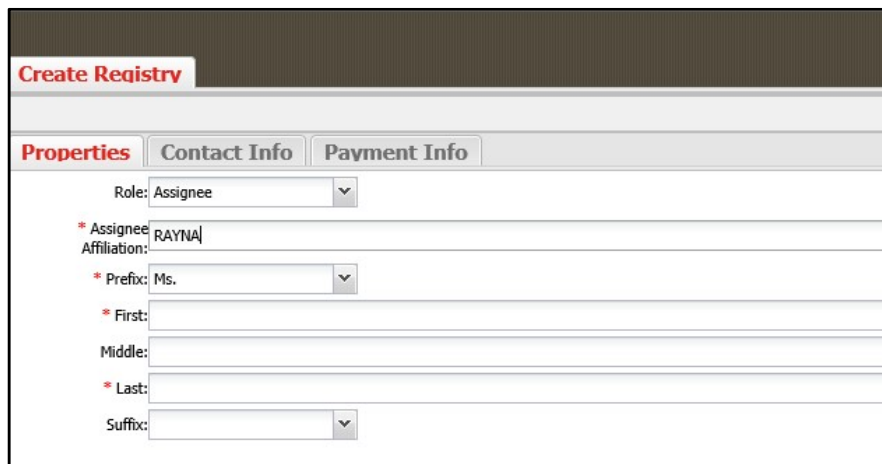
How To Register After Entering A Contract With Third Party Assignee

In the state of Tennessee, an attorney representing an indigent client can assign the payment of any claims to a Third Party Company. See Tennessee Supreme Court Rule 13, section 7. The attorney must provide the original contract made with the Third Party Company and send it to the AOC so those payments can be directed to them. This Third Party Company must already be established as one of the third party companies listed in ACAP. New third party companies can be added, but the company will need to contact the AOC's Finance Division.

The Third Party Company that manages the attorney's ACAP account will need to register as an Assignee role. Employees for the Third Party Company will also register as an Assignee.

To capture third-party assignments, the attorney registration process will provide two fields. The Third Party Entry box, when checked will indicate the Third Party assignee will key the claim on behalf of the attorney. The second field is the Third Party drop-down menu where the attorney will select their Third Party affiliation indicating they have contracted with Third Party Company. If the attorney is already registered, his/her Third Party Assignment selection can be made on the registration record found in the Search Tab. The attorney procedures will be detailed in their manuals.

The Third Party Company employee will select the assignee role and enter the information required on the Properties tab.



The screenshot shows a web form titled "Create Registry". It has three tabs: "Properties", "Contact Info", and "Payment Info". The "Properties" tab is active. The form contains the following fields:

- Role: Assignee (dropdown menu)
- * Assignee Affiliation: RAYNA (text input)
- * Prefix: Ms. (dropdown menu)
- * First: (text input)
- Middle: (text input)
- * Last: (text input)
- Suffix: (dropdown menu)

Selecting the role of Assignee will display two additional tabs -- Contact and Payment Info. The assignee **will not** need to complete the Payment Info Tab. The Properties tab will have fields with a red asterisk (*) by the name. These are considered required fields and must be completed in order for you to submit your registration.

At this point, all three tabs, Properties, Contact, and Payment, are completed, and you are ready to send your registration to the AOC. On the far right of the toolbar, select Add to submit the registration. If data is missing, a red box will highlight what needs to be corrected. If you select Cancel, the system will warn "Your changes will be lost." Select OK to continue the cancellation or select Cancel to return to

your registration record.



You will receive a confirmation email that your registration has been received at the AOC. Attached to the email there will be a W9 form and a direct deposit authorization form. Once completed, please email your W9 to acap@tncourts.gov. Please do not electronically sign the W9. That will result in your W9 being rejected. It will take at least 10 business days to process your W9. After your W9 is processed, you will receive a user ID and temporary password for ACAP. If you wish to receive payments by direct deposit, please fill out the direct deposit form and mail it to the address at the top of the form.

Registering for The Role of Judge or Judicial Clerk

Selecting the role of judge or judicial clerk will display two additional tabs - Contact and Court Info. The role of judge will display the BPR field which is a required field for a judge to register. All required fields will display a red asterisk (*). This field is not available for the judicial clerk. All other fields are same.

Select your role and enter the information required on the Properties tab.

The screenshot shows a web browser window titled 'ACAP' with a menu bar (File, Edit, View, Favorites, Tools, Help). Below the menu is a dark header with a red 'Create Registry' button. The main content area has three tabs: 'Properties' (selected), 'Contact Info', and 'Court Info'. Under the 'Properties' tab, there are several input fields: 'Role' (a dropdown menu with 'Judge' selected), '* BPR Number:' (a text field), '* Prefix:' (a dropdown menu), '* First:' (a text field), 'Middle:' (a text field), '* Last:' (a text field), and 'Suffix:' (a dropdown menu). Red asterisks indicate required fields.

Properties Tab:

Field Name	Description
Role	Select your appropriate role from the drop-down options
BPR Number (Judge only)	Judge will enter BPR number assigned by the Board of Professional Responsibility
Prefix	Select your appropriate prefix from drop-down options
First	Enter your first name
Middle	Enter your middle name or initial - this is optional
Last	Enter your last name
Suffix	Select your appropriate suffix when applicable from the drop-down options

Click on the Contact Info tab to enter the judges or judicial clerk's contact information based on role selected. The red asterisk (*) or red box will indicate required information. Some fields will have a plus (+) sign. Clicking on it will populate another field to enter another entry of the same type (e.g. second phone number, second carbon copy email address, etc.). Selecting the minus (-) sign will remove the extra entry.

The screenshot shows a web browser window titled 'ACAP' with a menu bar (File, Edit, View, Favorites, Tools, Help). Below the menu is a 'Create Registry' button. The main content area has three tabs: 'Properties', 'Contact Info' (which is selected), and 'Court Info'. The 'Contact Info' tab contains the following fields:

- * Street: [Text Input]
- Extended Address: [Text Input]
- * City: [Text Input]
- * State: [Dropdown Menu]
- * Zip Code: [Text Input]
- County: [Dropdown Menu]
- * Phone Number: [Text Input with format () -] [Increment/Decrement Buttons]
- Carbon Copy: [Text Input] [Increment/Decrement Buttons]
- * Primary Email: [Text Input]
- * Confirm Primary Email: [Text Input]

Contact Tab:

Field Name	Description
Street	Enter your street address
Extended Address	Enter your extended address (e.g. P. O Box, etc.)
City	Enter your city
State	Enter your state
Zip	Enter your Zip Code
County	Enter the county you reside at
Phone Number	Enter your phone number
Carbon Copy	Optional - Enter the secondary email address to receive copy of your notifications
Primary Email	Enter your primary email address where you will receive your login credentials and notifications
Confirm Primary Email	Confirm entry of your primary email address

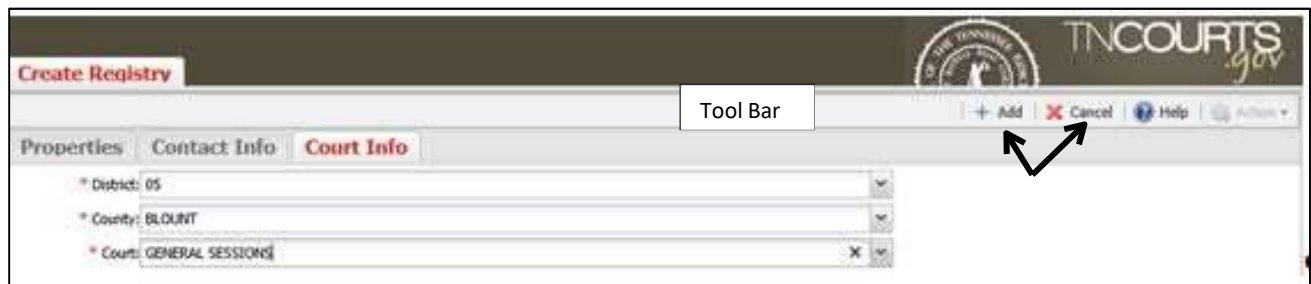
Click on the Court Info tab and enter the court information.



Court Info Tab:

District	Select the numerical value for the court district
County	Select the primary county office
Court	Select your primary court
Online (Judges only)	This will default as checked for Judge to approve claims online. Deselect the checkmark if Judge is not approving claims online and is considered an offline judge.

At this point, all three tabs, Properties, Contact, and Payment, are completed, and you are ready to send your registration to the AOC. On the far right of the toolbar, **select Add** to submit the registration. If data is missing, a red box will highlight what needs to be corrected. If you select Cancel, the system will warn “Your changes will be lost.” Select OK to continue the cancellation or select Cancel to return to your registration record.



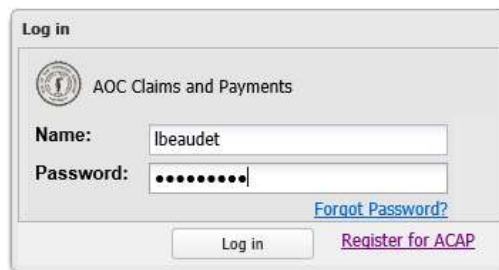
You will receive a confirmation email that your registration has been received at the AOC. Attached to the email there will be a W9 form and a direct deposit authorization form. Once completed, please email your W9 to acap@tncourts.gov. Please do not electronically sign the W9. That will result in your W9 being rejected. It will take at least 10 business days to process your W9. After your W9 is processed, you will receive a user ID and temporary password for ACAP. If you wish to receive payments by direct deposit, please fill out the direct deposit form and mail it to the address at the top of the form.

After Registration - Next Steps

The AOC Indigent Team will review your request for access. If your request for access is denied, you will be informed via email. If your W9 is not successfully completed and submitted within 6 months, your registration will be denied. You can appeal any denial for access to ACAP. To do so, please contact our office at 615-741-2687 or email us at acap@tncourts.gov.

If your registration is approved, you will receive an approval confirmation email with your user ID and temporary one-time password.

At the Log In screen enter your user ID and one-time password and click on the Log In button.



The screenshot shows a 'Log in' window titled 'AOC Claims and Payments'. It contains a 'Name' field with the text 'lbeaudet' and a 'Password' field with masked characters. There is a 'Forgot Password?' link and two buttons: 'Log in' and 'Register for ACAP'.

Selecting User Security Questions & Creating Password

ACAP will take you to the User Security Questions and password creation screen.

