

PATS Set-up

Proceed with these directions once you receive your authorization code.

1. Visit NJ.GOV and select Login where the red arrow is pointing.



2. Select Sign Up to become a myNewJersey member if you don't have an account (If you already have an account then please go to step 4)

A screenshot of the myNewJersey login and sign-up page. On the left side, under the heading "Log In to myNewJersey", there are two input fields: "Login ID:" and "Password:". Below each field is a link that says "Forgot your login ID?" and "Forgot your password?" respectively. At the bottom of this section is a blue "Log In" button and a link for "Need help?". On the right side, under the heading "Don't have a myNewJersey account?", there is a grey "Sign Up" button with a red arrow pointing to it from the right.

- Fill out your information. The page will look like the screenshot below.



Create Your myNewJersey Account

To use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are **required**).

You'll be able to change all of your entries later, except your login ID, using the "my account" link any time you're logged in to myNewJersey.

Login IDs can only contain letters, numbers, and these four characters: @ . - _

Login ID

Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Password

Retype your password

First name

Last name

If you forget your login ID or password in the future, the system will ask you the question you enter here. If the answer you give then matches the answer you enter now, the system will send your ID or a new password to the email address you provide below. Pick a question and answer you can remember, but only you would know.

Question you want us to ask

Your answer

Email address

Retype your email address

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

[Create Account](#)

- Once the account is created, please log in and select "auth code" in the right corner of the page to enter your authorization code.

The screenshot shows the top of the myNewJersey portal. On the left is the logo "myNewJersey powered by njoit". On the right, a navigation bar contains the text "Welcome Kyle" followed by links for "logout", "my_account", "auth_code" (highlighted with a red box), "layout", and "help". Below this is a "New Jersey Events" banner with a "Travel Guide" link and sub-links for "Locate Events", "Travel & Tourism Home", and "Add an Event". At the bottom left, there is an "OPRA Open Public Records Act" logo and text: "Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs", "Copyright (c) State of New Jersey, 1996-2017", and "This site is maintained by the New Jersey Office of Information Technology". At the bottom right, there are links for "Contact Us", "Privacy Notice", "Legal Statement", and "Accessibility Statement" along with an accessibility icon.

The screenshot shows a form titled "Enter Your myNewJersey Authorization Information". It contains a numbered list of instructions: 1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel"). 2. Click the "Finished" button. 3. Your code will be verified and your profile will be updated with your new role. 4. If the update is successful, the myNewJersey portal will end your current session and, after a few seconds, will return your browser to the login page. 5. Please log back in and verify that your myNewJersey desktop includes the content for your new role. Below the instructions is a text input field labeled "Enter your authorization code:". At the bottom are two blue buttons: "Finished" and "Cancel".

- Enter your personal authorization code you received by e-mail.

The screenshot shows an email message in a Microsoft Outlook window. The subject is "Authorization for OPD Pool Attorney - Message (Plain Text)". The email content is as follows: "Dear OPD MIS Helpdesk, Important OPD Pool Attorney Registration Information Your authorization code for the OPD Pool Attorney role is below. This code is personalized for you and need only be used one time to provide access to your OPD Pool Attorney information via the myNewJersey portal. After you enter it in step 8 below, you won't need to enter it again. Your authorization code is: **Personal Code** Please follow these instructions carefully. If you have already registered for the myNewJersey portal, go to <http://www.state.nj.us/> and follow the instructions starting at step 6. 1. Open an Internet browser, type <http://www.state.nj.us/> in the address box and press the Enter key. 2. You will see the New Jersey home page. You need to register here before you can access information that's personalized for you. 3. Click 'Register' near the upper left part of the page. 4. On the 'Create Your myNewJersey Account' page, enter the requested information. Be sure to include a challenge question and valid email address in case you forget your password. 5. Now that you've created your account, logout. Then click the 'Go to the New Jersey Homepage' link. The next step will verify that you know your ID and password. 6. Click 'Login' near the upper left part of the page, and enter your ID and password on the 'Log On to myNewJersey' page. 7. Once you're logged in, click the 'auth code' link to the right of the welcome message. 8. Copy this code JSQNCQ5BRQ2 and paste it into the box labeled 'Enter your authorization code', and click the 'Finished' button. 9. The system will log you out. 10. Log in to your account. Your OPD Pool Attorney information or links will be available on the 'myNewJersey' page."

