ACAP

AOC Claims and Payment System Entering Claims on ACAP Version 1.01

April 5, 2018

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Understanding Claim Types

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. The different claim types populate different fields that are requested about the case or client information. Selecting an incorrect type will cause a delay in payment and be returned to you for correction.

Note: Claims are paid based on the guidelines established under Supreme Court Rule 13.	
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Claim Type	Description	Must Submit to Judge or AOC by? to be Paid
Attorney Fee Capital	Attorney will use this claim type for capital cases with First Degree Murder seeking the death penalty otherwise it is considered Non-Capital.	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 in which the services were rendered 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 (judicial by-pass, probation violation, post-conviction, Juvenile, child support contempt's, etc.)	Claim must be received within 180 days of final disposition of the case.
Judicial Hospitalization	Attorney will use this claim type for cases that involve limited guardianship/ conservatorship; emergency involuntary or indefinite involuntary commitment.	Claim must be received within 180 days of final disposition of the case.
Dependency & Neglect	Attorney or guardian ad litem will use this claim type for cases that involve dependency & neglect phase I/II, termination of parental rights, and intervening petition.	Claim must be received within 180 days of final disposition of the case.
Parole Revocation	Attorney will use this claim type for cases that involve revocation parole proceedings.	Claim must be received by 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 received 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 received within 180 days from date of service

Claim Type	Description	Must Submit to Judge or AOC by? to be Paid
Expert Claims	Expert/Investigator will file claims for reimbursement of services provided in court. Must have prior approval by the AOC prior to service being provided.	Not Applicable
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 received within 180 days of final disposition of the case.
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 received 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.	Not Applicable

Ready to Create Claim

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

Verify 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).

븆 АСАР	×				Role Selection
File Edit View Fav	orites Tools Hel	p			V
					Welcome: jadams Attorneys
Active Work S	earch Summ	ary Tem	lates and For	ns	TENNESSEE STATE COURTS
🌄 Create Claim 🥏 Re	fresh				
» Attorney Claims (0) Returned Clai	ims Pre App	roval Requests		
	Claim Type	Court	County	Claim Status	

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; notice the toolbar just below the tab. You have the Create Claim button and Refresh button.



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

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ಿ Refresh
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Selecting Refresh will refresh the application.

Look at the tabs below the buttons. The Attorney Claims tab displays (0) claims created, if you have any incomplete claims they will display here and 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 or any claims you removed then later reactivated. The Pre Approval Requests tab is for those pre approvals which were approved by the AOC and are ready for you to select the Expert so they can be notified to perform service requested.

	Act	tive Work	Sear	ch Summa	nmary Templates and Forms					
	🔂 Create Claim 🛛 😌 Refresh									
	»	Attorney C	aims (0)	Returned Claim	s Pre Approval	Requests				
~		Claim #		Claim Type	Court	County	Claim Status			

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 in process but not submitted. After information is entered then select the Apply button at the bottom of the panel to find those claims by filtered criteria; or the Reset button to reset the fields to enter different data. To close the panel then click on the close panel button <<</p>

Filters	~
Claim #	
Claim Type	
Court	
County	
Reset Apply	

Selecting the Create a Claim Button

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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) where you can select the down arrow M 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.

Select Claim Type for New Claim	Select Claim Type for New Claim	×
Claim Types Attorney Fee Claim - Capital Attorney Fee Claim - Non-Capital Parole Revocation Claim Dependency and Neglect Claim Judical Hospitalization Claim Flat Rate Billing Judical Hospitalization Docket Billing	Claim Types	~

Understanding the Claim Entry Screen

After selecting your claim type ACAP presents the following screen. This screen displays the properties tab in red because we are viewing this tab. You will notice a toolbar above it with many buttons and more tabs next to the properties tab. I will first explain the toolbar then the following tabs: Properties, Claimant Activities, Activities, Documents and History/Comments will be discussed in their own sections in the manual. The properties tab will be discussed for each claim type because there will be different information required for each claim type. Please refer to these sections.

							Welcome: jadams Atto	orneys 🗸 🗸	gout TENNESSIA	TNCOURTS
Active Work	Search	Summary	Templates	and Forms	Claim Nun	nber: 2018000744 (Inbas	ket: Attorney Claims)	STATE COURTS		.go
🍃 Continue Claim	🗔 Check Dupli	icates 🛛 🌄 Conv	venienceCopy 🛛 🤗	Add Appointment	Order 🥜 Add F	Pre-Approval Order		ಿ R	efresh Case 屏 Save	🔀 Close 🕢 Help 🍓 Actio
Properties Clai	imant Activities	Activites	Documents	History/Comment	ts					
Claim Type: 🖌	Attorney Fee Clain	n - Non-Capi			Claim Number:	2018000744	0	Claim Status: New		
* District: 0)9			~	* County:	LOUDON	*	* Court Type: GENER	AL SESSIONS	
* Case Type: N	Misdemeanor			*						
Disposition/Last Activity Date:		•			Claim Date:					

Toolbar Buttons	Description
Continue Claim	This option is used for interim billing for Capital Claims and Dependency &
	Neglect when a D & N disposed case goes back into court again.
Check Duplicates	Once a claimant saves claim information on the properties tab, he/she can
	select this button to find out if he/she 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	Select this button to upload the appointment order signed by the judge
Order	appointing you to this case. This is required for claim to be reimbursed.
Add Pre-Approval	Select this button once you complete the properties tab and want to send to
Order	the AOC your Pre-Approval Order requesting Expert/Investigator services. Or
	request for pre-approval for expense type (e.g. Travel Out of State).
Refresh	Select this button to refresh the application to clear out an error. Or after a
	Save when-you will want to know if you have an online or offline judge.
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. Not
	closing a claim will cause claim to be locked by you and not accessible until you
	log back in to open the claim and close claim properly (this will clear the lock).
Help	Select this button when you need to find help on a topic.
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 whereby a Notice of Intent to Seek the Death Penalty has been filed. 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.

Attorney's filing Capital claims will be filing interim claims since these claims can go on for years. 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. ACAP provides a feature Continue Claim to facilitate filling an interim claim. Please refer to the section on Continue Claim.

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 claims status is 'New'. The status of 'New' indicates a new claim which has not been submitted either to the judge or the AOC for review; it is considered in your inbasket or active work tab.

The court demographic information is next and must be entered in a specific order. Then client's (defendant) name, TCA offenses (ACAP will pre-load the First Degree offense code) and case numbers are to be entered and saved before you can start entering your activities. You will notice a red asterisk or red outline by those required fields. The disposition date or last activity date is required before you can select the judge from the drop-down menu options. If no date is entered then the Judges drop down menu will be blank.

Active Wo	rk Se	arch [Summary	Templat	tes and Forms	Claim Num	ıber: 2018000743 (Inbasket: Attorney Claims)	STATE COURTS	6 K 35		.gov
🍃 Continue Cla	im 🇔 C	eck Duplic	ates 🛛 🗔 Com	venience Copy	🖉 Add Appointmen	t Order 🔗 Add F	Pre-Approval Order		ಿ Refre	esh Case 🛃 Save	🗙 Close 🔞	Help 🛛 🍓 Action 🗸
Properties	Claimant	Activities	Activites	Documents	History/Comme	nts						
Claim Ty	pe: Attorne	Fee Claim	- Capital			Claim Number:	2018000743	0	Claim Status: New			0
* Distr	rict: 30				*	* County:	SHELBY	*	* Court Type: CRIMINA	-		¥
* Case Ty	pe: First De	pree Murder			~							
Disposition/L Activity Da	last 11/01/2	017	2			Claim Date:						
Activity Da	ate:											
Cla	imant Info -											
L	ast: Adams					First:	John		BPRNumber: 33990			
Primary En	nail: jadams	paoctest.co	m			Role:	Attorney					
	ent Info											
* First Na				Mi	ddle: J		* Last: Keller					
	im Info											
			e still pending		Disposition: Oth	ier	*	Judge: James Beasley	*	OnLine:		
Primary Offer					_							
	nse: 39-13-2	02	P + ·	- 0	* Case Number: CR	789654	+ -	CoCounsel:		* Indigent: 🔽		
Comp				v	Sealed:			Motions:				
Conviction Offer	nse:											
To	otal:				Date of Withdrawl:							
Not	tes											

Example of a Partial Attorney Fee Claim - Capital

Claimant must complete the first four fields in the following order and selections must be made from the drop-down menu options for ACAP to work properly.