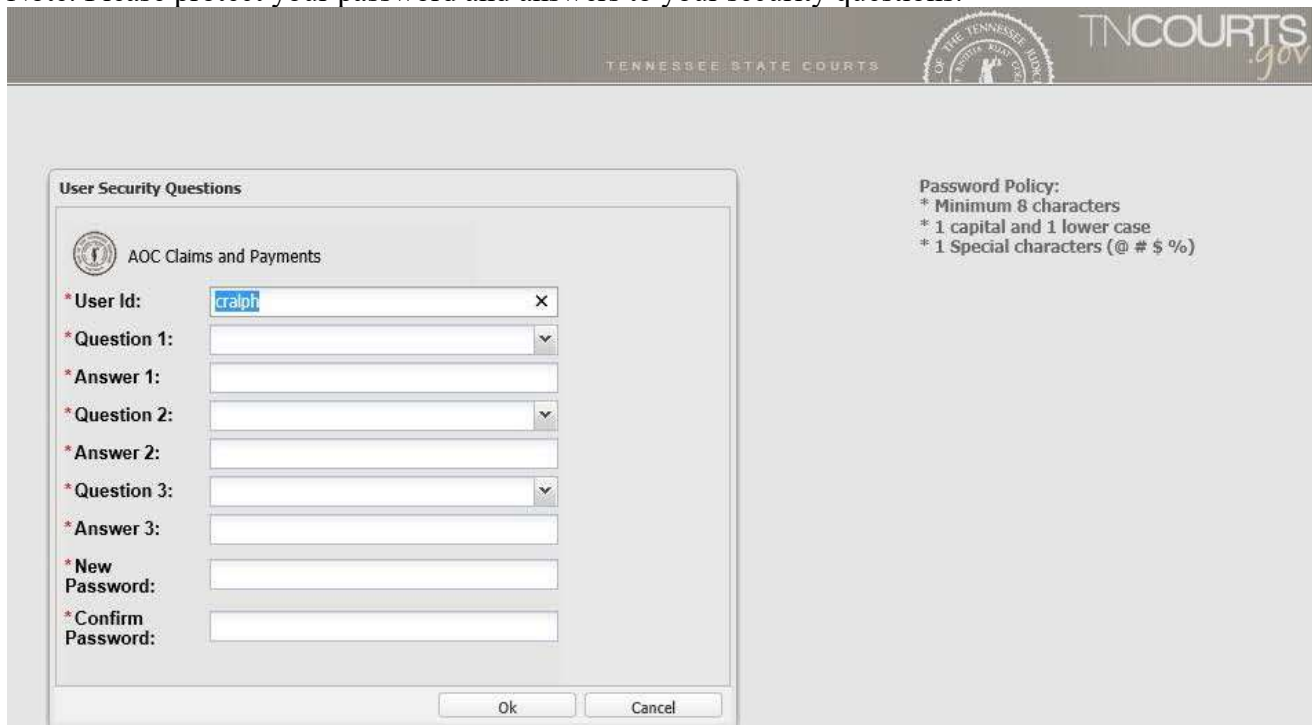


The screenshot shows a 'User Security Questions' dialog box and a 'Password Policy' section. The dialog box has a 'User Id' field with 'cralph' and three sets of 'Question' and 'Answer' fields. The 'New Password' and 'Confirm Password' fields are also present. The 'Password Policy' section lists requirements: minimum 8 characters, 1 capital and 1 lower case, and 1 special character (@ # \$ %).

You will need to select three security questions from the available drop-down options then provide the answer to each question in the Answer field provided.

At the New Password field, create a password that must be a minimum of eight characters. Your password cannot contain any part of your name or email address. One character must be a capital, one character must be lower case, and one of the following special characters must be used - @ # \$ or %. Then re-enter the password in the Confirm Password field. Click the OK button to save your information. If you have successfully created your password, ACAP will route you to the login screen. If your password does not meet the requirements, you will receive an error message.

Note: Please protect your password and answers to your security questions.



The screenshot shows the TNCOURTS.gov user interface. At the top, it says "TENNESSEE STATE COURTS" and "TNCOURTS.gov". The main content area is titled "User Security Questions" and is for "AOC Claims and Payments". It contains the following fields:

- * User Id:
- * Question 1:
- * Answer 1:
- * Question 2:
- * Answer 2:
- * Question 3:
- * Answer 3:
- * New Password:
- * Confirm Password:

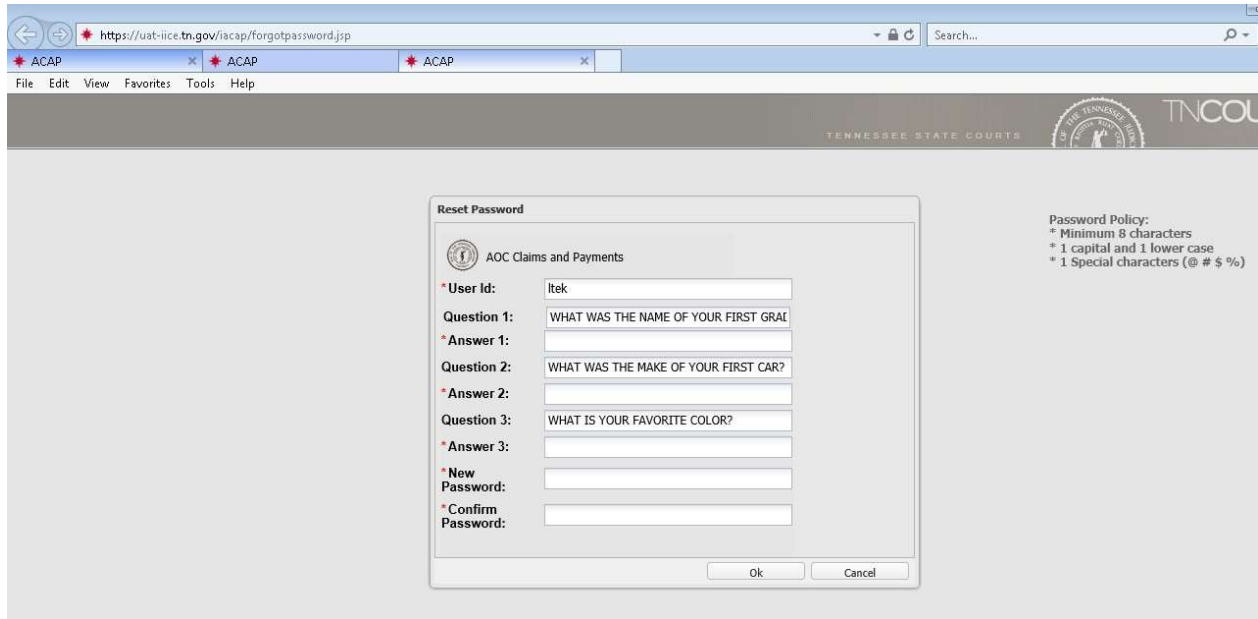
At the bottom of the form are "Ok" and "Cancel" buttons. To the right of the form, the "Password Policy" is listed:

- * Minimum 8 characters
- * 1 capital and 1 lower case
- * 1 Special characters (@ # \$ %)

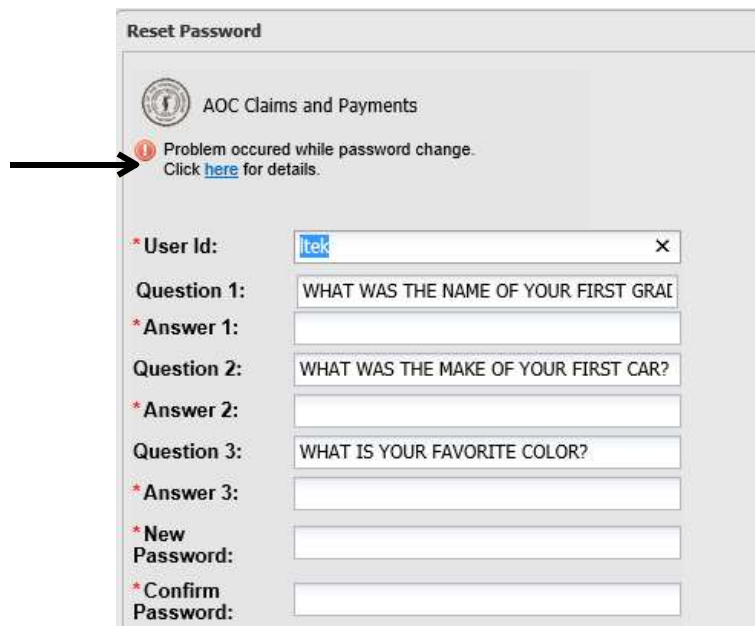
Forgot User ID and Password

If you forgot your User ID, please email acap@tncourts.gov. The AOC will only send User ID information to the email address linked to ACAP.

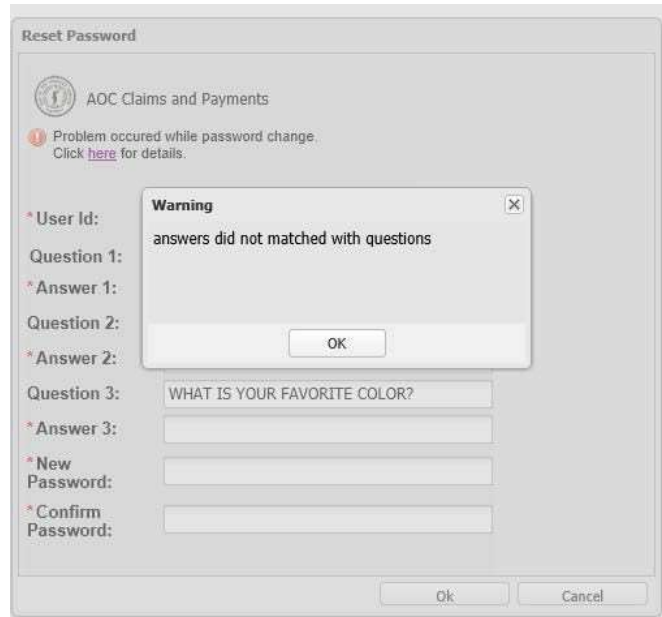
Forgot Password link is found on the Log In screen. After clicking the link, the Reset Password screen will appear. You will be asked to answer the three security questions you originally selected. Once you have answered your security questions, create and confirm a new password. If done correctly, you will be returned to the Log In screen.



If your security questions were answered incorrectly, or the new password does not meet requirements, the system will warn that there was a problem. Click on the link for details of the problem.



As an example, the link will alert you that your answers did not match your original security questions. Click the OK button to close warning message.



You can try again to answer the questions correctly. If you answer the questions incorrectly 4 times, you will be locked out of ACAP. Please email acap@tncourts.gov if you are locked out or need your security questions reset.

Assistance with Connection Issues

To troubleshoot any technical issues, please email acap@tncourts.gov or call 615-741-2687.

Understanding Claim Types

When creating a claim in ACAP you must first choose a claim type. The two most common claim types are Attorney Fee Non-Capital and Dependency Neglect. Below is a description of the claim types available for ACAP. Please read each type so you will know which claim type to select to enter your activities and expenses. Selecting an incorrect claim type will cause the claim to be returned to you. You will then have to create a new fee claim using the new claim type.

****Claims are paid based on the requirements set by Tennessee Supreme Court Rule 13.****

Claim Type	Description	Submission Deadline
Attorney Fee Capital	Attorney will use this claim type for indigent representation in First Degree murder cases where the State has filed the notice of intent to seek the death penalty.	Interim claims shall be filed at least every 180 days, but no more frequently than every 30 days. Any portion of a claim requesting payment for services rendered more than 180 days prior to the date on which the claim is approved by the court shall be deemed waived and shall not be paid.
Attorney Fee Non-Capital	Attorney will use this claim type for indigent representation on non-capital cases (ex. criminal offenses, probation violation, post-conviction, juvenile delinquency/unruly, child support contempt proceedings, etc.)	Claim must be submitted within 180 days of final disposition of the case.
Dependency & Neglect	Attorney and Guardian Ad Litem will use this claim type for indigent representation in cases that involve Dependency & Neglect Phase I, Phase II, Termination of Parental Rights, and Intervening Petitions.	Claim must be submitted within 180 days of final disposition of the case. Phase II claims must be submitted within 180 days of the date of the last activity. This is the <u>only claim that can use last activity date to start running of 180-day deadline.</u>
GAL in Adoption	GAL will use this if one party is not indigent, and that party must pay one-half of the GAL's fees. Rule 13 provides funding for the remaining portion. Activities claimed can only be for the portion that involves adoption. In fee claim, GAL must show that each activity is prorated. See Rule 13, section 1d(2)(F). Very rare.	Claim must be submitted within 180 days of final disposition of the case.