6. Select Finished and login to the portal again. The PATS application will be on your left viewing panel.



Your myNewJersey Authorization Was Successful

- Your authorization code was processed and your profile has been updated.
- Your *myNewJersey* session has been ended.
- In a few seconds you'll be returned to the login page where you should log back in and verify your new content.



You've logged out

[Return to the myNewJersey Login Page](#)

[Go to the New Jersey Home Page](#)



Welcome OPD: [Log](#)

NJLPS Applications

[OPD Pool Attorney Case Management System](#)

New Jersey Events

[Travel Guide](#)

[Locate Events](#) | [Travel & Tourism Home](#) | [Add an E](#)



The State of New Jersey • Office of the Public Defender
***P*ool *A*ttorney *T*imekeeping *S*ystem**
Case Management System



Pool Attorney Timekeeping System

OPD Pool Attorney Case Management System User Guide

Version: 07/24/2018

TO ACCESS AND LOG IN TO THE POOL ATTORNEY APPLICATION

Follow the instructions that have been sent to you via e-mail to create a New Jersey Portal account and for entering your authorization code. You may also use an existing MyNewJersey account to access the Pool Attorney Timekeeping System.

At the *PATS Login* screen, enter the login id and password that have been assigned to you. These will be different from the ones used to login to the MyNewJersey portal:



***** IMPORTANT MESSAGE TO ALL POOL ATTORNEYS *****

The Public Defender has implemented two major policy changes concerning billing by Pool Attorneys on PATS. Those two changes are as follows:

Commencing March 1, 2014, the following billing protocol will take effect:

1. The Pool Attorney Timekeeping System (PATS) has been reprogrammed to limit the number of daily billable In-Court hours to a maximum of 6 hours per day. Any daily In-Court hours billed above that number require approval by the Deputy and/or Division Director.
2. PATS also has been reprogrammed to limit the time period for entering billable hours. All daily billings must be entered into PATS within 30 calendar days of the actual work performed. For example, if you conducted a one-hour client interview on March 6, 2014, you must enter that activity into PATS on or before April 5, 2014.

Therefore, you have approximately two months to update your PATS billings; otherwise, you will be prevented from billing beyond the 30-day period.

If you have any questions, please do not hesitate to contact William Danser or Sandra Teter at (609) 943-3598.

Thank you for your continuing cooperation.

***** PATS Guidelines - 8/25/2017 *****

[PATS Billing](#)

Login ID	<input type="text" value="kgerner"/>
Password	<input type="password" value="....."/>
<input type="button" value="Login"/>	
<input type="button" value="Reset password"/>	

After you have logged into the system, you may change the password.

The first time you login, you will be asked to enter a secret question and answer which may be used to reset your password if you should forget it.

VERIFY YOUR CONTACT INFORMATION

After logging into the system, you will see the *Attorney Information* screen. This screen is presented each time you login:



Pool Attorney Use

Vendor ID:
(Federal ID or SSN)

Name:

Address 1:

Address 2:

City: State: Zip Code:

Phone: Fax: Cell:

E-mail:

If your address has changed, please notify the Office of the Public Defender by calling OPD-Fiscal at 609-777-5983.

Fiscal 2019 Incourt Hours: 0 | Fiscal 2019 Outcourt Hours: 0

For official use only by OPD:

Vendor ID: **NA** Vendor Contract Compliant: **Vendor Compliant**

If you are not Contract Compliant, please notify the Office of the Public Defender by calling 609-292-7046 or by emailing OPD.Vendor.Compliance@opd.nj.gov.

Please verify your phone, fax and cell numbers, and your e-mail address. The phone and e-mail fields are required. If any of the other information is incorrect, please contact the appropriate person at the Office of the Public Defender to have them make these corrections for you.

ABOUT THE NJ PORTAL

The following message is displayed after you have verified your contact information:

The New Jersey portal environment places the following constraints on your session:

- 1) The portal will automatically log you out after ½ hour of inactivity.*
- 2) The portal will automatically log you out after 2 hours, regardless of activity.*

If you should see a message that instructs you to contact the administrator, it simply means that you have exceeded these time constraints. If this happens, please log into the NJ portal again and re-start the pool attorney application.