Field Name	Description
District	(First) - enter a two digit numeric character (e.g. 01, 02, 10, 13) then select it from the drop-down menu or click on the down arrow then select from the menu. Use the buttons at the bottom of the menu to select next, previous, first or last page to see the other menu options.
	▶ Next Page ◀ Previous Page Ħ First Page Ħ Last Page Refresh
County	(Second) - enter the county or part of the name then select county from the drop- down menu or select down arrow then select from the menu.
Court	(Third) - Enter the court or part of the court name then select the court from the drop-down menu or select down arrow then select the court from the menu.
Case Type	(Fourth) - enter the case type or part of the case type name then select the type from the drop-down menu or select down arrow then select case type from the menu.

Complete the following fields to save your partial claim. Closing your claim without saving will save a blank claim.

Field Name	Description
Client Info	Enter clients/defendant's first, middle (optional), and last name.
Primary	The ACAP system will automatically determine the primary offense by selecting the
Offense	highest offense first from your offense entries.
Offense	First Degree Murder offense code will be pre-populated by the ACAP system.
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 of the registration record.

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

To save the information entered click on the Save button located in the right hand corner of the toolbar above the Properties tab. You can add your service and expense activities by selecting the Claimant Activities tab. Please refer to <u>Entering Claimant Activities</u> section of your manual. You can close your claim by selecting the Close button on toolbar to return to the Active Work tab to create another claim

Completing the Capital Properties tab for Submission

The claim is complete and ready to be submitted for reimbursement. Complete the following fields on the property 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	Enter the last activity date of previous claim or if case has gone to disposition then
Date/Last Activity	enter the disposition date. You must enter this date in order for ACAP to display the
Date	judges in the Judges drop-down menu.
Claim Date	ACAP will display the date the claim is submitted to the Judge or AOC.
Sentence	Enter the sentence given at disposition. Or if this is an interim claim enter 'interim
	billing – case is pending'; if counsel is withdrawn, then no entry is required.
Disposition	Select the disposition type from the drop down menu options.
Conviction Offense	Please enter the conviction offenses at disposition; enter the highest offense first and
	its description, class and type (Felony, Misdemeanor).
Judge	Select the presiding 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. Note: The Disposition Date/Last Activity Date must
	be entered before you can see the judges in then 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. If you do not upload the order, the system will
	remove check mark.
Seal	Click in the check box to insert checkmark if this claim is to be sealed. ACAP will
	prompt you to upload the seal order from the judge making the claim not for public
	record. If you do not upload the order the system will remove check mark.
Motions	Click in the check box to insert checkmark if you have a separate motion for complex.
	ACAP will prompt you to upload the complex motion. If you do not upload the
	motion, the system will remove check mark.
Co-Counsel	Click in the check box to insert checkmark if you are the co-counsel who is submitting
	this claim.
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 being represented is indigent.
Total	Total dollar amount of claim submitted to Judge or AOC.
Notes:	(Optional) Can enter notes about the claim or note to judge/AOC.

Attorney Fee Claim - Non-Capital Properties Tab

An attorney will use this claim type for indigent representation on non-capital cases (judicial by-pass, probation violation, post-conviction, Juvenile, child support contempt's, etc.).

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 claims status is 'New'. The status of 'New' indicates a new claim which has not been submitted either to the judge or the AOC for review; it is considered in your inbasket or active work tab.

ACAP will allow entry of a partial claim for those claimants who like to enter their activities as the case progresses up through disposition. The court demographic information is next and must be entered in a specific order. Then client's (defendant) name, TCA offenses and case numbers are to be entered and saved before you can start entering your activities. You will notice a red asterisk or red outline by those required fields.

The disposition date and judge is not required until you are ready to submit your claim. If you want to enter the judge then the disposition date must be entered. If no date is entered then the Judges drop down menu will be blank.

								Welcome: jadan	1S Attor	neys	👻 Logou	THE TENNESSEE	
Active Wo	ork	Search	Summary	Templat	es and Forms	Claim Nun	nber: 2018000744	(Inbasket: Attorney Cl	aims)	STATE COU	IRTS	6 (.gov
🍃 Continue Cl	aim	🗔 Check Dupli	cates 🛛 🌄 Con	venience Copy	🔗 Add Appointme	nt Order 🔗 Add 🛛	Pre-Approval Order				👌 ಿ Refre	sh Case 🛛 🛃 Save	🗙 Close 🕢 Help 🎡 Action 🗸
Properties	Clair	mant Activities	Activites	Documents	History/Comme	ents							
Claim T	ype: A	ttorney Fee Claim	- Non-Capi			Claim Number	2018000744		0	Claim Status	: New		0
* Dist	rict: 0	9			*	* County	LOUDON		*	* Court Type	GENERAL	SESSIONS	~
* Case T	ype: M	isdemeanor			*								
Disposition/ Activity D						Claim Date							
ACUVICY D	ate:												
🛋 Cla	aimant	Info											
	ast: A	dams				First	: John			BPRNumber	: 33990		
Primary Er	nail: ja	idams@aoctest.co	om			Role	Attorney						
Cli	ent Ini	fo											
* First Na				Mid	dle:		* Last: Cassidy						
Cla	_	o									_		
Sente					Disposition:		~	Judge:			~	OnLine: 🗸	
Primary Offe													
		9-17-425	P +		* Case Number: GS	898765	+ -	CoCounsel:				* Indigent: 🔽	
	olex:]		W	Sealed:			Motions:					
Conviction Offe	nse:												
Т	otal:												
- No	tes —												

Example of a Partial Attorney Fee Claim - Non-Capital

Claimant must complete the first four fields in the following order and selections must be made from the drop-down menu options for ACAP to work properly.

Field Name	Description								
District (First) - enter a two digit numeric character (e.g. 01, 02, 10, 13) then selec									
	the drop-down menu or click on the down arrow then select from the menu. Use the								
	buttons at the bottom of the menu to select next, previous, first or last page to see the other menu options.								
	▶ Next Page ◀ Previous Page Ħ First Page Ħ Last Page Refresh								
County	(Second) - enter the county or part of the name then select county from the drop-								
	down menu or select down arrow then select from the menu.								
Court	(Third) - Enter the court or part of the court name then select the court from the								
drop-down menu or select down arrow then select the court from the men									
Case Type (Fourth) - enter the case type or part of the case type name then select									
	from the drop-down menu or select down arrow then select case type from the								
	menu.								

Complete the following fields to save your partial claim. Closing your claim without saving will save a blank claim.

Field Name	Description					
Client Info	Enter clients/defendant's first, middle (optional), and last name.					
Primary Offense The ACAP system will automatically determine the primary offense by sele						
	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.					

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

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

To save the information entered click on the Save button located in the right hand corner of the toolbar above the Properties tab. You can add your service and expense activities by selecting the Claimant Activities tab. Please refer to <u>Entering Claimant Activities</u> section of your manual. You can close your claim by selecting the Close button on toolbar to return to the Active Work tab to create another claim.