Parole Revocation	Attorney will use this claim type for cases that involve parole revocation proceedings.	Claim must be submitted to the parole board for review and approval within 180 days of final disposition of the case.
Interpreter	Interpreter will use this claim type for cases or work where interpreter provided interpretation services.	Claim must be submitted within 180 days from date of service.
Interpreter Time Log Billing	Interpreter will use this claim type for cases where interpreter provided linguistic services for multiple clients within same court proceeding.	Claim must be submitted within 180 days from date of service
Judicial Hospitalization	Attorney will use this claim type for cases that involve limited guardianship/conservatorship, emergency involuntary or indefinite involuntary hospitalization	Claim must be submitted within 180 days of final disposition of the case
Judicial Hospitalization Docket Billing	Attorney will use this claim type for emergency involuntary commitment cases for General Sessions court where the county has contracted for this type of claim.	Claim must be submitted within 180 days of final disposition of the case.
Judicial Clerk Fees	Judicial Clerks will use this claim type to submit their judicial clerk fees and cost bills.	
Child Support Flat Rate Billing	Attorney will use this claim type for contempt of child support cases for Juvenile Court where the county has contracted for this type of claim.	Claim must be submitted within 180 days of the final disposition of the case.

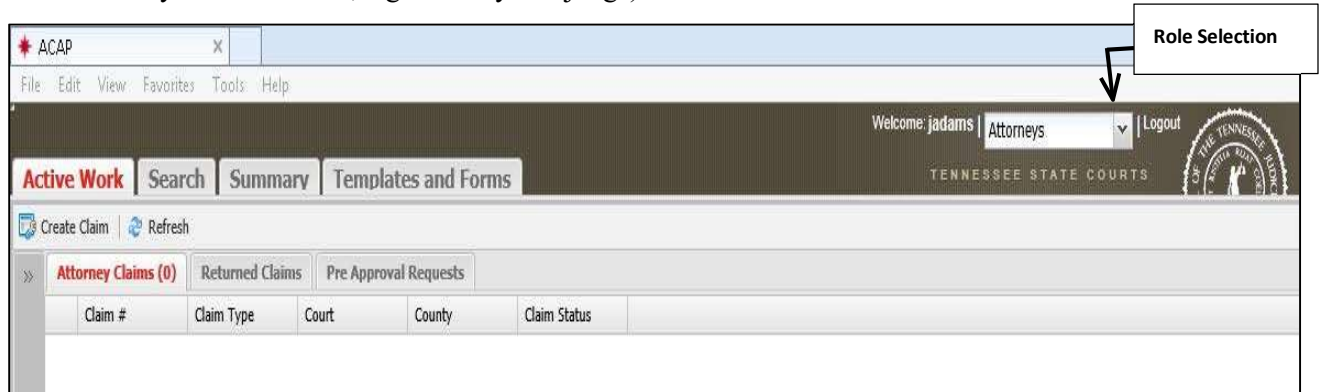
Expert/Investigator Claims	Expert/Investigator will file claims for reimbursement of services provided in court. Must have prior approval by the AOC before work can begin.	Attorney must physically sign invoice to certify that expert/investigator performed the work. Certified invoice must be sent to AOC.
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Ready to Create Claim

Enter the following ACAP web address: <https://ice.aoc.tn.gov/acap/logon.jsp?mode=container> into the browser's address bar. Log on to the application using your login credentials.

Verify that your role displays by your name. If not, select the down arrow and choose the correct role (some claimants may have two roles, e.g. attorney and judge).



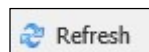
The Search, Summary, and Templates and Forms tabs will be discussed separately in the manual. Please refer to those sections.

Understanding the Active Work Tab

Select the Active Work tab. On the toolbar below the tab, there are the Create Claim and Refresh buttons.



Selecting Create Claim will start the process for you to enter your claim.



Selecting Refresh will refresh the application.

There are three tabs under the Create Claim and Refresh buttons.

Attorney Claims tab displays number of claims created. Any claims that have been started but not submitted will display here. The counter will display the number of new claims created.

The Returned Claims tab is where you will find claims returned to you by the AOC or judge. You must click on the Returned Claims tab in order to see how many claims have been returned to you.

****ACAP will not send you a message that a claim has been returned to you. Please check the Returned Claims tab on a regular basis.****

The Pre-Approval tab is for auditing staff only.

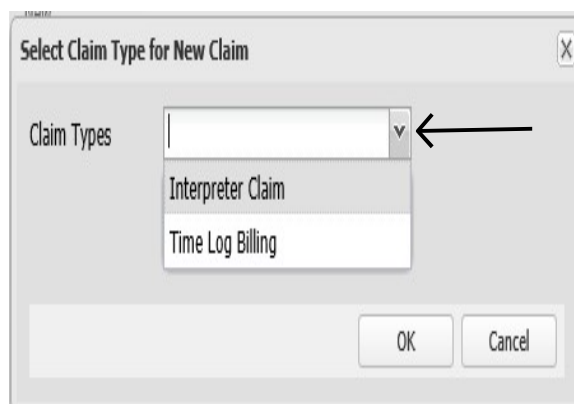
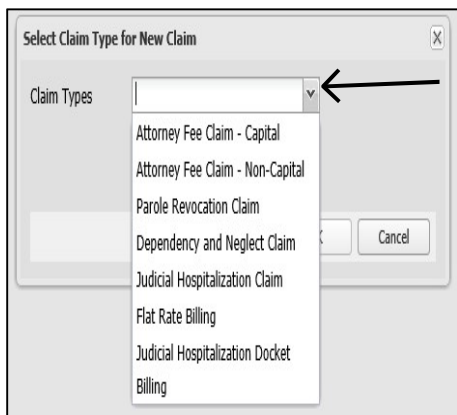


Clicking on the Panel Filter button will expand a window that will enable you to filter your claims. Claimant can filter by claim #, claim type, court or county to locate specific claims already created but not submitted. After filter information is entered, select the Apply button at the bottom of the panel. The Reset button cancels any filters. To close the panel, click on the close panel button.



Selecting the Create a Claim Button

After selecting the Active Work tab and clicking on the Create Claim button, ACAP will present a new window - Select Claim Type for New Claim. Select the down arrow to make your claim selection. ACAP will only present those claims available for your role. Select the claim type from the menu then select the OK button. Or you can select Cancel to return to the Active Work tab.



Understanding the Claim Entry Screen

After selecting your claim type, ACAP will open the claim to the Properties tab. You will see the Tool Bar which is explained the table below.

The screenshot shows the TNCOURTS.gov interface. At the top, there's a navigation bar with 'Active Work', 'Search', 'Summary', and 'Templates and Forms'. A red banner displays 'Claim Number: 2018000744 (Inbasket: Attorney Claims)'. Below this is a toolbar with icons for 'Continue Claim', 'Check Duplicates', 'Convenience Copy', 'Add Appointment Order', and 'Add Pre-Approval Order'. The main area is the 'Properties' tab, which includes dropdown menus for 'Claim Type: Attorney Fee Claim - Non-Capi', 'District: 09', and 'Case Type: Misdemeanor'. It also has input fields for 'Claim Number: 2018000744', 'County: LOUDON', 'Claim Status: New', and 'Court Type: GENERAL SESSIONS'. A 'Claim Date' field is also present.

Toolbar Buttons	Description
Continue Claim	This button is for AOC Auditing Staff use only.
Check Duplicates	Once a claimant saves claim information on the Properties tab, s/he can select this button to find out if s/he created a previous claim and this claim is a potential duplicate.
Convenience Copy	Select this button to print a copy of the claim.
Add Appointment Order	Select this button to upload a PDF of the appointment order signed by the judge. Appointment order is required for claim to be reimbursed.
Add Pre-Approval Order	This button is for AOC Auditing Staff use only.
Refresh	Select this button to refresh the application.
Save	Select this button to save the information on the Properties tab.
Close	Select this button to close the claim and return to the Active Work tab. If you do not choose Close, that claim will have a blue lock. It does not mean you are locked out of your claim. You just need to click on the claim to unlock the claim.
Help	Please contact acap@tncourts.gov with questions
Action	Select this button to display menu when you want to submit or remove your claim. Please select the appropriate menu option.

Attorney Fee Claim – Capital Properties Tab

Capital claims are those claims related to a First Degree Murder case where the State has filed a Notice of Intent to Seek the Death Penalty. If the District Attorney has NOT filed a Notice of Intent to Seek the Death Penalty, then you must enter the claim as a Non-Capital Claim type.

Rule 13 section 6(a)(4) requires Capital Case Attorneys to file interim claims. Attorneys shall file a claim at least every 180 days, but no more frequently than every 30 days. Any portion of a claim requesting payment for services rendered more than 180 days prior to the date on which the claim is approved by the court in which the services were rendered shall be deemed waived and shall not be paid.

When you first create this claim, the system displays the Properties tab. The first field you see is the claim type you selected. The claim is assigned a unique claim number. This number is the best way to track your claim through the process. The claim status is 'New' which indicates a new claim that has not been submitted either to the judge or the AOC for payment processing.

ACAP requires you to fill out the Properties tab in a certain order. If you do not do so, ACAP will not save any of your information. You must fill out the Properties Tab in the following order: District; County; Court Type; Case Type. You must choose from the drop-down menu. If you *type* any information in the fields, ACAP will not save your changes. You must enter a disposition date or last activity date before you can select the judge from the drop-down menu options.

ACAP will preload the First-Degree Murder offense. Before you can go to the Activities tab, you must enter the case numbers on the Properties tab. To add case numbers, please click the + button, and a new box will appear.

Example of a Partial Attorney Fee Claim - Capital

The screenshot shows a web application interface for creating a Partial Attorney Fee Claim - Capital. The interface includes a navigation bar with tabs for Active Work, Search, Summary, Templates and Forms, and Claim Number: 2018000743 (Inbasket: Attorney Claims). Below the navigation bar, there are several sections for entering claim information:

- Properties:** Claim Type: Attorney Fee Claim - Capital; Claim Number: 2018000743; Claim Status: New; District: 30; County: SHELBY; Court Type: CRIMINAL; Case Type: First Degree Murder; Disposition/Last Activity Date: 11/01/2017; Claim Date: (empty).
- Claimant Info:** Last: Adams; First: John; BPRNumber: 33990; Primary Email: jadams@aocetst.com; Role: Attorney.
- Client Info:** First Name: Brad; Middle: J; Last: Keller.
- Claim Info:** Sentence: Interim Billing - case still pending; Disposition: Other; Judge: James Beasley; OnLine: (checked); Primary Offense: 39-13-202; Offense: 39-13-202; Case Number: CR 789654; CoCounsel: (empty); Indigent: (checked); Conviction Offense: (empty); Total: (empty); Date of Withdrawal: (empty).
- Notes:** (empty).

Field Name	Description
District	Select the district number from the drop-down menu.
County	Select the county from the drop-down menu.
Court Type	Select the court type from the drop-down menu.
Case Type	Select the case type from the drop-down menu.

In order to save your claim, you must complete the following fields in the following order.

Field Name	Description
Client Info	Enter client's/defendant's first, middle (optional), and last name.
Primary Offense	ACAP will automatically select the primary offense by using the highest classification from your offense entries.
Offense	ACAP will pre-load the First-Degree offense code.
Case Number	Enter the case number(s). For entry of multiple case numbers select the plus sign (+). Select the minus sign (-) to remove entries.
Co-Counsel	Click in check box if you are the co-counsel on the case who is submitting this claim.

The Properties tab also preloads claimant information automatically based off the registration record.

Field Name	Description
Last	The system pre-loads claimant's last name.
First	The system pre-loads claimant's first name.
BPR	The system pre-loads claimant's Board of Professional Responsibility number.
Email	The system pre-loads claimant's email.
Role	The system pre-loads claimant's role.