This means that you should make a note of the time that you first log into the **portal** (not the Pool Attorney System), as these times are tracked by the MyNewJersey portal. This applies to anyone who is logged into the MyNewJersey portal, not just users of specific applications within the portal such as the Pool Attorney Timekeeping System.

When using the PAT system, you should try to avoid walking away from your computer while you are in the middle of entering data on the Time, Expenses or Disposition screens. If you are away from your computer for 30 minutes or more, without any activity, your session will be automatically terminated by the NJ Portal, and you may need to re-enter some, or all, of your data.

If you are logged into the Portal for more than two hours, your session will automatically be terminated, and you will need to log back in to continue your session.

ENTERING A CASE NUMBER AND SELECTING A PROGRAM OPTION

The *Enter Case Number* screen is designed to allow you to enter the case that you want to work with, and then select one of the following six options, which are broken down into 3 steps:

STEP 1: Enter your hours and expenses

- **Enter hours on timesheet** – An on-screen timesheet allows you to enter the billable hours that you have spent working on each of your cases.
- **Enter expenses** – An on-screen expense ledger allows you to enter your reimbursable expenses.


STEP 2: Generate voucher(s) and disposition

- **Generate voucher / timesheet** – If you have any unbilled hours or expenses, this option allows you to create a payment voucher that should be printed and sent to the Office of the Public Defender.
- **Generate disposition sheet** – A disposition screen may be created and printed for most cases.

STEP 3: Reprint voucher(s) and display billing summary as needed

- **Reprint voucher(s)** – Any voucher that you have previously created may be reprinted.
- **Display billing summary** – All previously recorded (billed) hours and expenses are displayed on-screen.


Below is the *Enter Case Number* screen:



The State of New Jersey • Office of the Public Defender

Pool Attorney Timekeeping System

Case Management System



Enter Case Number

Kyle Gerner
Session ID# 557071

Enter [case number](#) and select the desired option:

STEP 1: Enter your hours and expenses

[Enter hours on timesheet](#)
[Delete timesheet entries](#)
[View or print timesheet entries](#)

[Enter expenses on voucher](#)

STEP 2: Generate voucher(s) and disposition

[Generate voucher/timesheet](#)
[Generate disposition sheet](#)

STEP 3: Reprint voucher(s) and display billing summary as needed

[Reprint voucher\(s\)](#)
[Display billing summary](#)

[Logout](#)
[Change password](#)
[Documents for Pool Attorneys](#)
[Help \(Print manual\)](#)

To enter time for a case, simply enter the case number in the text box and click on the desired option. You may also click on the [case number](#) hyperlink which will show a list of all of your cases that are in the system. You may then click on one of those cases, and you will be returned to this screen with that case number typed in the text box for you.

As a tutorial, click on the "Test Cases" option and then select number **100000101**...

Select desired case, or [cancel](#).
Test Cases are provided for testing purposes

Select Case Type: (Active is set to default)

Test Cases Active Cases Billed Cases All Cases

Show entries Search:

CASE #	CLIENT
100000101	TEST CLIENT
100000192	TEST CLIENT
1000001239	TEST CLIENT
1001520001	TEST CLIENT
1003283441	TEST CLIENT

CASE # CLIENT

Showing 1 to 5 of 5 entries Previous Next

and case number **100000101** appears automatically in the textbox.



The State of New Jersey • Office of the Public Defender

Pool Attorney Timekeeping System

Case Management System



Enter Case Number

Kyle Gerner
Session ID# 557071

Enter [case number](#) and select the desired option

STEP 1: Enter your hours and expenses

Enter hours on timesheet
[Delete timesheet entries](#)
[View or print timesheet entries](#)

Enter expenses on voucher

STEP 2: Generate voucher(s) and disposition

Generate voucher/timesheet

Generate disposition sheet

STEP 3: Reprint voucher(s) and display billing summary as needed

Reprint voucher(s)

Display billing summary

Logout

[Change password](#)

[Documents for Pool Attorneys](#)

[Help \(Print manual\)](#)

Once you have entered a case number, you are ready to begin entering time and expenses. When a case is completed (or sooner, if you are going to submit an interim bill), you can generate a payment voucher.

When ready, you may generate a disposition sheet for a case. Dispositions are currently available for Adult and Juvenile Trial cases, OPR (Office of Parental Representation), Law Guardian, and ISP (Intensive Supervision Program).