Completing the Non-Capital Properties tab at Disposition

The case has been disposed and you are ready to submit your claim. Complete the following fields on the property 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	Enter the disposition date. You must enter this date in order for ACAP to display
Date/Last Activity	the judges in the Judges drop-down menu. Last Activity date is used for other
Date	clam types.
Claim Date	ACAP will display the date the claim is submitted to the Judge or AOC.
Sentence	Enter the sentence given at disposition. If counsel is withdrawn, then no entry is
	required.
Disposition	Select the disposition type from the drop down menu options.
Conviction Offense	Please enter the conviction offenses at disposition; enter the highest offense first
	and its description, class and type (Felony, Misdemeanor).
Judge	Select the presiding 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. Note: The disposition date must be
	entered before you can see the judges in then 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. If you do not upload the order, the
	system will remove check mark.
Seal	Click in the check box to insert checkmark if this claim is to be sealed. ACAP will
	prompt you to upload the seal order from the judge making the claim not for
	public record. If you do not upload the order the system will remove check
	mark.
Motions	Click in the check box to insert checkmark if you have a separate motion for
	complex. ACAP will prompt you to upload the complex motion. If you do not
	upload the motion, the system will remove check mark.
Co-Counsel	Click in the check box to insert checkmark if you are the co-counsel where the
	notice to seek the death penalty is withdrawn on a capital case. Co-counsel will
	be compensated non-capital rates for services rendered after the date the notice
	is withdrawn.
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 being represented is
	indigent.
Total	Total dollar amount of claim submitted to Judge or AOC.
Notes:	(Optional) Can enter notes about the claim or note to judge/AOC.

Judicial Hospitalization Claim Properties Tab

This claim type should be used for attorneys and/or guardians ad litem appointed in proceedings brought by a superintendent of a state mental health facility pursuant to Title 34, Guardianship Law. See T.C.A. 33-3-503.

Note: Supreme Court Rule 15 "prescribes the nature of costs for which reimbursement may be allowed in judicial proceedings relating to indigent persons under Title 33, Mental Health and Development Disabilities. This rule does not apply to those costs incurred in criminal proceedings, including hearings to determine competency to stand trial, which are regulated under other Supreme Court Rules and statutes."

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 claims status is 'New'. The status of 'New' indicates a new claim which has not been submitted either to the judge or the AOC for review; it is considered in your inbasket or active work tab.

ACAP will allow entry of a partial claim for those claimants who like to enter their activities as the case progresses up through disposition. The court demographic information is next and must be entered in a specific order. Then client's (defendant) name and case numbers are to be entered and saved before you can start entering your activities. You will notice a red asterisk or red outline by those required fields.

The disposition date and judge is not required until you are ready to submit your claim. If you want to enter the judge then the disposition date must be entered. If no date is entered then the Judges drop down menu will be blank.

							We	elcome: jadams Attorn	eys 🚿	Logout	NNESSI	TNCOL	IRTS
Active Wo	k Search	Summary	Template	es and Forms	Claim Nun	nber: 2018000746	(Inbasket: At	torney Claims) 🖲	STATE COUP	ATS D	<u>*)</u>		.90V
þ Continue Cla	m 🛛 🔯 Check Duplic	ates 🛛 🔯 Conv	enience Copy	🤗 Add Appointmen	t Order 🛛 🤗 Add I	Pre-Approval Order				🤣 Refresh Case	🚽 Save 🚦	🕻 Close 🕢 Help	🙀 Action 🗸
Properties	Claimant Activities	Activites	Documents	History/Comme	nts								
Claim Ty	oe: Judicial Hospitalizat	ion Claim			Claim Number:	2018000746		0	Claim Status:	New			0
* Distr	ct: 14			¥	* County:	: COFFEE		~	* Court Type:	GENERAL SESSIONS	;		¥
* Case Ty	e: Emergency Involun	tary Commitment		*									
Disposition/L Activity Da					Claim Date:	:							
Activity De													
Clai	mant Info												
L	ist: Adams				First	: John			BPRNumber:	33990			
'	ail: jadams@aoctest.co	m			Role	: Attorney							
Clie													
	ne: Steven		Mide	dle: J		* Last: Cross							
Clai										1			
Senter	ce:			Disposition:		¥	Judge:		*	OnLir	1e: 🔽		
Primary Offer	se: ACAP-001		0										
* Offer	se: ACAP-001	P + -	- 🕐	* Case Number: JH	98765	+ -	CoCounsel:			* Indige	nt: 🔽		
Compl	ex:			Sealed:			Motions:						
То	tal:												
Not	es												

Example of a Partial Judicial Hospitalization Fee Claim

Claimant must complete the first four fields in the following order and selections must be made from the drop-down menu options for ACAP to work properly.

Field Name	Description								
District	(First) - enter a two digit numeric character (e.g. 01, 02, 10, 13) then select it from								
	the drop-down menu or click on the down arrow then select from the menu. Use the buttons at the bottom of the menu to select next, previous, first or last page to see the other menu options.								
	▶ Next Page ◀ Previous Page Ħ First Page Ħ Last Page Refresh								
County	(Second) - enter the county or part of the name then select county from the drop-								
	down menu or select down arrow then select from the menu.								
Court (Third) - Enter the court or part of the court name then select the court fr									
	drop-down menu or select down arrow then select the court from the menu.								
Case Type (Fourth) - enter the case type or part of the case type name then select the									
	from the drop-down menu or select down arrow then select case type from the								
	menu.								

Complete the following fields to save your partial claim. Closing your claim without saving will save a blank claim.

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

To save the information entered click on the Save button located in the right hand corner of the toolbar above the Properties tab. You can add your service and expense activities by selecting the Claimant Activities tab. Please refer to *Entering Claimant Activities* section of your manual. You can close your claim by selecting the Close button on toolbar to return to the Active Work tab to create another claim.

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 property 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	Enter the disposition date. You must enter this date in order for ACAP to display				
Date/Last Activity	the judges in the Judges drop-down menu. Last Activity date is used for other				
Date	clam types.				
Claim Date	ACAP will display 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 presiding 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:</i> The disposition date must be entered before you can see the judges in then 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. If you do not upload the order, the system will remove check mark.				
Seal	Click in the check box to insert checkmark if this claim is to be sealed. ACAP will prompt you to upload the seal order from the judge making the claim not for public record. If you do not upload the order the system will remove check mark.				
Motions	Click in the check box to insert checkmark if you have a separate motion for complex. ACAP will prompt you to upload the complex motion. If you do not upload the motion, the system will remove check mark.				
Co-Counsel	Click in the check box to insert checkmark if you are the co-counsel where the notice to seek the death penalty is withdrawn on a capital case. Co-counsel will be compensated non-capital rates for services rendered after the date the notice is withdrawn.				
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 being represented is indigent.				
Total	Total dollar amount of claim submitted to Judge or AOC.				
Notes:	(Optional) Can enter notes about the claim or note to judge/AOC.				

Dependency & Neglect Claim Properties Tab

An attorney or guardian ad litem will use this claim type for cases that involve Dependency & Neglect, Termination of Parental Rights, D & N Phase I/Phase II, and Intervening petitions.

Note: Rules governing attorney and guardian ad litem reimbursement claims in Dependency & Neglect / TPR (Termination of Parental Rights) proceedings are found under supreme court Rule 13, Sections 2 (D)(5) and Sections 4.

Dependency & Neglect case types will sometimes end up in court again after disposition and/or adjudication. Attorneys or guardian ad litems may need to file a second claim: Dependency & Neglect Phase II. ACAP provides a feature Continue Claim to facilitate filling that Phase II claim. Please refer to the section on Continue Claim.

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 claims status is 'New'. The status of 'New' indicates a new claim which has not been submitted either to the judge or the AOC for review; it is considered in your inbasket or active work tab.

ACAP will allow entry of a partial claim for those claimants who like to enter their activities as the case progresses up through disposition. The court demographic information is next and must be entered in a specific order. Then client's (defendant) name(s), birth dates, case numbers are to be entered and saved before you can start entering your activities. You will notice a red asterisk or red outline by those required fields.