To save the information entered, click on the Save button located in the top right-hand corner of the toolbar. If you do not click Save, all of the information you entered will be lost.

Field Name	Description
Disposition Date/Last Activity Date	If filing interim claim enter the last activity date. If case has been disposed, enter the disposition date. You must enter this date in order for ACAP to display the judges in the drop-down menu.
Claim Date	ACAP will generate the date the claim is submitted to the Judge or AOC.
Sentence	If this is an interim claim, please put "Interim Billing." If case has been disposed, note the sentence. (60-character max)
Disposition	Select the disposition type from the drop-down menu options.
Conviction Offense	Please enter the highest conviction offense at disposition. If no conviction offense, type N/A. (60-character max)
Judge	Select the judge from the drop-down menu options. If the judge is not listed, leave blank. When you submit the claim, ACAP will prompt you to enter a reason for leaving this field blank. Enter the name of Judge and why this judge presided over the case. Note: The Disposition Date/Last Activity Date must be entered before you can see the judges in the drop-down menu.
Complex	Capital cases do not require complex orders.
Seal	Click in the check box to insert checkmark if this claim is sealed. ACAP will prompt you to upload the order. Then hit save.
Motions	Click in the check box to insert checkmark to upload any motions.
Co-Counsel	Click in the check box to insert checkmark if you are co-counsel.
Total	Total dollar amount of claim submitted to Judge or AOC.

Attorney Fee Claim – Non-Capital Properties Tab

An attorney will use this claim type for indigent representation on non-capital criminal cases, as well as civil proceedings listed in Supreme Court Rule 13, Section 1.

Note: Claims are paid based on the guidelines established under Supreme Court Rule 13, Sections 2 and 4.

When you first create this claim, the system displays the Properties tab. The first field you see is the claim type you selected. The claim is assigned a unique claim number. This number is the best way to track your claim through the process. The claim status is 'New' which indicates a new claim that has not been submitted either to the judge or the AOC for payment processing.

ACAP requires you to fill out the Properties tab in a certain order. If you do not do so, ACAP will not save any of your information. You must fill out the Properties Tab in the following order: District; County; Court Type; Case Type. You must choose from the drop-down menu. If you type any information in the fields, ACAP will not save your changes. You must enter a disposition date or last activity date before you can select the judge from the drop-down menu options.

To enter TCA offenses, please type a key word. You cannot enter the TCA number. Note: For best results, type in abbreviation of a keyword. Example: type "poss" for Possession of Drugs or Firearms. Another example, type "Sch" for the different Schedule of Drugs. A table will appear. Click on the offense. If you need to add additional offenses, please click the + button and a new box will appear.

Before you can go to the Activities tab, you must enter the case numbers on the Properties tab. To add case numbers, please click the + button, and a new box will appear.

Example of a Partial Attorney Fee Claim - Non-Capital

The screenshot displays the 'Properties' tab of the TN Courts.gov system for a claim with ID 2018000744. The form is populated with the following information:

- Claim Type:** Attorney Fee Claim - Non-Capi
- Claim Number:** 2018000744
- Claim Status:** New
- District:** 09
- County:** LOUDON
- Court Type:** GENERAL SESSIONS
- Case Type:** Misdemeanor
- Disposition/Last Activity Date:** (empty)
- Claim Date:** (empty)
- Claimant Info:** Last: Adams, First: John, BPRN Number: 33990, Role: Attorney, Primary Email: jadams@aoctest.com
- Client Info:** First Name: Bruno, Middle: (empty), Last: Cassidy
- Claim Info:** Sentence: (empty), Disposition: (empty), Judge: (empty), Online:
- Primary Offense:** 39-17-425
- Case Number:** GS 898765
- CoCounsel:** (empty)
- Motions:** (empty)
- Conviction Offense:** (empty)
- Total:** (empty)
- Notes:** (empty)

In order to save your claim, you must complete the following fields in the following order.

Field Name	Description
District	Select the district number from the drop-down menu.
County	Select the county from the drop-down menu.
Court Type	Select the court type from the drop-down menu.
Case Type	Select the case type from the drop-down menu.

Field Name	Description
Client Info	Enter client's/defendant's first, middle (optional), and last name.
Primary Offense	ACAP will automatically select the primary offense by using the highest classification from your offense entries.
Offense	Enter a partial keyword description and the TCA code offense table will populate with a list of offense codes. Click on column headers to sort data in ascending order. Click header again and it will display data for column in descending order. Select the appropriate TCA code.
Case Number	Enter the case number(s). For entry of multiple case numbers select the plus sign (+). Select the minus sign (-) to remove entries.

The Properties tab also preloads claimant information automatically based of the registration record.

Field Name	Description
Last	The system pre-loads claimant's last name.
First	The system pre-loads claimant's first name.
BPR	The system pre-loads claimant's Board of Professional Responsibility number.
Email	The system pre-loads claimant's email.
Role	The system pre-loads claimant's role.

To save the information entered, click on the Save button located in the top right-hand corner of the toolbar. If you do not click Save, all of the information you entered will be lost.

Completing the Non-Capital Properties tab at Disposition

Once the case has been disposed, you are ready to submit your claim. Complete the following fields on the Properties tab and finish entering all your activities on the Claimant Activities tab. Upload your appointment order by selecting the Add Appointment Order button located in the toolbar above the Properties tab.

Field Name	Description
Disposition Date/Last Activity Date	Enter the disposition date. You must enter this date in order for ACAP to display the judges in the Judges drop-down menu.
Claim Date	ACAP will generate the date the claim is submitted to the Judge or AOC.
Sentence	Enter the sentence given at disposition (60-character max)
Disposition	Select the disposition type from the drop-down menu options.
Conviction Offense	Please enter the highest conviction offense at disposition. If no conviction offense, type N/A. (60-character max)
Judge	Select the judge from the drop-down menu options. If the judge is not listed, leave blank. When you submit the claim, ACAP will prompt you to enter a reason for leaving this field blank. Enter the name of Judge and why this judge presided over the case. Note: The Disposition Date/Last Activity Date must be entered before you can see the judges in the drop-down menu.
Complex	Click in the check box to insert checkmark if this claim is complex. ACAP will prompt you to upload the complex order. Then hit save, if you do not hit save, your claim will not route properly.
Seal	Click in the check box if claim is sealed. ACAP will prompt you to upload order.
Motions	Click in the check box to insert checkmark to upload your motion for complex.
Co-Counsel	Only click Co-Counsel in a Capital Case.
Total	Total dollar amount of claim submitted to Judge or AOC.
Include Repealed Offenses	If your client was charged with an offense that has since been repealed, please check this box and use abbreviated key word search.

Judicial Hospitalization Claim Properties Tab

This claim type should be used for attorneys appointed in proceedings brought by a superintendent of a state mental health facility pursuant to Title 34, Guardianship Law. See Tennessee Supreme Court Rule 13, Section 1 (d)(1)(G).

When you first create this claim, the system displays the Properties tab. The first field you see is the claim type you selected. The claim is assigned a unique claim number. This number is the best way to track your claim through the process. The claim status is “New” which indicates a new claim that has not been submitted either to the judge or the AOC for payment processing.

ACAP requires you to fill out the Properties tab in a certain order. If you do not do so, ACAP will not save any of your information. You must fill out the Properties Tab in the following order: District; County; Court Type; Case Type. You must choose from the drop-down menu. If you *type* any information in the fields, ACAP will not save your changes. You must enter a disposition date or last activity date before you can select the judge from the drop-down menu options.

ACAP will automatically set the offense as “ACAP – 001 No Offense Required”. Before you can go to the Activities tab, you must enter the case numbers on the Properties tab. To add case numbers, please click the + button, and a new box will appear.

Example of a Partial Judicial Hospitalization Fee Claim

The screenshot displays the 'Properties' tab for a claim with the number 2018000746. The interface includes a navigation bar with tabs for 'Active Work', 'Search', 'Summary', 'Templates and Forms', and 'Claim Number: 2018000746 (Inbasket: Attorney Claims)'. Below the navigation bar, there are several sections for entering claim information:

- Claim Type:** Judicial Hospitalization Claim
- Claim Number:** 2018000746
- Claim Status:** New
- District:** 14
- County:** COFFEE
- Court Type:** GENERAL SESSIONS
- Case Type:** Emergency Involuntary Commitment
- Disposition/Last Activity Date:** (empty)
- Claim Dates:** (empty)

Below these fields are sections for claimant and client information:

- Claimant Info:** Last: Adams, First: John, BPN Number: 33990, Primary Email: jadams@aocrest.com, Role: Attorney
- Client Info:** First Name: Steven, Middle: J, Last: Cross

The 'Claim Info' section includes:

- Sentence:** (empty)
- Disposition:** (empty)
- Judge:** (empty)
- Online:**
- Primary Offense:** ACAP-001
- Offense:** ACAP-001
- Case Number:** JH 98765
- CoCounsel:**
- Indigent:**
- Complex:**
- Sealed:**
- Motions:**
- Total:** (empty)

At the bottom, there is a 'Notes' section with a dropdown arrow.

In order to save your claim, you must complete the following fields in the following order.

Field Name	Description
District	Select the district number from the drop-down menu.
County	Select the county from the drop-down menu.
Court Type	Select the court type from the drop-down menu.
Case Type	Select the case type from the drop-down menu.

Field Name	Description
Client Info	Enter client's/defendant's first, middle (optional), and last name.
Primary Offense	Not applicable for Judicial Hospitalization. The ACAP system will default the value ACAP – 001 No Offense Required.
Offense	Not applicable for Judicial Hospitalization. The ACAP system will default the value ACAP – 001 No Offense Required.
Case Number	Enter the case number(s). For entry of multiple case numbers select the plus sign (+). Select the minus sign (-) to remove entries.

The Properties tab also preloads claimant information automatically based of the registration record.

Field Name	Description
Last	The system pre-loads claimant's last name.
First	The system pre-loads claimant's first name.
BPR	The system pre-loads claimant's Board of Professional Responsibility number.
Email	The system pre-loads claimant's email.
Role	The system pre-loads claimant's role.

To save the information entered, click on the Save button located in the top right-hand corner of the toolbar. If you do not click Save, all of the information you entered will be lost.

Completing the Judicial Hospitalization Properties tab at Disposition

The case has been disposed and you are ready to submit your claim. Complete the following fields on the Properties tab and finish entering all your activities on the Claimant Activities tab. Upload your appointment order by selecting the Add Appointment Order button located in the toolbar above the Properties tab.

Field Name	Description
Disposition Date/Last Activity Date	Enter the disposition date. You must enter this date in order for ACAP to display the judges in the Judges drop-down menu.
Claim Date	ACAP will generate the date the claim is submitted to the Judge or AOC.
Sentence	Not applicable for Judicial Hospitalization.
Disposition	Not applicable for Judicial Hospitalization.
Conviction Offense	Not applicable for Judicial Hospitalization.
Judge	Select the judge from the drop-down menu options. If the judge is not listed leave blank. When you submit the claim, ACAP will prompt you enter a reason for leaving this field blank; enter the name of Judge and whether they sat special, by interchange or newly appointed. <i>Note: The disposition date must be entered before you can see the judges in then drop-down menu.</i>
Complex	Click in the check box to insert checkmark if this claim is complex. ACAP will prompt you to upload the complex order. Then hit save, if you do not hit save, your claim will not route properly.
Seal	Click in the check box if claim is sealed. ACAP will prompt you to upload the order.
Motions	Click in the check box to insert checkmark to upload your motion for complex.
Co-Counsel	Only click Co-Counsel in a Capital Case.
Total	Total dollar amount of claim submitted to Judge or AOC.