Clicking on the “Enter hours on timesheet” button displays the following screen:

The State of New Jersey • Office of the Public Defender
Pool Attorney Timekeeping System
 Case Management System

Enter Hours
 Kyle Gerner

Case # 1000000101 Division: TRIAL Region: MONMOUTH Opened: 6/1/1995
 Client Name: ***** TEST CASE *****
 Address: ***** TEST CASE *****
 Case Type: ADULT SSN: DOB: *****

Current Hours
399 Line Limit
 Please **DO NOT** attempt to enter any new dates prior to 6/23/2018
 Dates in blue were previously entered.
Use last row of grid to enter new records
 (click the **SAVE** button to save your entry)

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	In or out of court?	Nature of work / Description		
Add New Line	<input type="text"/>	0.0		* SELECT * <input type="text"/>	Save	

Verify Entries Back

This screen is broken down into two sections. The top of the screen displays information about the client and the case. The middle/bottom of the screen displays and accepts entry of current hours, that is, hours that are pending to be billed.

Current hours are entered by typing or selecting the date(s) of services rendered, the number of hours, and using the drop-down menu to select the nature of the work performed for this client. Click the “**Save**” button to enter additional lines of expenses.



Enter Hours

Kyle Gerner

Case #	1000000101	Division:	TRIAL	Region:	MONMOUTH	Opened:	6/1/1995
Client Name:	***** TEST CASE *****						
Address:	***** TEST CASE *****						
Case Type:	ADULT	SSN:		DOB:	****		
<p style="color: red; margin: 0;">Current Hours 399 Line Limit</p> <p style="color: blue; margin: 0;">Please DO NOT attempt to enter any new dates prior to 6/23/2018 Dates in blue were previously entered.</p> <p style="color: blue; margin: 0;">Use last row of grid to enter new records (click the SAVE button to save your entry)</p>							
#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	In or out of court?	Nature of work / Description			
1	7/20/2018	6.0	OUT	Bench warrant prep	Edit	Clear	
2	7/23/2018	2.0	IN	Bench Warrant hearing	Edit	Clear	
Add New Line	<input type="text"/>	<input type="text" value="0.0"/>		* SELECT * v	Save		
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #cccccc; padding: 10px 20px; border-radius: 5px; cursor: pointer;">Verify Entries</div> <div style="background-color: #cccccc; padding: 10px 20px; border-radius: 5px; cursor: pointer;">Back</div> </div>							

After entering your time, you can click on the **“Verify Entries”** button to check your entries, or click the **“Back”** button to return to the previous screen (content is already saved).

When you verify entries, the following screen gives you information to verify. (Please note that this screen may show errors in which vouchers will not be able to be created):



Verify Hours

Kyle Gerner

Case # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Verify Current Hours

#	Date of service	Hours	In or out of court?	Nature of work
1	7/20/2018	6	OUT	Bench warrant prep
2	7/23/2018	2	IN	Bench Warrant hearing

Clicking “**Submit**” saves your changes. Clicking “**Modify**” returns you to the previous screen where you can further modify your changes.

The screen below gives an example if a warning is present when verifying hours.

A [blue date](#) indicates that your cursor mouse can hover over it and it will give you the cases involved with the warning.



Verify Hours

Kyle Gerner

Case # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Verify Current Hours

**Warning: You have exceeded the time limit for the indicated date(s) of service.
 You will have to get permission from your Deputy to submit
 additional hours for the same date(s) of service.**

Date: [11/21/2017](#) - total hours in PATS for this date: 10.0; hours allowed: 9.0
 Date: [6/15/2017](#) - total hours in PATS for this date: 10.0; hours allowed: 9.0

Warning: You
 Date: [7/20](#)

Case #	Client Name	Date of Service	In or Out of Court	Hours	Nature of Work
1000000030	BROWN, DESHAWN	6/15/2017	OUT	1	Legal research
1000000030	BROWN, DESHAWN	6/15/2017	OUT	7	Legal research
1000000045	WILSON, JASON F	6/15/2017	OUT	2	Legal research