The disposition date/last activity date and judge is not required until you are ready to submit your claim. If you want to enter the judge then the disposition date/ last activity date must be entered. If no date is entered then the Judges drop down menu will be blank.

1			-		-	-	-					
							e: jadams Atte		Logout	Sec. 4	TNC	DURTS
Active Work	Search Sun	nmary [Tem	plates and Forms	Claim Num	ber: 20180007	45 (Inbasket: Attor	nev Claims)	STATE COU	RTS Ö			.907
🍃 Continue Claim	🌛 Check Duplicates	Convenience	Copy 🛛 🥜 Add Appointment	Order 🥏 Add P	re-Approval Order				💝 Refresh Case 🛛 🔓	Save	🗙 Close 🔞	Help 🍓 Action 🗸
Properties Clain	nant Activities A	ctivites Docum	ents History/Commer	its								
Claim Type: De	pendency and Neglect	Clain		Claim Number:	2018000745		0	Claim Status:	New			0
* District: 23			v	* County:	DICKSON		*	* Court Type:	JUVENILE			*
* Case Type: Ph	ase 1		v									
Disposition/Last Activity Date:		•		Claim Date:								
Claimant	Info											
Last: Ad	lams			First:	John			BPRNumber:	33990			
Primary Email: jao	dams@aoctest.com			Role:	Attorney			* Represent:	Parent	~		
Client Info	0											
* First Name: Jor	nathan	+ -	Middle:	+ -	* Last: Clark	e + -	• * DOI	3: 11/06/2014	🖪 + - 😯	* Re	el: Child	× +
Kar	ren	+ -	М	+ -	Cook	e + -	•	01/01/1900	- + -		Mother	~ +
Claim Info)											
Sentence:			Disposition:		~	Judge:		`	OnLine:	J		
Primary Offense: AC	CAP-001		2									
* Offense: AC	CAP-001	<i>P</i> + −	Case Number: JV 7	8965	+ -	CoCounsel:			* Indigent:	1		
Complex:			Ø Sealed:			Motions:						
Total:												
Notes -												

Example of a Partial Dependency & Neglect Fee Claim

Claimant must complete the first four fields in the following order and selections must be made from the drop-down menu options for ACAP to work properly.

Field Name	Description						
District	(First) - enter a two digit numeric character (e.g. 01, 02, 10, 13) then select it from the drop-down menu or click on the down arrow then select from the menu. Use the buttons at the bottom of the menu to select next, previous, first or last page to see the other menu options.						
	► Next Page ◀ Previous Page ◀ First Page ➡ Last Page Refresh						
County	(Second) - enter the county or part of the name then select county from the drop- down menu or select down arrow then select from the menu.						
Court	(Third) - Enter the court or part of the court name then select the court from the drop-down menu or select down arrow then select the court from the menu.						
Case Type	(Fourth) - enter the case type or part of the case type name then select the type from the drop-down menu or select down arrow then select case type from the menu.						

Complete the following fields to save your partial claim. Closing your claim without saving will save a blank claim.

Field Name	Description
Client Info -	Enter the children's first, middle (optional) and last names. Children's names are
Name	entered first since case files are entered by child's name in court. For entry of
	multiple children/parent names select the plus sign (+). Select the minus sign (-) to
	remove entries.
Client Info –	Enter the children's date of birth (DOB) using this format MM/DD/YYYY. Enter this
DOB	DOB for parents (01/01/1900). ACAP requires birthdates to be entered.
Client Info -	Select the relationship of the client from drop down menu options.
Relationship	
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 last name.
First	The system pre-loads claimant first name.
BPR	The system pre-loads claimant's Board of Professional Responsibility number.
Email	The system pre-loads claimant email.
Role	The system pre-loads claimant's role.
Represent	Enter type of representation you are providing for this client: Parents Attorney,
	Guardian Ad Litem or Attorney Ad Litem (Rule 40).

To save the information entered click on the Save button located in the right hand corner of the toolbar above the Properties tab. You can add your service and expense activities by selecting the Claimant Activities tab. Please refer to *Entering Claimant Activities* section of your manual. You can close your claim by selecting the Close button on toolbar to return to the Active Work tab to create another claim.

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 property 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	Enter the disposition date/last activity date. You must enter this date in order					
Date/Last Activity	for ACAP to display the judges in the Judges drop-down menu. Last Activity date					
Date	is used for other clam types.					
Claim Date	ACAP will display 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 presiding 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:</i> The disposition date must be entered before you can see the judges in then 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. If you do not upload the order, the system will remove check mark.					
Seal	Click in the check box to insert checkmark if this claim is to be sealed. ACAP will prompt you to upload the seal order from the judge making the claim not for public record. If you do not upload the order the system will remove check mark.					
Motions	Click in the check box to insert checkmark if you have a separate motion for complex. ACAP will prompt you to upload the complex motion. If you do not upload the motion, the system will remove check mark.					
Co-Counsel	Click in the check box to insert checkmark if you are the co-counsel where the notice to seek the death penalty is withdrawn on a capital case. Co-counsel will be compensated non-capital rates for services rendered after the date the notice is withdrawn.					
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 being represented is indigent.					
Total	Total dollar amount of claim submitted to Judge or AOC.					
Notes:	(Optional) Can enter notes about the claim or note to judge/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, 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 claims status is 'New'. The status of 'New' indicates a new claim which has not been submitted either to the judge or the AOC for review; it is considered in your inbasket or active work tab.

ACAP will allow entry of a partial claim for those claimants who like to enter their activities as the case progresses up through disposition. The court demographic information is next and must be entered in a specific order. Then client's (defendant) name, TCA offenses and case numbers are to be entered and saved before you can start entering your activities. You will notice a red asterisk or red outline by those required fields.

The disposition date and judge (Parole Board Chairman) is not required until you are ready to submit your claim. If you want to enter the judge then the disposition date must be entered. If no date is entered then the Judges drop down menu will be blank.

		Welcome: jadams	Attorneys 🗸 🗸 Logout	
Active Work Search Summary Templates	and Forms Claim Number: 201	18000747 (Inbasket: Attorney Claim	5) 🗷 STATE COURTS	ser .gov
👍 Continue Claim 🔯 Check Duplicates 🌄 Convenience Copy 🤗	Add Appointment Order 🛛 🤗 Add Pre-Approval	Order	ar Refres	h Case 🛃 Save 🗶 Close 🔞 Help 🎨 Action 🗸
Properties Claimant Activities Activites Documents H	listory/Comments			
Claim Type: Parole Revocation Claim	Claim Number: 2018000747		2 Claim Status: New	0
* District: 04	* County: GRAINGER		Court Type: Parole Boar	rd 💌
* Case Type: Revocation Hearing	~			
Disposition/Last Activity Date: 12/11/2017	Claim Date:			
Claimant Info				
Last: Adams	First: John		BPRNumber: 33990	
Primary Email: jadams@aoctest.com	Role: Attorney			
Client Info First Name: Gary Middle:		Last: Young		
Claim Info		Last Toung		
Sentence:	Disposition:	Judge: Parole Board Chairman	× ×	OnLine:
Primary Offense: 39-13-102				
* Offense: 39-13-102 P + - @ * 0	Case Number: 456788 + -	- CoCounsel:		* Indigent: 🗸
Complex:	Sealed:	Motions:		
Conviction Offense:				
Total:				
Notes				

Claimant must complete the first four fields in the following order and selections must be made from the drop-down menu options for ACAP to work properly.