GAL in Adoption Properties Tab

This claim type should only be used pursuant to Public Chapter 409 of the 111th General Assembly. This only applies when the judge has found one party to be non-indigent and ordered that party to pay a portion of the GAL's fees in the adoption portion only of a case. For activities submitted in ACAP, you must pro rate your activities to show that you are not billing the AOC for the entirety of your claim. Ex. "Attend court for adoption hearing (pro rated) .3" This claim type is very rare.

When you first create this claim, the system displays the Properties tab. The first field you see is the claim type you selected. The claim is assigned a unique claim number. This number is the best way to track your claim through the process. The claim status is "New" which indicates a new claim that has not been submitted either to the judge or the AOC for payment processing.

ACAP requires you to fill out the Properties tab in a certain order. If you do not do so, ACAP will not save any of your information. You must fill out the Properties Tab in the following order: District; County; Court Type; Case Type. You must choose from the drop-down menu. If you *type* any information in the fields, ACAP will not save your changes. You must enter a disposition date or last activity date before you can select the judge from the drop-down menu options.

You must provide first, middle (optional) and last names for Petitioner or Child. For entry of multiple Petitioners or Children names select the plus sign (+). Select the minus sign (-) to remove entries. Add the DOB and choose the relationship as Petitioner or Child.

ACAP will automatically set the offense as "ACAP – 001 No Offense Required." Before you can go to the Activities tab, you must enter the case numbers on the Properties tab. To add case numbers, please click the + button, and a new box will appear.

Example of a Partial GAL in Adoption Fee Claim

The screenshot displays the IN COURTS .gov interface for a claim with ID 2023000039. The 'Properties' tab is active, showing the following details:

- Claim Type:** GAL in Adoption
- Claim Number:** 2023000039
- Claim Status:** New
- District:** 06
- County:** KNOX
- Court Type:** CIRCUIT
- Case Type:** GAL in Adoption
- Disposition/Last Activity Date:** (empty)
- Judge:** (empty)
- Claim Date:** (empty)

Claimant Info:

- Last: Adams
- First: John
- BPN Number: 33990
- Primary Email: linda.beaudet@tncourts.gov
- Role: Attorney
- Claimant Login: jadams
- Represent: Guardian Ad Litem

Client Info:

- First Name: Kim
- Middle: (empty)
- Last: Williams
- DOB: 06/14/2022
- Rel: Child
- Indigent:

Claim Info:

- Offense: ACAP-001 NO OFFENSE RE [+ -]
- Include Repealed Offenses:
- Case Number: 1234 [+ -]
- Complex:
- Sealed:

A red banner at the top of the form area states: "This claim is sealed". A warning message reads: "Intent to Sign: Payee's submission or Judge's approval is the equivalent of electronically signing the claim form. By submitting the claim form, Payee represents that Payee is not a current employee of the State of Tennessee".

In order to save your claim, you must complete the following fields in the following order.

Field Name	Description
District	Select the district number from the drop-down menu.
County	Select the county from the drop-down menu.
Court Type	Select the court type from the drop-down menu.
Case Type	Select the case type from the drop-down menu.

Field Name	Description
Client Info – Name	Enter the client’s first, middle (optional) and last names. For entry of multiple children names select the plus sign (+). Select the minus sign (-) to remove entries.
Client Info – DOB	Enter the children’s date of birth (DOB) using this format MM/DD/YYYY. DOB does <u>not</u> need to be entered for parents.
Client Info - Relationship	Select the relationship of the client from drop down menu options.
Primary Offense	Not applicable for GAL in Adoption claim type. The ACAP system will default the value ACAP – 001 No Offense Required.
Offense	Not applicable for GAL in Adoption claim type. The ACAP system will default the value ACAP – 001 No Offense Required.
Case Number	Enter the case number(s). For entry of multiple case numbers select the plus sign (+). Select the minus sign (-) to remove entries.

The Properties tab also preloads claimant information automatically based of the registration record except for one field- ‘Represent’ which is the type of representation for this claim type.

Field Name	Description
Last	The system pre-loads claimant’s last name.
First	The system pre-loads claimant’s first name.
BPR	The system pre-loads claimant’s Board of Professional Responsibility number.
Email	The system pre-loads claimant’s email.
Role	The system pre-loads claimant’s role.

To save the information entered, click on the Save button located in the top right-hand corner of the toolbar. If you do not click Save, all of the information you entered will be lost.

Completing the GAL in Adoption Properties tab at Disposition

The case has been disposed and you are ready to submit your claim. Complete the following fields on the Properties tab and finish entering all your activities on the Claimant Activities tab. Upload your appointment order by selecting the Add Appointment Order button located in the toolbar above the Properties tab.

Field Name	Description
Disposition Date/Last Activity Date	Enter the disposition date. You must enter this date in order for ACAP to display the judges in the Judges drop-down menu.
Claim Date	ACAP will generate the date the claim is submitted to the Judge or AOC.
Sentence	Not applicable for GAL in Adoption claim type.
Disposition	Not applicable for GAL in Adoption claim type.
Conviction Offense	Not applicable for GAL in Adoption claim type.
Judge	Select the judge from the drop-down menu options. If the judge is not listed, leave blank. When you submit the claim, ACAP will prompt you enter a reason for leaving this field blank; enter the name of Judge and whether they sat special, by interchange or newly appointed. <i>Note: The disposition date must be entered before you can see the judges in then drop-down menu.</i>
Complex	Click in the check box to insert checkmark if this claim is complex. ACAP will prompt you to upload the complex order. Then hit save, if you do not hit save, your claim will not route properly.
Seal	Click in the check box to insert checkmark if this claim is sealed. ACAP will prompt you to upload the order. Then hit save.
Motions	Click in the check box to insert checkmark to upload your motion for complex.
Co-Counsel	Only click Co-Counsel in a Capital Case.
Total	Total dollar amount of claim submitted to Judge or AOC.

Dependency & Neglect Claim Properties Tab

This claim type should be used for attorneys and guardians ad litem appointed in proceedings pursuant to Tennessee Supreme Court Rule 13, Section 1 (d)(2). This includes Case Types Dependency and Neglect, Termination of Parental Rights, and Intervening Petitions.

Dependency & Neglect case types are divided into two Phases. Phase I claims cover the initial allegation/petition through the adjudication and disposition. Phase II claims cover all activities after adjudication.

When you first create this claim, the system displays the Properties tab. The first field you see is the claim type you selected. The claim is assigned a unique claim number. This number is the best way to track your claim through the process. The claim status is “New” which indicates a new claim that has not been submitted either to the judge or the AOC for payment processing.

ACAP requires you to fill out the Properties tab in a certain order. If you do not do so, ACAP will not save any of your information. You must fill out the Properties Tab in the following order: District; County; Court Type; Case Type. You must choose from the drop-down menu. If you *type* any information in the fields, ACAP will not save your changes. You must enter a disposition date or last activity date before you can select the judge from the drop-down menu options.

If you represent a parent, choose “Parent” from the “Represent” drop-down menu, and add the parent’s name. You can leave DOB for parent blank. Under “REL” choose “father” or “mother.” If you represent the parent, you **must** provide information about the child. Click on the + sign by your client’s name and add the child’s name and DOB and choose the relationship as child. If you represent the child, you do not have to add the parent name or DOB. If you are appointed to represent the child’s wishes pursuant to Tennessee Supreme Court Rule 40, please choose “Rule 40”.

ACAP will automatically set the offense as “ACAP – 001 No Offense Required”. Before you can go to the Activities tab, you must enter the case numbers on the Properties tab. To add case numbers, please click the + button, and a new box will appear.

Example of a Partial Dependency & Neglect Fee Claim

Welcome: jadams | Attorneys
Logout

Active Work | Search | Summary | Templates and Forms
Claim Number: 2018000745 (Inbasket: Attorney Claims)
STATE COURTS

Continue Claim | Check Duplicates | Convenience Copy | Add Appointment Order | Add Pre-Approval Order
Refresh Case | Save | Close | Help | Action

Properties | Claimant Activities | Activities | Documents | History/Comments

Claim Type: Dependency and Neglect Claim	Claim Number: 2018000745	Claim Status: New
* District: 23	* County: DICKSON	* Court Type: JUVENILE
* Case Type: Phase 1	Disposition/Last Activity Date:	Claim Date:

Claimant Info

Last: Adams	First: John	BPNNumber: 33990
Primary Email: jadams@aocrest.com	Role: Attorney	* Represent: Parent

Client Info

* First Name: Jonathan	Middle:	* Last: Clarke	* DOB: 11/06/2014	* Rel: Child
Karen	M	Cooke	01/01/1900	Mother

Claim Info

Sentence:	Disposition:	Judge:	Online:
Primary Offense: ACAP-001			<input checked="" type="checkbox"/>
* Offense: ACAP-001	* Case Number: JV 78965	CoCounsel:	* Indigent: <input checked="" type="checkbox"/>
Complex: <input type="checkbox"/>	Sealed: <input type="checkbox"/>	Motions: <input type="checkbox"/>	
Total:			

Notes

In order to save your claim, you must complete the following fields in the following order.

Field Name	Description
District	Select the district number from the drop-down menu.
County	Select the county from the drop-down menu.
Court Type	Select the court type from the drop-down menu.
Case Type	Select the case type from the drop-down menu.

Field Name	Description
Client Info - Name	Enter the client’s first, middle (optional) and last names. For entry of multiple children names select the plus sign (+). Select the minus sign (-) to remove entries.
Client Info – DOB	Enter the children’s date of birth (DOB) using this format MM/DD/YYYY. DOB does <u>not</u> need to be entered for parents.
Client Info - Relationship	Select the relationship of the client from drop down menu options.
Primary Offense	Not applicable for Dependency & Neglect claim type. The ACAP system will default the value ACAP – 001 No Offense Required.
Offense	Not applicable for Dependency & Neglect claim type. The ACAP system will default the value ACAP – 001 No Offense Required.
Case Number	Enter the case number(s). For entry of multiple case numbers select the plus sign (+). Select the minus sign (-) to remove entries.

The Properties tab also preloads claimant information automatically based of the registration record except for one field- ‘Represent’ which is the type of representation for this claim type.

Field Name	Description
Last	The system pre-loads claimant’s last name.
First	The system pre-loads claimant’s first name.
BPR	The system pre-loads claimant’s Board of Professional Responsibility number.
Email	The system pre-loads claimant’s email.
Role	The system pre-loads claimant’s role.
Represent	Enter type of representation you are providing for this client: Parent’s Attorney, Guardian Ad Litem or Rule 40 Attorney.

To save the information entered, click on the Save button located in the top right-hand corner of the toolbar. If you do not click Save, all of the information you entered will be lost.

Completing the Dependency & Neglect Properties tab at Disposition

The case has been disposed and you are ready to submit your claim. Complete the following fields on the Properties tab and finish entering all your activities on the Claimant Activities tab. Upload your appointment order by selecting the Add Appointment Order button located in the toolbar above the Properties tab.