#	Date of service	Hours	In or out of court?	Nature of work
1	6/15/2017	1	OUT	Legal research:
2	6/15/2017	7	OUT	Legal research:
3	7/3/2017	1	OUT	Brief preparation
4	7/4/2017	1	IN	Jury deliberation
5	11/8/2017	1	OUT	Letter to witness
6	11/20/2017	1	IN	In Court - Other: Test
7	11/21/2017	6	OUT	Bench warrant prep

After you have selected submit on the *Verify Hours* screen, clicking “**Enter expenses on voucher**” displays the following screen:



Enter Case Number

Kyle Gerner

Session ID# 557411

Your changes have been saved

Enter [case number](#) and select the desired option:

STEP 1: Enter your hours and expenses

Enter hours on timesheet

[Delete timesheet entries](#)

[View or print timesheet entries](#)

Enter expenses on voucher

STEP 2: Generate voucher(s) and disposition

Generate voucher/timesheet

Generate disposition sheet

STEP 3: Reprint voucher(s) and display billing summary as needed

Reprint voucher(s)

Display billing summary

Logout

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Enter Expenses

Kyle Gerner

Case # 1000000101 Division: TRIAL Region: MONMOUTH Opened: 6/1/1995
 Client Name: ***** TEST CASE *****
 Address: ***** TEST CASE *****
 Case Type: ADULT SSN: DOB: *** **

Current Expenses

#	Date (mm/dd/yyyy)	Description	Quantity	Unit	Unit Price	Line Total	
1	7/23/2018	Phone calls with receipt	1	Each	2.95	\$2.95	Clear
		* SELECT *		* SELECT *			Clear
<input type="button" value="New line"/>							

Previously Recorded

Date	Description	Quantity	Unit	Unit Price	Line Total
------	-------------	----------	------	------------	------------

[Top](#)

The *Enter Expenses* screen works differently than the *Enter Hours* screen. Enter the date, description unit and unit price for each line item. Click the **“New Line”** button to enter additional lines of expenses. When you are finished, click **“Submit”** to verify your entries:



Verify Expenses

Kyle Gerner

Case # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Verify Current Expenses

Date	Description	Quantity	Unit	Unit Price	Line Total
7/23/2018	Phone calls with receipt	1	Each	\$2.95	\$2.95

Click **“Submit”** to save your expenses.

When you are ready, you may create a vendor invoice by clicking **“Generate voucher / timesheet”** (Step 2 of of the *Enter Case Number* screen).

This screen summarizes all unbilled activity:



Summary of Activity
(Vendor Invoice)

Kyle Gerner

Case #	1000000101	Division:	TRIAL	Region:	MONMOUTH	Opened:	6/1/1995
Client Name:	***** TEST CASE *****						
Address:	***** TEST CASE *****						
Case Type:	ADULT	SSN:		DOB:	*** **		
Current Hours							
	Date of service	Hours	In or out of court?	Nature of work			
1	7/20/2018	6	OUT	Bench warrant prep			
2	7/23/2018	2	IN	Bench Warrant hearing			
	*** Total ***	8					
Current Expenses							
Date	Description	Quantity	Unit	Unit Price	Line Total		
7/23/2018	Phone calls with receipt	1	Each	\$2.95	\$2.95		
Is this your final bill for this case? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>							
Generate voucher/timesheet				Cancel			

By default, the system assumes you are creating a final bill. If you are creating an interim bill, check “No” instead. Click “**Generate voucher/timesheet**” to create your voucher:

You are now given the opportunity to print your voucher.



Print Voucher/Timesheet

Kyle Gerner
 Case # 1000000101

Select the voucher that you would like to print:

Print ID#	Date Created		
138565	7/23/2018 2:26:00 PM	<input type="button" value="Print"/>	<input type="button" value="Print Timesheet Only"/>

[Back](#)

Click on the “**Print**” button to print the voucher immediately. If you click [Back](#), you may print this voucher, (or any other if you have generated any interim bills, at any time you wish in the future by clicking “**Reprint Voucher(s)**” on the *Enter Case Number* screen under Step 3 (see page 5 of User Guide).

Clicking “**Print**” gives you the opportunity to enter some additional information about your voucher:



Enter Voucher Information


Kyle Gerner
 Case # 1000000101
 Print ID #138565

Please DO NOT PRINT THIS FORM!
 Select an address from the dropdown box (E) and
 click the **SUBMIT** button at the bottom of the page.