Field Name	Description							
District	(First) - enter a two digit numeric character (e.g. 01, 02, 10, 13) then select it from							
	the drop-down menu or click on the down arrow then select from the menu. Use the							
	buttons at the bottom of the menu to select next, previous, first or last page to see							
	the other menu options.							
	▶ Next Page ◀ Previous Page Ħ First Page Ħ Last Page Refresh							
County	(Second) - enter the county or part of the name then select county from the drop-							
	down menu or select down arrow then select from the menu.							
Court	(Third) - For this claim type use Parole Board for court. Enter the court or part of the							
	court name then select the court from the drop-down menu or select down arrow							
	then select the court from the menu.							
Case Type	(Fourth) - enter the case type or part of the case type name then select the type							
	from the drop-down menu or select down arrow then select case type from the							
	menu.							

Complete the following fields to save your partial claim. Closing your claim without saving will save a blank claim.

Field Name	Description
Client Info	Enter clients/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
(Were criminal	with a list of offense codes. Click on column headers to sort data in ascending order.
charges brought	Click header again and it will display data for column in descending order. Select the
against client?)	appropriate TCA code. If no charges were brought against the client then enter ('no
	offense' as key description then select: 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 last name.
First	The system pre-loads claimant first name.
BPR	The system pre-loads claimant's Board of Professional Responsibility number.
Email	The system pre-loads claimant email.
Role	The system pre-loads claimant's role.

To save the information entered click on the Save button located in the right hand corner of the toolbar above the Properties tab. You can add your service and expense activities by selecting the Claimant Activities tab. Please refer to *Entering Claimant Activities* section of your manual. You can close your claim by selecting the Close button on toolbar to return to the Active Work tab to create another claim.

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 property 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	Enter the disposition date. You must enter this date in order for ACAP to display
Date/Last Activity	the judges in the Judges drop-down menu. Last Activity date is used for other
Date	clam types.
Claim Date	ACAP will display the date the claim is submitted to the Judge or AOC.
Sentence (Hearing	Here you will enter one of the following: Probable Cause, No Probable Cause,
Determination)	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. <i>Note: 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 <i>Submitting the Claim: Print for Judicial Review</i> section.
Complex	Click in the check box to insert checkmark if this claim is complex. ACAP will prompt you to upload the complex order. If you do not upload the order, the system will remove check mark.
Seal	Click in the check box to insert checkmark if this claim is to be sealed. ACAP will prompt you to upload the seal order from the judge making the claim not for public record. If you do not upload the order the system will remove check mark.
Motions	Click in the check box to insert checkmark if you have a separate motion for complex. ACAP will prompt you to upload the complex motion. If you do not upload the motion, the system will remove check mark.
Co-Counsel	Click in the check box to insert checkmark if you are the co-counsel where the notice to seek the death penalty is withdrawn on a capital case. Co-counsel will be compensated non-capital rates for services rendered after the date the notice is withdrawn.
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 being represented is indigent.
Total	Total dollar amount of claim submitted to Judge or AOC.
Notes:	(Optional) Can enter notes about the claim or note to judge/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 Rule 42, Rules of the Tennessee Supreme Court.

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 claims status is 'New'. The status of 'New' indicates a new claim which has not been submitted either to the judge or the AOC for review; it is considered in your inbasket or active work tab.

ACAP will allow entry of a partial claim for those claimants who like to start their claim and finish it later. The court demographic information is next and must be entered in a specific order. Then client's (defendant) name, TCA offenses and case numbers are to be entered and saved before you can start entering your activities. You will notice a red asterisk or red outline by those required fields.

The disposition date/last activity date and judge is not required until you are ready to submit your claim. If you want to enter the judge then the disposition date/last activity date must be entered. This date will be the date service was provided. If no date is entered then the Judges drop down menu will be blank.

Active Work Search Summary	Templates and Forms Cl	laim Number: 2018000821 (I	nbasket: Interpreter Claim	s) 🛎 te courts		
👍 Continue Claim 🌄 Check Duplicates 🌄 Conv	venience Copy 🛛 🥟 Add Appointment Orde	er		🤣 R	efresh Case 🛛 🛃 Save	💢 Close 😧 Help 🏭 Action 🗸
Properties Claimant Activities Activites	Documents History/Comments					
Claim Type: Interpreter Claim	C	Claim Number: 2018000821		Claim Status: New		
* District: 06	v	* County: KNOX	*	* Court Type: GENER	RAL SESSIONS	~
* Case Type: Registered	*					
Disposition/Last a Activity Date:		Claim Date:				
Claimant Info						
Last: Hidalgo		First: Charles		BPRNumber:		
Primary Email: rhidalgo@aoctest.com		Role: Interpreter				
Language: Spanish 🗸		Certification: Registered 👻				
Client Info						
* First Name: Pedro	Middle:	* Last: Velaquez				
Claim Info						
Sentence:	Disposition:	¥	Judge:	*	OnLine: 🔽	
Primary Offense: 39-13-102						
* Offense: 39-13-102 🔑 + -	- * Case Number: GS 98789	+ -	CoCounsel:		* Indigent: 🔽	
Complex:	Sealed:		Motions:			
Total:						
v Notes						

Example of a Partial Interpreter Claim

Claimant must complete the first four fields in the following order and selections must be made from the drop-down menu options for ACAP to work properly.

Field Name	Description				
District	 (First) - enter a two digit numeric character (e.g. 01, 02, 10, 13) then select it from the drop-down menu or click on the down arrow then select from the menu. Use the buttons at the bottom of the menu to select next, previous, first or last page to see the other menu options. ▶ Next Page ◄ Previous Page ♣ First Page ♣ Last Page Refresh 				
County	(Second) - enter the county or part of the name then select county from the drop- down menu or select down arrow then select from the menu.				
Court	(Third) - Enter the court or part of the court name then select the court from the drop-down menu or select down arrow then select the court from the menu.				
Case Type	(Fourth) - enter the case type or part of the case type name then select the type from the drop-down menu or select down arrow then select case type from the menu. The case type will be your certification status: Non-Credential, Registered, or Certified.				

Complete the following four fields to save your partial claim. Closing your claim without saving will save a blank claim.

Field Name	Description
Client Info	Enter clients/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.

To save the information entered click on the Save button located in the right hand corner of the toolbar above the Properties tab.

Continue completing the Properties tab information.

Field Name	Description
Disposition	Enter the date you provided the service in the disposition date/last activity date
Date/Last Activity	field. You must enter this date in order for ACAP to display the judges in the
Date	Judges drop-down menu.
Claim Date	ACAP will display 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.

Field Name	Description
Judge	Select the presiding 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. Note: The disposition date/last
	activity field must have the date of service before you can see the judges in then
	drop-down menu.
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.
Notes:	(Optional) Can enter notes about the claim or note to judge/AOC.

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

Field Name	Description
Last	The system pre-loads claimant last name.
First	The system pre-loads claimant first name.
BPR	Not Applicable for interpreters.
Email	The system pre-loads claimant 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 right hand corner of the toolbar above the Properties tab. You can add your service and expense activities by selecting the Claimant Activities tab. Please refer to *Entering Claimant Activities* section of your manual. You can close your claim by selecting the Close button on toolbar to return to the Active Work tab to create another claim.

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

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Active Work Search Su	mmary Templates and Form	Claim Number: 20180	00744 (Inbasket: Attorn	i <mark>ey Claims)</mark> ^B state courts	10 K)))	.gov
👍 Continue Claim 🛛 🌄 Check Duplicates	🛛 🗔 Convenience Copy 🛛 🔗 Add Appointm	ent Order 🛛 🤗 Add Pre-Approval Order		🛛 🥏 Refre	sh Case 🛃 Save 📄	🔀 Close 🔞 Help 🍓 Action 🗸
Properties Claimant Activities	Activites					
Add Deleté Upload Receipt	Claimant Activ	vities Buttons				
Service Date	Expense Type	Expense Description	Quantity	Unit Cost	Total	Cost
10/17/2017 ×	2				0	
K						

Add an expense or hourly activities entry by mouse clicking below the Service Date title. 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. ACAP will open the calendar. On the calendar select the \triangleleft previous, \blacktriangleright next buttons to change months. Use

the $\mathbf{\nabla}$ (down arrow) by the year to change month and years.