Field Name	Description
Disposition Date/Last Activity Date	Enter the disposition date/last activity date. You must enter this date in order for ACAP to display the judges in the Judges drop-down menu. Last activity date is <u>only</u> used for Phase II.
Claim Date	ACAP will generate the date the claim is submitted to the Judge or AOC.
Sentence	Not applicable for Dependency & Neglect claim type.
Disposition	Not applicable for Dependency & Neglect claim type.
Conviction Offense	Not applicable for Dependency & Neglect claim type.
Judge	Select the judge from the drop-down menu options. If the judge is not listed, leave blank. When you submit the claim, ACAP will prompt you enter a reason for leaving this field blank; enter the name of Judge and whether they sat special, by interchange or newly appointed. <i>Note: The disposition date must be entered before you can see the judges in then drop-down menu.</i>
Complex	Click in the check box to insert checkmark if this claim is complex. ACAP will prompt you to upload the complex order. Then hit save, if you do not hit save, your claim will not route properly.
Seal	Click in the check box to insert checkmark if this claim is sealed. ACAP will prompt you to upload the order. Then hit save.
Motions	Click in the check box to insert checkmark to upload your motion for complex.
Co-Counsel	Only click Co-Counsel in a Capital Case.
Total	Total dollar amount of claim submitted to Judge or AOC.

Parole Revocation Claim Properties Tab

An attorney will use this claim type for cases that involve revocation of parole proceedings.

Note: Rules governing attorney reimbursement claims in revocation of parole proceedings are found under T.C.A. 40-28-122, Tennessee Supreme Court Rule 13 and Supreme Court Rule 16.

When you first create this claim, the system displays the Properties tab. The first field you see is the claim type you selected. The claim is assigned a unique claim number. This number is the best way to track your claim through the process. The claim status is “New” which indicates a new claim that has not been submitted either to the judge or the AOC for payment processing.

ACAP requires you to fill out the Properties tab in a certain order. If you do not do so, ACAP will not save any of your information. You must fill out the Properties Tab in the following order: District; County; Court Type; Case Type. You must choose from the drop-down menu. If you *type* any information in the fields, ACAP will not save your changes. You must enter a disposition date before you can select the judge from the drop-down menu options.

To enter TCA offenses, please type a key word. You cannot enter the TCA number. Note: For best results, type in abbreviation of a keyword. Example: type “poss” for Possession of Drugs or Firearms. Another example type “Sch” for the different Schedule of Drugs. A table will appear. Click on the offense. If you need to add additional offenses, please click the + button and a new box will appear.

Before you can go to the Activities tab, you must enter the case numbers on the Properties tab. To add case numbers, please click the + button, and a new box will appear.

The screenshot displays the 'Properties' tab of a Parole Revocation Claim in the TN Courts Attorney system. The interface includes a navigation bar with 'Active Work', 'Search', 'Summary', 'Templates and Forms', and 'Claim Number: 2018000747 (Inbasket: Attorney Claims)'. Below the navigation bar are utility buttons like 'Continue Claim', 'Check Duplicates', 'Convenience Copy', 'Add Appointment Order', and 'Add Pre-Approval Order'. The main form area is divided into several sections: 'Claimant Info' (Last: Adams, First: John, BPR Number: 33990, Role: Attorney), 'Client Info' (First Name: Gary, Last: Young), and 'Claim Info' (Sentence: 39-13-102, Disposition: [dropdown], Judge: Parole Board Chairman, OnLine: [checked]). The 'Claim Info' section also includes 'Primary Offense: 39-13-102', 'Offense: 39-13-102' with a search and add button, 'Case Number: 456788', 'CoCounsel: [checkbox]', 'Indigent: [checked]', 'Complex: [checkbox]', 'Sealed: [checkbox]', and 'Motions: [checkbox]'. A 'Notes' section is visible at the bottom.

In order to save your claim, you must complete the following fields in the following order.

Field Name	Description
District	Select the district number from the drop-down menu.
County	Select the county from the drop-down menu.
Court Type	Select the court type from the drop-down menu.
Case Type	Select the case type from the drop-down menu.

Field Name	Description
Client Info	Enter client's/defendant's first, middle (optional), and last name.
Primary Offense	The ACAP system will automatically determine the primary offense by selecting the highest offense first from your offense entries.
Offense	Enter a partial keyword description and the TCA code offense table will populate with a list of offense codes. Click on column headers to sort data in ascending order. Click header again and it will display data for column in descending order. Select the appropriate TCA code.
Case Number	Enter the case number(s). For entry of multiple case numbers select the plus sign (+). Select the minus sign (-) to remove entries.

The Properties tab also preloads claimant information automatically based of the registration record except for one field- 'Represent' which is the type of representation for this claim type.

Field Name	Description
Last	The system pre-loads claimant's last name.
First	The system pre-loads claimant's first name.
BPR	The system pre-loads claimant's Board of Professional Responsibility number.
Email	The system pre-loads claimant's email.
Role	The system pre-loads claimant's role.

To save the information entered, click on the Save button located in the top right-hand corner of the toolbar. If you do not click Save, all of the information you entered will be lost.

Completing the Parole Revocation Properties tab at Disposition

The case has been disposed and you are ready to submit your claim. Complete the following fields on the Properties tab and finish entering all your activities on the Claimant Activities tab. Upload your appointment order by selecting the Add Appointment Order button located in the toolbar above the Properties tab.

Field Name	Description
Disposition Date/Last Activity Date	Enter the disposition date. You must enter this date in order for ACAP to display the judges in the Judges drop-down menu.
Claim Date	ACAP will generate the date the claim is submitted to the Judge or AOC.
Sentence	Here you will enter one of the following: Probable Cause, No Probable Cause, Parole Revoked or Parole Rescheduled.
Disposition	Not applicable for Parole Revocation claim type.
Conviction Offense	Not applicable for Parole Revocation claim type.
Judge	Select 'Parle Board Chairman' from the drop-down menu options. Note: <i>The disposition date must be entered before you can see the judges in the drop-down menu.</i> This claim type will be printed and taken to the Parole Board for review and approval. Follow the instructions for <u>Submitting the Claim: Print for Judicial Review</u> section.
Complex	Click in the check box to insert checkmark if this claim is complex. ACAP will prompt you to upload the complex order. Then hit save, if you do not hit save, your claim will not route properly.
Seal	Click in the check box to insert checkmark if this claim is sealed. ACAP will prompt you to upload the order. Then hit save.
Motions	Click in the check box to insert checkmark to upload your motion for complex.
Co-Counsel	Only click Co-Counsel in a Capital Case.
Total	Total dollar amount of claim submitted to Judge or AOC.

Interpreter Fee Claim – Properties Tab

An Interpreter will use this claim type for cases or work where an interpreter provides interpretation services for persons regardless of whether the person is indigent or not.

Note: The appointment of interpreters and/or translators, and the compensation by the AOC for costs associated with an interpreter’s and/or translator’s services, are governed by Tennessee Supreme Court Rule 42.

When you first create this claim, the system displays the Properties tab. The first field you see is the claim type you selected. The claim is assigned a unique claim number. This number is the best way to track your claim through the process. The claim status is ‘New’ which indicates a new claim that has not been submitted either to the judge or the AOC for payment processing.

ACAP requires you to fill out the Properties tab in a certain order. If you do not do so, ACAP will not save any of your information. You must fill out the Properties Tab in the following order: District; County; Court Type; Case Type. You must choose from the drop-down menu. If you *type* any information in the fields, ACAP will not save your changes. You must enter a disposition date or last activity date before you can select the judge from the drop-down menu options.

To enter TCA offenses, please type a key word. You cannot enter the TCA number. Note: For best results, type in abbreviation of a keyword. Example: type “poss” for Possession of Drugs or Firearms. Another example: type “Sch” for the different Schedule of Drugs. A table will appear. Click on the offense. If you need to add additional offenses, please click the + button and a new box will appear.

Before you can go to the Activities tab, you must enter the case numbers on the Properties tab. To add case numbers, please click the + button, and a new box will appear.

Example of a Partial Interpreter Claim

The screenshot shows the 'Properties' tab of a legal case management system. The title bar indicates the claim number is 2018000821 and it is an Interpreter Claim. The interface includes several sections:

- Claim Properties:** Fields for Claim Type (Interpreter Claim), Claim Number (2018000821), Claim Status (New), District (06), County (KNOX), Court Type (GENERAL SESSIONS), Case Type (Registered), Disposition/Last Activity Date, and Claim Date.
- Claimant Info:** Fields for Last name (Hidalgo), First name (Charles), BPR Number, Primary Email (rhidalgo@aoc.test.com), Role (Interpreter), Language (Spanish), and Certification (Registered).
- Client Info:** Fields for First Name (Pedro), Middle, and Last Name (Velaquez).
- Claim Info:** Fields for Sentence, Disposition, Judge, OnLine (checked), Primary Offense (39-13-102), Offense (39-13-102), Case Number (GS 98789), CoCounsel, Indigent (checked), Complexed, Sealed, and Motions.
- Notes:** A section at the bottom for adding notes.

In order to save your claim, you must complete the following fields in the following order.

Name	Description
District	Select the district number from the drop-down menu.
County	Select the county from the drop-down menu.
Court Type	Select the court type from the drop-down menu.
Case Type	Select the case type from the drop-down menu.

Field Name	Description
Client Info	Enter defendant's first, middle (optional), and last name.
Primary Offense	The ACAP system will automatically determine the primary offense by selecting the highest offense first from your offense entries.
Offense	Enter a partial 'key word' description and the TCA code offense table will populate with a list of offense codes. Click on column headers to sort data in ascending order. Click header again and it will display data for column in descending order. Select the appropriate TCA code.
Case Number	Enter the case number(s). For entry of multiple case numbers select the plus sign (+). Select the minus sign (-) to remove entries.

Field Name	Description
Disposition Date/Last Activity Date	Enter the date you provided the service in the disposition date/last activity date field. You must enter this date in order for ACAP to display the judges in the Judges drop-down menu.
Claim Date	ACAP will generate the date the claim is submitted to the Judge or AOC.
Sentence	Not Applicable for Interpreter claim types.
Disposition	Not Applicable for Interpreter claim types.
Conviction Offense	Not Applicable for Interpreter claim types.

To save the information entered, click on the Save button located in the top right-hand corner of the toolbar. If you do not click Save, all of the information you entered will be lost.

Field Name	Description
Judge	Select the judge from the drop-down menu options. If the judge is not listed leave blank. When you submit the claim, ACAP will prompt you enter a reason for leaving this field blank; enter the name of Judge and whether they sat special, by interchange or newly appointed. <i>Note: The disposition date/last activity field must have the date of service before you can see the judges in then drop-down menu.</i>
Complex	Not Applicable for Interpreter claim types.
Seal	Not Applicable for Interpreter claim types.
Motions	Click in the check box to insert checkmark if you have a separate motion (prior pre-approval) when Interpreter expenses exceeds \$5000 per client per case. ACAP will prompt you to upload the motion. If you do not upload the motion, the system will remove check mark.
Co-Counsel	Not Applicable for Interpreter claim types.
On-line	This check box is grayed out and will display as checked. Once you save claim information on the properties tab; select the Refresh button on toolbar, if the check mark disappears then the judge selected is an offline judge.
Indigent	This check box is defaulted as checked indicating client is indigent. If client is not indigent then click in check box to remove check mark.
Total	Total dollar amount of claim submitted to Judge or AOC.

The Properties tab also preloads claimant information automatically based of the registration record.

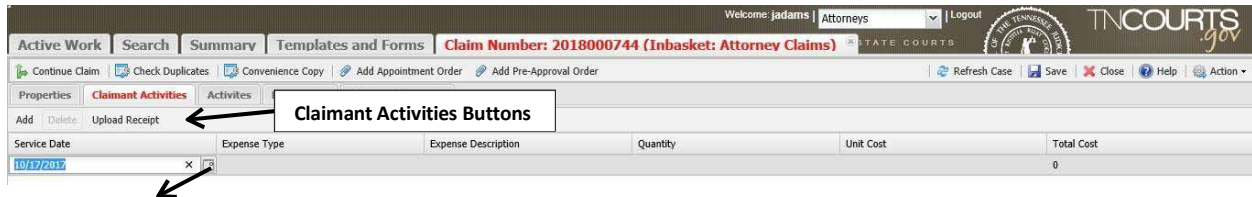
Field Name	Description
Last	The system pre-loads claimant's last name.
First	The system pre-loads claimant's first name.
BPR	Not Applicable for interpreters.
Email	The system pre-loads claimant's email.
Role	The system pre-loads claimant's role.
Language	The system pre-loads claimant's language.
Certification	The system pre-loads claimant's certification.