	STATE OF NEW JERSEY PAYMENT VOUCHER <small>(Vendor Invoice)</small>		DOCUMENT				BATCH				ACT PER	FY	
			TC	AGY	NUMBER		TC	AGY	NUMBER				
	PO #	PV DATE	PP START	SCHED PAY		CHK CAT	OFF LIAB	F A	RF TY	CK FL	(A) VENDOR (PAYEE) ID NUMBER		
	1111251321		MO DY YR	MO DY YR							NA		
CONTRACT NO	AGENCY REF	BUYER				(B) TERMS				(C) TOTAL AMOUNT			
						[]				\$422.95			
ADDITIONAL CASES (specify any cases that are to be associated with the case you are billing):													
[] [] [] [] [] [] [] [] [] [] [] []													
Internal Billing Number: []													
(D) PAYEE NAME AND ADDRESS:						(E) Send completed form and original file to:							
Kyle Gerner 25 Market Street Trenton, NJ 08625-12						* SELECT * ▼							
						Name: []							
						Addr1: []							
						Addr2: []							
						City: [] , State: []							
Zip: []													
(D) PAYEE DECLARATIONS													
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.						→ →		*** Print and sign voucher ***					
								PAYEE SIGNATURE					
								7/23/2018					
								PAYEE TITLE				BILLING DATE	

You may enter an "Internal Billing Number" for your own reference. This information will not print on voucher, however, you may still view it on the PAT system. You may also enter payment terms in section (B) TERMS (i.e., 0, net 30, etc.). Select the destination (OPD Regional Office) address in section (E) before clicking **"Print"** to print the voucher:


A disposition sheet may be created for most cases by clicking “**Generate disposition sheet**”. The disposition sheet is accessible at any time, regardless of whether or not the case has been billed. Below is a sample disposition sheet:



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***P*ool *A*ttorney *T*imekeeping *S*ystem**

Case Management System



Trial Disposition Form

Kyle Gerner
Case # 1000000101

ADULT

OFFICE OF THE PUBLIC DEFENDER

ADULT

MONMOUTH COUNTY

DISPOSITION AND BILLING INFORMATION

CLIENT ***** TEST CASE *****

FILE NO. 1000000101

CLOSING DATE 4/23/1996

ADDRESS *****

SOCIAL SECURITY NO. XXX-XX-XXXX

D.O.B. *** **

TELEPHONE # *****

DRIVER LICENSE NO. *****

FORM OF DISPOSITION (PLEASE CHECK APPROPRIATE BOX)

TRIAL: NOT GUILTY GUILTY SPLIT VERDICT DRUG COURT

PLEA BENCH WARRANT/WOP DISMISSAL REMAND

RETAINED PRIVATE COUNSEL OPENING ERROR OTHER

IN LIEU OF REQUESTED SENTENCING INFORMATION, YOU MAY ATTACH THE OFFICIAL J.O.C.

TRIAL OR PLEA DATE

SENTENCE DATE

JUDGE

IND#/ACC#/DP#	COUNT(S)	CHARGE(S) RESULT	SENTENCE RESULT

DISMISSED - IND(S):

PENALTIES AND FINES

VCCB\$ SNSF\$ DEDR\$ OTHER

SUSPENDED DRIVERS LICENSE YES NO

BILLING INFORMATION

IN-COURT HOURS 2

POSTS TRANSCRIPTS YES NO

 OTHER

STAFF ATTORNEY

POOL ATTORNEY Kyle Gerner

APPEAL REQUESTED YES NO

OUT-COURT HOURS 6

EXPERTS YES NO

USE INVESTIGATOR? YES NO

ADMIN. FEE COLLECTED\$

A SIGNED REIMBURSEMENT AGREEMENT YES NO

Submit

Cancel

Click **“Submit”** to save your changes and print the disposition. Click **“Cancel”** to cancel any editing changes you made since opening the disposition.

Submitting your bill for payment:

In order to receive payment, you must send or deliver the following items to the Deputy Public Defender of the OPD office from which you received the case file:

1. The completed case file
2. The signed Payment Voucher that you printed using P.A.T.S.
3. Time sheet that you printed using P.A.T.S.
4. The Trial Disposition Form that you printed using P.A.T.S.
5. The Checklist on Use of Expert if applicable; and
6. Receipts for any expenses listed on your Payment Voucher.