Tab or mouse click to the Expense Type field. ACAP places both hourly activities and expenses in one menu. ACAP will display several 'Out-Of-Court' expense types to choose from the menu. This is new feature and necessary for claimants to enter multiple activities on the same date. Select the appropriate option from the menu then tab or mouse click to the Expense Description. The Expense Description is where you will enter the service activity or expense description for the expense type selected. Please follow the established billing guidelines for your service activity. ACAP will allow multiple lines of data to be entered in one text box, by selecting the enter key at the end of your sentence, it will take you to the next line so you can continue your entry. Once finished either tab or mouse click to the Quantity field to enter the hours quantity

Expense Type	
Out of Court Hours - Research & Revi ×	×
In Court	
In-House Copies	-
Lodging/meals	
Mileage	
Miscellaneous Expense	
Out of Court	
Out of Court Hours - Correspondence	
Out of Court Hours - Court Wait Time	
Out of Court Hours -	
Interviews/Meetings	
Out of Court Hours - Jail Visits	
Out of Court Hours - Motions, Orders,	
_ Briefs	~
Out of Court Hours - Other	

(calculations in tenths) or expense quantity (e.g. 130 for miles on mileage expense). ACAP will display the rate when applicable and calculate the total.

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 will require you to enter the unit cost, for example: Parking. For these types of expenses ACAP will populate the quantity of 1 and you enter unit cost. The description can describe if there were multiples (e.g. 2 parking receipts @ \$8.00, then unit cost would be \$16.00). Lastly, for most expenses you are required to have receipts. Click the 'Add Receipt' button to upload your receipts.

	Example of Expenses:						
				Subtotal: \$	130.20		
Expense Type	Expense Description	Quantity	Unit Cost	Total Cost			
				Subtotal: \$122.20, Maximum Compensation	n: \$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	n: \$0.00		
Parking	Parking	1	8	8			

Example of Exponence:

The hourly activities and expenses sections will display separate subtotals. ACAP will display the maximum compensations per Rule 13 for this claim type with or without complex. The claim total amount for reimbursement will display in the bottom right hand side of the screen. Please refer to <u>Rule 13: Appointment, Qualifications,</u> <u>and Compensation of Counsel for Indigent Defense</u> regarding indigency representation and payment.

Hours	ubtotal: \$185.00, Max Compensation: \$1,000.00
Service Date	Total Cost
∃ Attorney In Court	Subtotal: \$25.00
11/30/2017	25
∃ Attorney Out of Court	Subtotal: \$160.00
10/17/2017	60
11/13/2017	100
Hours Adjustment	Subtotal: \$0.00
	0
Expenses	Subtotal: \$130.20
Service Date	Total Cost
3 Mileage Su	btotal: \$122.20, Maximum Compensation: \$0.00
11/13/2017	61.1
11/30/2017	61.1
3 Parking	Subtotal: \$8.00, Maximum Compensation: \$0.00
11/30/2017	8
<	>
Claim Total	\$315.

Active Work Search Summary	Templates and Forms Claim Numb	er: 2018000744 (Inbasket: Attorney Claims)	ix.	TENNESSEE STATI		
🖗 Continue Claim 🛛 🗔 Check Duplicates 🛛 🗔 Con	wenience Copy 🔗 Add Appointment Order 🔗 Add Pre-	Approval Order			🖑 Refresh Case 🛛 🚽 Save 🛛 🗙 Close 🛛 🔞	Help 🛛 🎧 Action
Properties Claimant Activities Activities	Documents History/Comments					
Add Delete Upload Receipt						
ervice Date	Expense Type	Expense Description	Quantity	Unit Cost	Total Cost	
					0	
lours					Subtotal: \$185.00, Max Compensal	tion: \$1 000 00
Service Date	Expense Type	Expense Description	Quantity	Unit Cost	Total Cost	
	substant the	soperties esseription	quantity	STILL GOOD		
Attorney In Court 11/30/2017	In Court	Court hearing	0.5	50	25	ubtotal: \$25.00
Attorney Out of Court	an coort	Court Healing	0.5	20		btotal; \$160.00
10/17/2017	Out of Court Hours - Research & Review	Researched drug cases on westlaw (1 hr);	1.5	40	60 SU	DEOESI: \$100.00
11/13/2017	Out of Court Hours - Interviews/Meetings	review file with client (0.5) interviewed client about ples (1.2) hrs; interviewed offic.	25	40	100	
-	out of court hours "site heiligt icentigs	inconcerce ciche about pres (212) ma, inconcerce cinc.		10		Subtotal: \$0.00
Hours Adjustment	Hours Adjustment				0	Subtotal: \$0.00
1	nous rejustitent				5	
xpenses					Sul	btotal: \$130.20
Service Date	Expense Type	Expense Description	Quantity	Unit Cost	Total Cost	
Mileage					Subtotal: \$122.20, Maximum Comp	ensation: \$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	
					Subtotal: \$8.00, Maximum Comp	ensation: \$0.00
Parking						

Upload Receipt and/or Add Appointment Order

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

Service Date			Expense T	ype		Expense Descrip					
Add Delete Uple	pad Receipt	-			•						
Properties Cla	imant Activitie	Activites	Documents	History/Comme							
🔓 Continue Claim 🔯 Check Duplicates 🔯 Convenience Copy 🥜 Add Appointment Order 🛛 🔗 Add Pre-Approval Order											
Active Work	Search	Summary	Template	es and Forms	Claim Number:	2018000744					

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 onto ACAP.

Document Definition	N N
Document content:*	RECEIPTS.pdf
Save in:	/IBM Case Manager/Solution Deployments/AOC Claims and Paymen
🗸 Check In as major	version
Document class:	Receipt
Document Title:*	parking receipt
Claimant Login:	jadams
Claim #:	2018000744
Claim Type:	Attorney Fee Claim - Non-Capital
Giann Typor	

Check In as major version Document class: Appointment Order Properties	nent v
Save in: //IBM Case Manager/Solution Deployments/AOC Claims and Paym Check in as major version Document class: Appointment Order Properties	hent
Check In as major version Document class: Appointment Order Properties	
Document class: Appointment Order	~
Properties	~
Document Title:* Appt Order	
	×
Assigned Judge:	
Client First Name: Bruno	
Client Middle Name:	
Client Last Name: Cassidy	1

Delete Claimant Activity Record

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

Active Wo	rk Search S	ummary Template	es and Forms	Claim Number: 201800074	4 (Inbasket: Attorney	Claims)	((())	.gov
🖟 Continue Cla	sim 🌄 Check Duplicat	es 🛛 🗔 Convenience Copy 🗍	🔗 Add Appointmer	nt Order 🔗 Add Pre-Approval Order		🤠 Refres	h Case 🛃 Save 🔀 Close (🕜 Help 🍓 Action
Properties	Claimant Activities	Activites Documents	History/Comme	ents				
Add Delete	Upload Receipt							
Service Date	~	Expense Type		Expense Description	Quantity	Unit Cost	Total Cost	
							0	
∃ Attorney Ou	t of Court							Subtotal: \$200.00
10/17/2017		Out of Court Hours - I	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 - I	nterviews/Meetings	interviewed client about plea (1.2) hrs; in.	. 2.5	40	100	
12/4/2017		Out of Court Hours - I	lotions, Orders, Bri.	Test	1	40	40	

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.

Also, ACAP will provide several validations up front so claimant can correct the claim prior to submission. The system may request a reason when claimant submits the claim without making some corrections. On the toolbar far right select the Action button the select one of following three actions listed below. Refer to <u>Appendix I Understanding Claim Statuses</u> should you see different status after submission.