To save the information entered, click on the Save button located in the top right-hand corner of the toolbar. If you do not click Save, all of the infmation you entered will be lost.

Entering Claimant Activities

Claimant will select the Claimant Activities tab to enter expenses and hourly activities for reimbursement. Below this tab, ACAP displays a toolbar with three buttons:

- “Add” button will add and save your expense or hourly activities record.
- “Delete” button is grayed out until you check mark the expense or hourly activities record you want to delete.
- “Upload Receipt” button will populate the Add Document screen so you can browse your computer and upload your receipt.



To add an expense or hourly activity, mouse click below the service date and enter your date of activity. ACAP will display a service date field. Enter the calendar date using this format: MM/DD/YYYY. Or select the calendar located at the end of the field.

Tab or mouse click to the Expense Type field. ACAP places both hourly activities and expenses in one drop-down menu. ACAP will display several expense types to choose from the menu. “In Court” expense type is only used for the time spent in front of the judge. After choosing expense type, tab to the Expense Description. The Expense Description is where you will enter activities. If you have more than one activity under an expense type for that day, please list all the activities in the Expense Description and the time spent on each. Once finished, tab to the Quantity field to enter the total time spent on the activity. You must bill in tenths of an hour. ACAP will display the rate when applicable and calculate the total. To add the expense, click the “Add” button, located in the top left corner above the service date.



Expense Type	Expense Description	QTY	Rate	Total
Out of Court Hours - Research & Review	Researched drug cases on westlaw (1 hr); review file with client (0.5)	1.5	40	60
Out of Court Hours - Interviews/Meetings	interviewed client about plea (1.2) hrs; in...	2.5	40	100

Some expenses, such as parking, will require you to enter the unit cost. For these types of expenses ACAP will populate the quantity of 1 and you enter unit cost. Most expenses are required to upload a receipt. Click the ‘Upload Receipt’ button to upload your receipts.

Example of Expenses:

Expense Type	Expense Description	Quantity	Unit Cost	Total Cost
				Subtotal: \$130.20
Subtotal: \$122.20, Maximum Compensation: \$0.00				
Mileage	travel to Loudon from Knoxville round trip	130	0.47	61.1
Mileage	travel to Loudon from Knoxville round trip	130	0.47	61.1
Subtotal: \$8.00, Maximum Compensation: \$0.00				
Parking	Parking	1	8	8

The Claimant Activities tab will display the dollar amount for total hours, total expense and your claim total. To see your Max Compensation limit, please enter a disposition/last activity date on the Properties Tab.

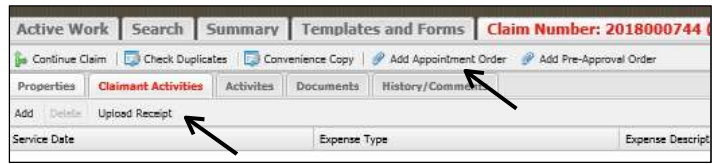
Hours		Subtotal: \$185.00, Max Compensation: \$1,000.00
Service Date	Total Cost	
Attorney In Court		
11/30/2017	25	Subtotal: \$25.00
Attorney Out of Court		
10/17/2017	60	Subtotal: \$160.00
11/13/2017	100	
Hours Adjustment		
	0	Subtotal: \$0.00
Expenses		Subtotal: \$130.20
Service Date	Total Cost	
Mileage		
Subtotal: \$122.20, Maximum Compensation: \$0.00		
11/13/2017	61.1	
11/30/2017	61.1	
Parking		
Subtotal: \$8.00, Maximum Compensation: \$0.00		
11/30/2017	8	
Claim Total		\$315.20

Full Screen View of Claimant Activities:

Active Work Search Summary Templates and Forms Claim Number: 2018000744 (Inbasket: Attorney Claims)						
Properties Claimant Activities Activities Documents History/Comments						
Service Date	Expense Type	Expense Description	Quantity	Unit Cost	Total Cost	
						0
Hours						Subtotal: \$185.00, Max Compensation: \$1,000.00
Attorney In Court						Subtotal: \$25.00
11/30/2017	In Court	Court hearing	0.5	50	25	
Attorney Out of Court						Subtotal: \$160.00
10/17/2017	Out of Court Hours - Research & Review	Researched drug cases on westlaw (1 hr); review file with client (0.5)	1.5	40	60	
11/13/2017	Out of Court Hours - Interviews/Meetings	interviewed client about plea (1.2) hrs; interviewed offic...	2.5	40	100	
Hours Adjustment						Subtotal: \$0.00
	Hours Adjustment				0	
Expenses						Subtotal: \$130.20
Mileage						Subtotal: \$122.20, Maximum Compensation: \$0.00
11/13/2017	Mileage	travel to Loudon from Knoxville round trip	130	0.47	61.1	
11/30/2017	Mileage	travel to Loudon from Knoxville round trip	130	0.47	61.1	
Parking						Subtotal: \$8.00, Maximum Compensation: \$0.00
11/30/2017	Parking	Parking	1	8	8	
Claim Total						\$315.20

Upload Receipt and/or Add Appointment Order

Select the Upload Receipt and/or Add Appointment Order buttons. ACAP will populate the Add Document screen.



At the document content field, select the Browse button located at the end of the field. Locate the receipt or appointment order you saved as a PDF document on your computer. Select your PDF document then select the Open button, or you can double click on selected PDF document. ACAP will return to the Add Document screen with the document file name showing in the "Document content" field. Next, enter the document title then click the Add button to upload your document. Or select the Close button to close out of the Add Document screen.

Note: Make sure to scan and save all your documents in PDF file format (.pdf) before uploading into ACAP.

Delete Claimant Activity Record

Delete a record by clicking on the checkbox by the expense record which will insert checkmark. Once selected, click the Delete button on the Claimant Activities tool bar. The subtotal and claim totals will recalculate.

Service Date	Expense Type	Expense Description	Quantity	Unit Cost	Total Cost
Attorney Out of Court					0
10/17/2017	Out of Court Hours - Research & Review	Researched drug cases on westlaw (1 hr); review file with client (0.5)	1.5	40	60
11/13/2017	Out of Court Hours - Interviews/Meetings	interviewed client about plea (1.2 hrs; in...	2.5	40	100
12/4/2017	Out of Court Hours - Motions, Orders, Bri...	Test	1	40	-40
Subtotal:					\$200.00

Submitting the Claim

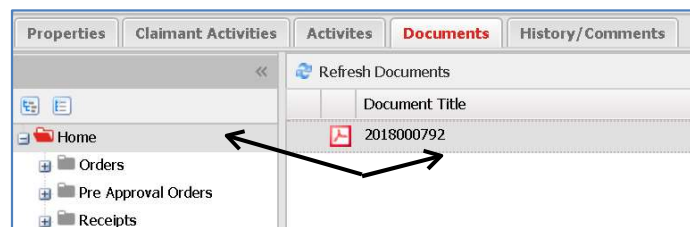
The ACAP system provides a way for you to submit your claim based on whether the judge is online or offline. An online judge uses ACAP to review and approve claims electronically. An offline judge does not use ACAP. The claimant will have several additional steps and tasks to complete the claim for an offline judge to be able to send it to the AOC.

Submit for Judicial Review (Online Judge)

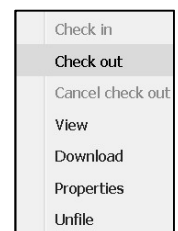
- If claim is **less than \$400** for online judge, then claim will route to the AOC for Review.
- If claim is **greater than \$400** then claim will route electronically to the judge for review. The judge will be notified by email that there are pending claims awaiting judge approval.

Print for Judicial Review (Offline Judge)

- If claim is **less than \$400** then you will do the following. After selecting this option to print for judicial review, the system returns you to the Active Work tab. Click the Refresh button. This will retrieve your claim.
 1. The claim will have a new status: Awaiting Judge Signature.
 2. Double-click on this claim to open.
 3. Claimant will select the Action button found on the tool bar then select “Printed Claim Added.” This will route your claim to the AOC. Since the claim is under \$400 then you will not have to take it to the judge for review and signature.
- If claim is **greater than \$400** then you will do the following. After selecting Print for Judicial Review, the system returns you to the Active Work tab. Click the Refresh button. This will retrieve any new claim.
 1. The claim will have a new status: Awaiting Judge Signature.
 2. Double-click on this claim to open.
 3. Claimant will need to go to the claim’s Document tab and click on the Home folder. System will display PDF with claim ID number (e.g. 2018000792).



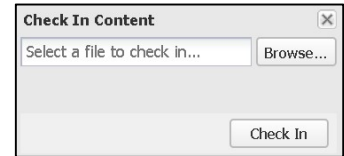
4. Claimant will mouse right click on the claim PDF document. Then select ‘check out’ from menu options. System will prompt you to open, save, or cancel the PDF document. Open the claim PDF document and save onto your desktop.
5. Print PDF document and take to judge for review and



signature. Judge will need to return the claim back to you so you can then upload it to the ACAP claim.

Note: Parole Revocation Claim types will follow these instructions with the exception that they will print the PDF copy and take to the Parole Board for review and approval instead of a judge.

6. Scan and save the signed claim to desktop.
7. In ACAP locate claim in your active work tab. Claim will have status: Awaiting Judge's Signature.
8. Open the claim and select the Documents tab. Click on the Home folder. System will display PDF with claim ID.
9. Mouse right click on the PDF document and select the menu option of "Check in." System will display the Check In Content screen.
10. Select the browse button to browse your computer for signed copy of PDF claim to upload. Select the signed PDF and select open or double click the pdf file will place PDF file in field. Lastly, select the "Check In" button.
11. Select the Action button found on toolbar then from the menu select: Printed Claim Added. This will route claim to the AOC for Review with signed copy uploaded.



Remove Claim

- To remove a claim, open the claim on your Active Work Tab. Go to your Action Button in the top right corner and select Remove claim.

Understanding the Activities Tab

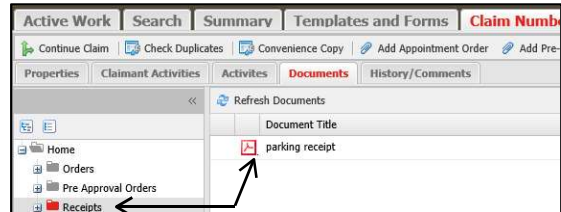
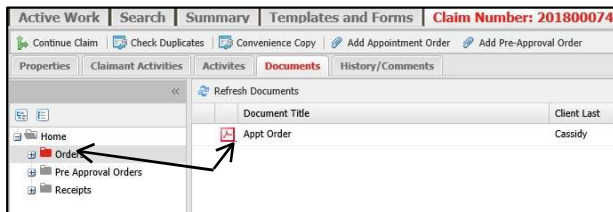
The Activities tab will display the expenses and hourly activities entered by claimant showing the quantity, unit cost and total cost requested. After judge's/AOC approval, you can view the quantity and/or hours adjustments made by the judge/auditor (e.g. reducing hourly total to cap amount for claim type). Please refer to the History/Comments tab for details on changes.

