

## **New Jersey Office of the Public Defender Important Notice Regarding Billing for Expert Services**

Effective Monday, October 3<sup>rd</sup>, the New Jersey Office of the Public Defender (OPD) will require all Experts to generate their billing through our new automated Expert Timekeeping System, or E.T.S.

The Expert Timekeeping System provides a structured billing platform in which you will be required to enter your time and/or services for each OPD case that has been assigned to you. Upon completion of your services, you will then generate a State of New Jersey Payment Voucher and Case Timesheet through the E.T.S. and submit that billing to the OPD office requesting your services for payment processing. Please refer to the attached "Experts Timekeeping System" user guide containing complete instructions for using E.T.S.

The OPD's Expert Timekeeping System is easily accessed on the internet by using the "MyNewJersey" portal on the State of New Jersey's website at: <http://nj.gov/> and then by clicking on the "Login" box located at the top-left of the page. If you already have a MyNewJersey account established, you will login as usual, and then by selecting the Expert Timekeeping System link at the bottom left of your MyNewJersey page. The OPD will provide you with a separate Login ID and Password for the E.T.S. If you do not currently have a MyNewJersey Login ID and Password, you will be required to register before using your E.T.S. Login and Password for the Expert Timekeeping System. Attached, for your reference is a step by step guide called "Experts Setup" to assist in this process.

This new billing system will reduce the amount of administrative time that it would take you to bill the OPD. Each State of New Jersey Payment Voucher generated through our new E.T.S. billing system will be automatically prepopulated with vital billing information such as your Vendor Identification Number, your Remittance Name and Address, OPD Billing Office information, Client Name and Case Number, as well as the preapproved rates for your services and accompanying Case Timesheet. Use of the new Expert Timekeeping (billing) System will result in less keystrokes when billing and will assist in expediting the amount of time that it takes to process your payments.

Should you require assistance, please contact the OPD's MIS Help Desk at (609) 633-2141 or by way of e-mail at: [MIS.Helpdesk@opd.nj.gov](mailto:MIS.Helpdesk@opd.nj.gov)