Submit for Judicial Review (Online Judge)

- If claim is less than \$200 for online then claim will route to the AOC for Review.
- If claim is **greater than \$200** then claim will route electronically to the judge for review. He will be notified by email that there are pending claims awaiting judge approval.

Print for Judicial Review (Offline Judge)

- If claim is <u>less than \$200</u> then you will do the following. After selecting this option the system returns you to the Active Work tab. Click the Refresh button at least two times. This will retrieve any new claims that you will need to complete.
 - 1. The claim you just submitted 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 \$200 then you will not have to take it to the judge for review and signature.
- If claim is **greater than \$200** then you will do the following. After selecting this option the system returns you to the Active Work tab. Click the Refresh button at least two times. This will retrieve any new claims that you will need to complete.
 - 1. The claim you just submitted 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).

Properties Claimant Activities	Activites Documents History/Comments
*	💝 Refresh Documents
₩ E	Document Title
🖃 🖴 Home	2018000792
😠 🖿 Orders	
🕣 🖿 Pre Approval Orders	
🗄 🖿 Receipts	

- 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.
- 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. Claimant has signed claim, and it is scanned and saved on claimants desktop.
- 7. Claimant will log back into ACAP. Locate claim in your active work tab. Claim will have status: Awaiting Judges Signature.
- 8. Open the claim and select the Documents tab. Click on the Home folder. System will display PDF with claim ID.
- 9. Claimant will mouse right click on the PDF document and select the menu option of 'check in'. System will display the Check In Content screen.
- 10. Claimant will select the browse button to browse his/her computer for signed copy of PDF claim to upload. Select the signed PDF and select open or

Check In Content	×
Select a file to check in	Browse
	Check In

double click the pdf file will place PDF file in field. Lastly, select the 'Check In' button.

11. Claimant will 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

 Claimant selects this action; the system will prompt you for a reason for removing the claim. Select OK to continue the process. Click Cancel to cancel the removal process. Clicking OK will remove claim from claimant's active work tab (similar to doing a delete claim). If claimant later decides he/she wants to bring back removed claim then refer to the Reactivate Claim section.

Reactivate Claim

Select the Search Claim tab. Search for claims with a Removed status. Use the filter panel on left side to filter claim by different criteria (e.g. Claim status is equal to and enter 'removed') or see all claims by selecting the Apply button.

Locate claim in the result list on the right side of the screen. Double click to open claim. Select the Reactivate button just above the properties tab. The system populates the Status message: Reactivate claim request has been submitted. Click the OK button. Select the Close button to close claim.

Status	×
Reactivate claim request has been s	ubmitted
ОК	

You cannot process claims in Search mode. Select the Active Work tab and

select the Return Claims tab. This is where you will find the reactivated claim and you can continue to process the claim from here.

Continue Claim

Attorneys filling Dependency & Neglect claims as well as those attorneys filing Capital claims on the same case/defendant may use the Continue Claim feature. The first claim filed must have a status of 'Paid' before you can use this feature.

Log into ACAP then select the Search tab. Next using the Query panel locate your phase I or previous claim submitted. Select record by clicking the checkbox by the record to insert checkmark then double click record. This will open this record.

Active Work Search Templa	ates a	nd I	Forms			Welcome: L	GONZALEZ	Assignees ssee sta		Logout	THE TENNESS IN THE		COU	RTS
Query	~~	G	Export											?
Search Template:			Claim #	Claim Type	Case Type	Claim Date	Claim Sta	Assigned	Case Nu	Client La	Court Co	Court	Total Am	ID
My Claims 🗸			2018000524	Attorney Fee Claim - Capital	First Degree M	11/03/2017	Paid	jbeasley	12cr456	smith	SHELBY	CRIMINAL	440	{FD1FAA
			2018000647	Dependency and Neglect Claim	Termination of	11/16/2017	Paid	jayers	2017989	Lane	MONTGO	CIRCUIT	145	{7419F1
Claim # is equal to:			2018000741	Attorney Fee Claim - Capital	First Degree M	12/01/2017	Paid	coaeastern	5464891	Smith	KNOX	COURT O	80	{B2A8CF
	<u>ک</u> د	V	2018000957	Dependency and Neglect Claim	Phase 1	12/28/2017	Paid	mmeise	0560	Hughes	DICKSON	JUVENILE	147.05	{7BFCA4
Client Last Name to equal to:														
Case Numbers contains:		1												
Claim Type contains:														
Claim Status is equal to:														
paid														
Claimant Login is equal to:														
Last Name is equal to:	~													
× Reset														
Q Search			Page 1 o	f1 🕨 🕅 🥙							Displayir	g 20 ∨ if	tems per pa	ge of total 4

With the previous claim opened, select the Continue Claim button. This will create a new claim with the properties tab already preloaded with the information from your previous claim. Select the Add button found on the tool bar to the right.

File Edit View Favorites To	ols Help						
· · · · · · · · · · · · · · · · · · ·	ļ			Welcome: LGONZALEZ	-	Logout	TNCOURTS
Active Work Search	Templates and Forms	Claim Number: 201800	0957 🛞	TENNESSE	EE STATE COUR	тs 5(- К)) б	.907
🎲 Reactivate Claim 🖕 Continue C	laim 🗔 Convenience Copy 🔗	Attach Local Document				ar Refresh Case	🗙 Close 🕢 Help 🎡 Action 🗸
Properties Expenses Docur	ments History/Comments						
Claim Type: Dependency and N	eglect Clain	Claim Number:	2018000957		Claim Status: F	Paid	
District: 2		County:	DICKSON		Court Type:]	UVENILE	
Case Type Phase 1							
Disposition/fast Activity pate: 08/25/2017		Claim Date:	12/28/2017				

Example	e of new claim	pre-loaded w	ith information:	New Claim Tab	
Active Work	Search Templates a	nd Forms Claim Nun	ber: 2018000957 🔋 New Case	Exome: LGONZALEZ Assignees V Logou TENNESSEE STATE COURTS	(r)
Properties					🕂 Add 🗙 Cancel 🕢 Help 🎡 Action 🗸
Claim Type:	Dependency and Neglect Clain		Claim Status: New	0	
District:	23	~	County: DICKSON	 Court Type: JUVENILE 	~
* Case Type:	Phase 1	*			
* : — (a) Claima BPRNumber:			Last Name: Perez	First Name: Mario	
	Mperez@aoctest.com				
Client First: Disposition/Last Activity Date: Primary Offense:	Devin + -	Client Middle:	+ - Client Last: Hughes Disposition: -	+ - Assigned Judge: Michael Meise	×
Offense: Complexe	ACAP-001 NO OFFENSE RE P + -	Case Numbers: 0560 Sealed:	★ -	Guardian Ad Litem;	

After you have selected the Add button then select the Close button. Remember you are in the Search tab and you will not be able to modify or work the claim from there.

Select the Active Work tab and your new claim will be listed there. Open your claim and verify the information on the Properties tab. You will need to modify the Disposition/Last Activity date and any information that was pre-loaded and is different for this claim. Then select the save button. Continue by selecting the Claimant Activities tab to enter your activities and expenses. Complete your claim as usual.

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 judges review, the claimant can view the quantity and/or hours adjustments made by the judge (e.g. reducing hourly total to cap amount for claim type). After AOC review you can view quantity and/or hours adjustments made by the AOC. Please refer to the History/Comments tab for details on changes.