			Claimant			Judge			AOC		
Service Date	Expense Type	Expense Description	Quantity	Unit Cost	Total Cost	Judge Quantity	Judge Unit Cost	Judge Total Cost	Audit Quantity	Audit Unit Cost	Audit Total Cost
Hours											
Attorney In Court											
11/30/2017	In Court	Court hearing	0.5	50	25	0.5	50	25	0.5	50	25
Attorney Out of Court											
11/13/2017	Out of Court Hours...	interviewed client...	2.5	40	100	2.5	40	100	2.5	40	100
10/17/2017	Out of Court Hours...	Researched drug c... review file with client	1.5	40	60	1.5	40	60	1.5	40	60
Hours Adjustment											
Hours Adjustment			0								
Expenses											
Service Date	Expense Type	Expense Description	Quantity	Unit Cost	Total Cost	Judge Quantity	Judge Unit Cost	Judge Total Cost	Audit Quantity	Audit Unit Cost	Audit Total Cost
Mileage											
11/13/2017	Mileage	travel to Loudon fr...	130	0.47	61.1	130	0.47	61.1	130	0.47	61.1
11/30/2017	Mileage	travel to Loudon fr...	130	0.47	61.1	130	0.47	61.1	130	0.47	61.1
Parking											
11/30/2017	Parking	Parking	1	8	8	1	8	8	1	8	8

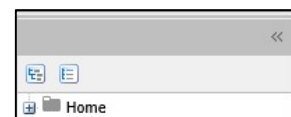
Understanding the Documents Tab

This tab will display the PDF documents uploaded by the claimant. Click on the Orders folder located on the filter panel. ACAP will change the folder to red and display the appointment order PDF. Click on the Receipts folder and ACAP will change folder to red and display receipt PDF document. If claimant does not see a document listed under the Document Title header, then document was not uploaded.

Claimant can upload the appointment order by selecting the Add Appointment Order button. Claimant will need to go back to Claimant Activities to upload the receipt using the Upload Receipt button.

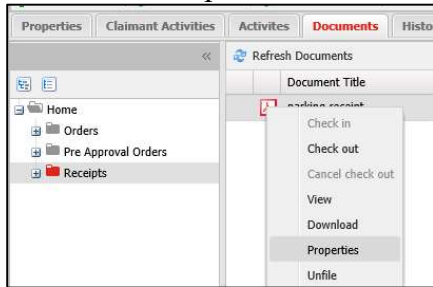


The claimant has two buttons above the Home folder. These are the collapse and expand buttons for the Home folder. The expanded view is what you see in the examples above and you can see all folders found in the Home folder. The collapse view would be the Home folder by itself and folder displays closed instead of open.



A mouse right click on the PDF document will display some menu options. Selecting “Properties” will display the properties of the document such as the document title, claim #, claim type, and client last name associated with document.

Menu Options



Document Properties

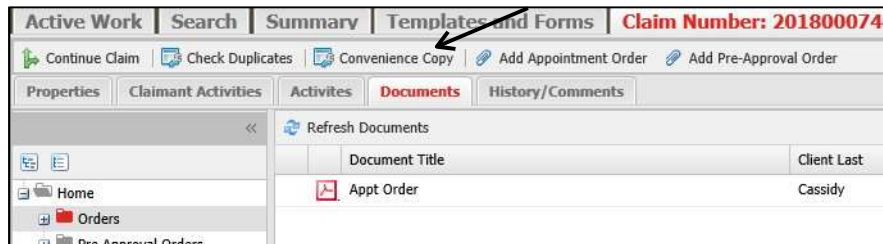


Selecting “Download” will enable claimant to download the PDF document.

Selecting “Unfile” will remove the PDF document from the claim.

Printing a Copy of the Claim

ACAP allows you to print a copy of the claim. Open the claim then select the Convenience Copy button located on the toolbar.



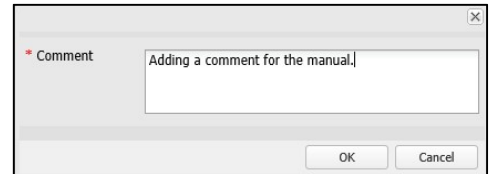
Reviewing and Using the History/Comments Tab




ACAP provides the history of the claim as it moves through the system until payment is received. This is also where you can add and view comments. If you add a comment, it does not go to an email inbox at the AOC. The comment stays on the claim and will be viewed at time of auditing. If you need immediate assistance with a claim send an email to acap@tncourts.gov



Select the History/Comments tab. ACAP display a list of historical actions, comments, creator of those comments or actions and date each occurred. ACAP provides a way to search for specific comments based on certain criteria such as record type, user name, action type, and comment text or type.

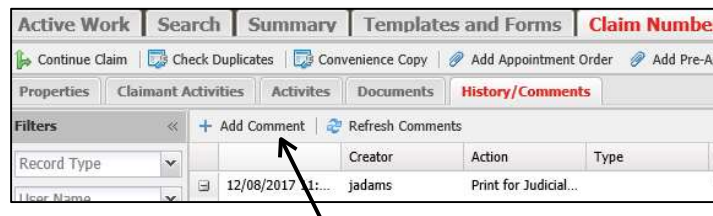
- Click on the filter panel buttons (>>) to expand the panel.
- Enter criteria.
- Select Apply to perform filter search or Cancel to cancel filter search.
- Click on the (<<) button again to collapse panel.



Each comment has a  by the comment. Clicking on the plus sign will expand the comment and display all information relating to comment/action. Click on the minus sign  - will collapse the comment. Another way to expand the comment is to enlarge the column header. Go to the end of the column header until you see the two arrows  then click and drag to the right.

Adding Comments

Select the Add Comment button on the History/Comments toolbar.



The comments text box displays.

- Enter a comment in the text box provided.
- Then select the OK button to add the comment. Or select the Cancel button to cancel the comment.
- View comment added in the History/Comments screen.

If you do not see your comments, then select the Refresh Comments button on toolbar. This will refresh the system and bring in any new comments that may have been added.

Appendix I Understanding Claim Statuses

Status/Actions	Description
New	Claimant created new claim which <u>is not submitted</u> will be in the claimant's Active Work tab (In-basket).
Submit for Judicial Review	<p>Condition 1: If claim is \$400 or more. the claim will route to online judge for review.</p> <p>Condition 2: If claim is less than \$400 for online judge, then claim will route to auditor.</p>
Print for Judicial Review	<p>Condition 1: For an offline judge. If claim is \$400 or more, then select Print for Judicial Review. The claim will route back to the claimant's Active Work tab with new status: Awaiting Judge's Signature. Claimant will have to print the PDF to have the offline judge review and approve. Refer to the Awaiting Judge's Signature. (Interpreters please refer to your Offline process).</p> <p>Condition 2: If claim is less than \$400 for offline judge, then select Print for Judicial Review. The claim will route back to the claimant's Active Work tab with new status: Awaiting Judge's Signature. Open the claim and select the action: Printed Claim Added. This will route your claim to the auditor. No signature is required when under \$400.</p>
Awaiting Judge's Signature (greater than \$400)	<p>Claimant will need to go to the claim's Document tab and select the Home folder. System will display PDF with claim ID number. Claimant will mouse right click on the PDF document and select "Check Out" (to save the PDF claim on desktop) then print PDF document to take to judge for review and signature.</p> <p>Claimant has signed PDF copy from judge, scanned and saved on desktop. Claimant will need to go to the claim's Document tab and select the Home folder. System will display PDF with claim ID. Claimant will mouse right click on the PDF document and select "Check In" and system will display the Check In screen. Claimant will select the Browse button to browse claimant's computer for signed copy of PDF claim to upload. Claimant then selects the Check In button. This process updates the unsigned copy with signed copy. Lastly, claimant will select "Printed Claim Added" from actions menu and this claim will route to the AOC.</p>

Submit for AOC Review	Condition 1: Claim is in auditor's Active Work tab if it is not a complex claim. Condition 2: If claim has complex check marked on the claim it is routed to General Counsel for approval of complex. Once complex is approved or denied, the claim will route to an auditor.
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Status/Actions	Description
Submit for Judicial Review - Overdue	The ACAP system will notify judge by email that a review of a pending claim is overdue.
Returned by Judge	The judge has returned the claim to claimant. Claimant will need to check the History/Comments tab for the judge's comment.
Returned by AOC	Claim is returned by the AOC for correction or other issue. Check the History/Comments tab for comment from AOC.
Removed	Claimant selected the "Remove Claim" action instead of submitting the claim for payment.
Reopened	This status displays when AOC reactivates a denied/removed claim.
Deny Claim	ACAP will displays this status when a claim is denied by the AOC or judge. Check the History/Comments tab for denial reason.
Denied by GC	General Counsel denied the complex order.
Approved by GC	General Counsel has approved complex order.
Potential Duplicate	This will be the status of the claim when it appears to be a possible duplicate of a claim that has already been submitted. This status is for the auditor to review claim to determine whether it is a duplicate. <i>Note: Claimant can check to see if a claim is a possible duplicate prior to submitting claim by selecting the Check Duplicates button on toolbar.</i>
Overclaim	The ACAP system has determined claimant has more than 8 hours in front of a judge or 12 hours total in a day. Rule 13 compliance officer will contact claimant.
Submit for Final Approval	Claim is processing for final review and approval of payment.
Submit to Edison	File sent to Edison for payment processing.
Payment Accepted	File is received by Edison for payment processing.
Payment Rejected	File sent to Edison failed for system error. AOC will resubmit file.
Paid	The direct deposit or check payment is issued. Allow at least 24 hours for direct deposit to be at Financial Institution. Check payment allow for mail to be delivered.
Late Claim	A claim submitted after 180 days and will be denied, per Supreme Court Rule 13.

Appendix II Calculations in Tenths

Use this table to help you when entering your time for your activities when billing an indigent claim.

Minutes	Calculation in Tenths
6 – 8 (up to 8)	0.10
9 - 14	0.20
15 – 20	0.30
21 – 26	0.40
27 - 32	0.50
33 - 38	0.60
39 - 44	0.70
45 – 50	0.80
51 – 56	0.90
57 - 62	1.0

Appendix III Counties and Judicial Districts

County	District	County	District	County	District
Anderson	7	Hamilton	11	Morgan	9
Bedford	17	Hancock	3	Obion	27
Benton	24	Hardeman	25	Overton	13
Bledsoe	12	Hardin	24	Perry	32
Blount	5	Hawkins	3	Pickett	13
Bradley	10	Haywood	28	Polk	10
Campbell	8	Henderson	26	Putnam	13
Cannon	16	Henry	24	Rhea	12
Carroll	24	Hickman	32	Roane	9
Carter	1	Houston	23	Robertson	19
Cheatham	23	Humphreys	23	Rutherford	16
Chester	26	Jackson	15	Scott	8
Claiborne	8	Jefferson	4	Sequatchie	12
Clay	13	Johnson	1	Sevier	4
Cocke	4	Knox	6	Shelby	30
Coffee	14	Lake	29	Smith	15
Crockett	28	Lauderdale	25	Stewart	23
Cumberland	13	Lawrence	22	Sullivan	2
Davidson	20	Lewis	32	Sumner	18
Decatur	24	Lincoln	17	Tipton	25
DeKalb	13	Loudon	9	Trousdale	15
Dickson	23	McMinn	10	Unicoi	1
Dyer	29	McNairy	25	Union	8
Fayette	25	Macon	15	Van Buren	31
Fentress	8	Madison	26	Warren	31
Franklin	12	Marion	12	Washington	1
Gibson	28	Marshall	17	Wayne	22
Giles	22	Maury	22	Weakley	27
Grainger	4	Meigs	9	White	13
Greene	3	Monroe	10	Williamson	21
Grundy	12	Montgomery	19	Wilson	15
Hamblen	3	Moore	17		