+ ACAP	×										
File Edit View	w Favorites Tools	Help									
							Welcome: jadams	ttornevs	Logout		COURT
Activo Mor	k Search Sun	Topp	atoc and Ec	Claim Nu	mbor 2019000				RTS A	A SEL	
						744 (IIIDasketi)	Actorney Claims			1214	J
W .	n 🎲 Check Duplicates	1 -		ointment Order 🔗 Ad	d Pre-Approval Order				🥙 Refresh Case 📋	🚽 Save 💢 Close	🔞 Help 🍓 A
Properties 0	laimant Activities A	ctivites Documen		laimant			Idge			AOC	
Hours						Ju	luge			AUC	
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 Co
∃ Attorney In Co	ourt										
11/30/2017	In Court	Court hearing	0.5	50	25	0.5	50	25	0.5	50	25
∃ Attorney Out o	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	1.5	40	60	1.5	40	60	1.5	40	60
		review file with client									
Hours Adjustn											
	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 Co
∃ 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											
	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 Add Receipt button.

Active Work	Search	Summary	Templates and Forms	Claim Number: 2	2018000744
þ Continue Claim	🇔 Check Dup	licates 🎲 Conv	enience Copy 🥜 Add Appointment	Order 🔗 Add Pre-Appro	oval Order
Properties Clai	mant Activitie	s Activites	Documents History/Commer	its	
	~	🗧 ಿ Refresh D	ocuments		
E E		Doc	cument Title		Client Last
🛓 📟 Home		Apr	ot Order		Cassidy
🗄 🗎 Order	_	7			
🔒 🖮 Pre Approva	l Orders				
🔒 🖮 Receipts					

Active Work	Search	Summary	Templates and Forms	Claim Numb		
🖕 Continue Claim 🌄 Check Duplicates 🌄 Convenience Copy 🥜 Add Appointment Order 🛛 🤗 Add I						
Properties Claimant Activities Activites Documents History/Comments						
« 🤣 Refresh Documents						
E E		Doe	iment Title			
🖃 📟 Home		≻ par	Parking receipt			
🗉 🖿 Orders		1				
🕀 🖮 Pre Approval	Orders					
💮 🖮 Receipts 🔍	←					

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.

	~
E: E	
🗄 🖿 Home	

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 Opt	ions		Document Properties		
Properties Claimant Activities	Activites	Documents Histor			
*	ಿ Refresh Doe	cuments			
₩. E	Docu	ument Title		Title: parking recei	pt X
Home	Ľ	Check in			🥏 Refresh Properties 🗙 Close
H Pre Approval Orders	0	Check out		Properties	
🗄 🚞 Receipts	0	Cancel check out		Title:	parking receipt
	1	/iew		Claim #:	2018000744
	0	Download		Claim type:	Attorney Fee Claim - Non-Capi
	F	Properties		Client Last	Cassidy
	l	Jnfile			

Selecting 'Download' will enable claimant to download the PDF document. The system will prompt you if you want to open, save or cancel the process of downloading. Make a selection.

Selecting 'Unfile' will remove the PDF document from the claim. The menu options 'Check out', 'Check in' and 'Cancel check out' will be discussed in the manual section Submitting Claim for an Offline Judge.

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. The system will prompt you to open, save or cancel PDF copy. Select open. Once the PDF copy is opened you can print by selecting File then Print. This document will be a copy of what you submitted to the AOC or judge and does not reflect what may be paid.

Active Work Search	Summary Templates and Forms Claim Number: 20	18000744
👍 Continue Claim 🛛 🗔 Check Duplica	ites 🗔 Convenience Copy 🤌 Add Appointment Order 🛛 🤌 Add Pre-Approva	l Order
Properties Claimant Activities	Activites Documents History/Comments	
«	🤣 Refresh Documents	
E	Document Title	Client Last
🗄 🖿 Home	Appt Order	Cassidy
🗄 🚞 Orders		
Pre Annroval Orders		

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.

Active Work	Sea	arch	Summary	Templates	and Forms	Claim Numbe	er: 2018000792 (Inbasket: Attorney Claims) 🤌
🖕 Continue Claim 📴 Check Duplicates 📴 Convenience Copy 🥜 Add Appointment Order 🛛 🥜 Add Pre-Approval Order							
Properties Claimant Activities Activites Documents History/Comments							
Filters « + Add Comment & Refresh Comments							
Record Type	~			Creator	Action	Туре	Comment
User Name	¥	9	12/08/2017 11: Comment: Workfl	jadams ow action executed s	Print for Judicial		Workflow action executed successfully
Action	~	÷	12/08/2017 11:		Case updated		Properties modified - ACAP_ClaimDate=12/08/2017 11:38:23 AM;
Comment Text		Ð	12/08/2017 11:	jadams	Case updated		Properties modified - ACAP_DateofDisposition=12/07/2017 12:00:
C		۰	12/08/2017 11:	jadams	Case updated		Properties modified - LastModifier=jadams; CmAcmCaseState=2;
Comment Type	*	Ξ	12/08/2017 11:	jadams	Case created		Case ACAP_Claims_000001540002 successfully created
			Comment: Case A	CAP_Claims_000001	540002 successfully	created	

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.

	X
Comment	Adding a comment for the manual.
	OK Cancel

- 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 $\leftarrow \parallel \rightarrow$ then click and drag to the right.

Adding Comments

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

Active Work	Sea	rch	Summary	Templa	ates and Forms	Claim Number	
þ Continue Claim 🗔 Check Duplicates 🗔 Convenience Copy 🤌 Add Appointment Order 🛛 🤌 Add Pre-Ap							
Properties Claimant Activities Activites Documents History/Comments							
Filters « + Add Comment 🤤 Refresh Comments							
Record Type	~		7	Creator	Action	Туре	
Lisor Name	×	- 1	2/08/2017 1:	jadams	Print for Judicial		

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.

Note: The ACAP system does not send out emails when comment is entered.

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	Condition 1: If claim is greater than \$200 then claim will route to online judge for review.
	Condition 2: If claim is less than \$200 for online judge then claim will route to auditor.
Print for Judicial Review	Condition 1: If claim is greater than \$200 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 Judges Signature. Claimant will have to print the PDF to have the offline judge review and approve. Refer to the Awaiting Judges Signature. (Interpreters please refer to your Offline process).
	Condition 2: If claim is less than \$200 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 Judges 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 \$200.
Awaiting Judges Signature (greater than \$200)	 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. 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.
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 approved it will route to Auditor.

Status/Actions	Description
Submit for Judicial Review -	The ACAP system will notify judge by email he has a pending claim which is
Overdue	waiting review that is overdue.
	• The AOC will research to see if judge is on medical leave, is using a
	different email therefore not receiving his notifications, etc.
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 claimant reactivates a removed claim.
	ACAP system provides a way for claimant to reactivate a removed claim. Search
	for claim with remove status. Open claim and select the Reactivate button on
	toolbar. Go to your Active Work tab then select the Return Claims tab to
	complete the reopened claim.
Deny Claim	ACAP will displays this status when:
	 AOC may deny a claim based on the 180 day rule per Rule 13.
	 Judge denies claim based on the 180 day rule per Rule 13.
	 Judge may deny the claim for other reasons.
	Check the History/Comments tab for denial reason.
Approved by GC	Claim which has a complex order approved by General Counsel.
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 see whether it is a duplicate or not.
	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.
Overclaim	The ACAP system will warn the claimant that he/she has exceeded the number
	of hours worked in a day. It is up to the claimant to correct entry or leave it as is.
	Claimant can enter a comment as to why he/she may have exceeded the hours
	in a day. When the claim is submitted and correction not made then the claim
	status is Overclaim. The AOC auditor will research and resolve issue with
	claimant.
	Online judges may see this status on claims pending their review and approval.
	Review claim as usual. The overclaim issue will be researched and resolved by
	AOC auditor.
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 3 to 4 days.
Late Claim	A claim must be submitted before or on the 180 day limit per Rule 13.

Appendix II Calculations in Tenths

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

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

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	21
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	21	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	21	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]	

Appendix II Counties and Judicial Districts