Committee for Public Counsel Services

E-Bill User Manual

Revised August 15, 2011

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Section 1 – Welcome

1.1 – E-Bill Manual Updates

1.1A – Modification to Mileage Screen to support New CPCS Billing Policy regarding Re-imbursement for Mileage

In accordance with new CPCS Billing Policies (Please see Item 1 of the E-Bill notice issued to all attorneys dated August 5, 2011), effective with services rendered August 15, 2011, "Although billing for time spent travelling for case preparation will be unchanged, mileage reimbursements for private counsel (currently $.30 per mile) will be eliminated, as mileage may be a tax-deductible expense for private practitioners." For additional information and detailed billing instructions regarding this change in Billing Policy, please see Section 8.3 on page 30 of this manual.

1.2 – Welcome to E-Bill

E-Bill is a World Wide Web (Web) based program developed by the Committee for Public for Public Counsel Services (CPCS). E-Bill allows attorneys to enter and submit bills to CPCS electronically for legal services rendered and out-of-pocket expenses related to assigned cases. To use E-Bill you must have access to a computer with an Internet Service Provider (ISP) and a Web connection.

The Web address for the E-Bill web site is: https://www.cpcsebill.com/. Notice the "s" after the "http" in the Web address, you will need to type this in manually. The "s" lets the web browser know that the site to which you are navigating is secure. E-Bill is a secure site. There are many safeguards in place to protect both your connection to our server, and any data being transferred across the Web while you are logged into E-Bill.

Although E-Bill is a secure application the pages that you visit while using E-Bill remain in the browser's memory until you close the web browser window. To avoid navigation errors and to maintain the security of your billing information, close the browser window after using E-Bill.

E-Bill is a self-navigating program. While using E-Bill do not to use the browser's "Back" and "Forward" buttons. Clicking on the Back or Forward buttons may cause unanticipated errors in the E-Bill program.

1.3 – Advantages of E-Bill

E-Bill offers you the ability to enter billing information on a daily basis by setting up a Work in Progress (WIP) record for each Notice of Assignment of Counsel (NAC) on the CPCS computer. The WIP record is **NOT** a bill; it is a temporary record that allows you to enter billing information (legal services and out-of-pocket expenses) for a specific NAC, even if the NAC ("C" NAC numbers only) is not on file with CPCS. When you are ready to submit your E-Bill, you will submit the information existing in the WIP file for the NAC displayed on your screen. The WIP record and file will be addressed in detail within this manual.

1.4 – About this Manual

This manual reflects current and, as necessary, previous CPCS billing policies and procedures. Please review current billing policies in chapters five and six of the CPCS Assigned Counsel manual, available on line at http://www.publiccounsel.net/.
Each section of the E-Bill user manual focuses on one page. You are given a brief description of the page and then the instructions for using the page.

1.5 – E-Bill Web Site Status Notification

CPCS Posts the Status of the E-Bill Website on the CPCS Website at http://www.publiccounsel.net/pickStatus/Status.aspx.

CPCS will also place important web site information between the red asterisks (**) on the E-Bill Login page and/or a scrolling message in the Status Bar at the bottom of the Web Browser window.

CPCS also uses the Mass Email program Constant Contact®* and/or the E-Bill Notice to provide attorneys important information about or changes to the E-Bill system.

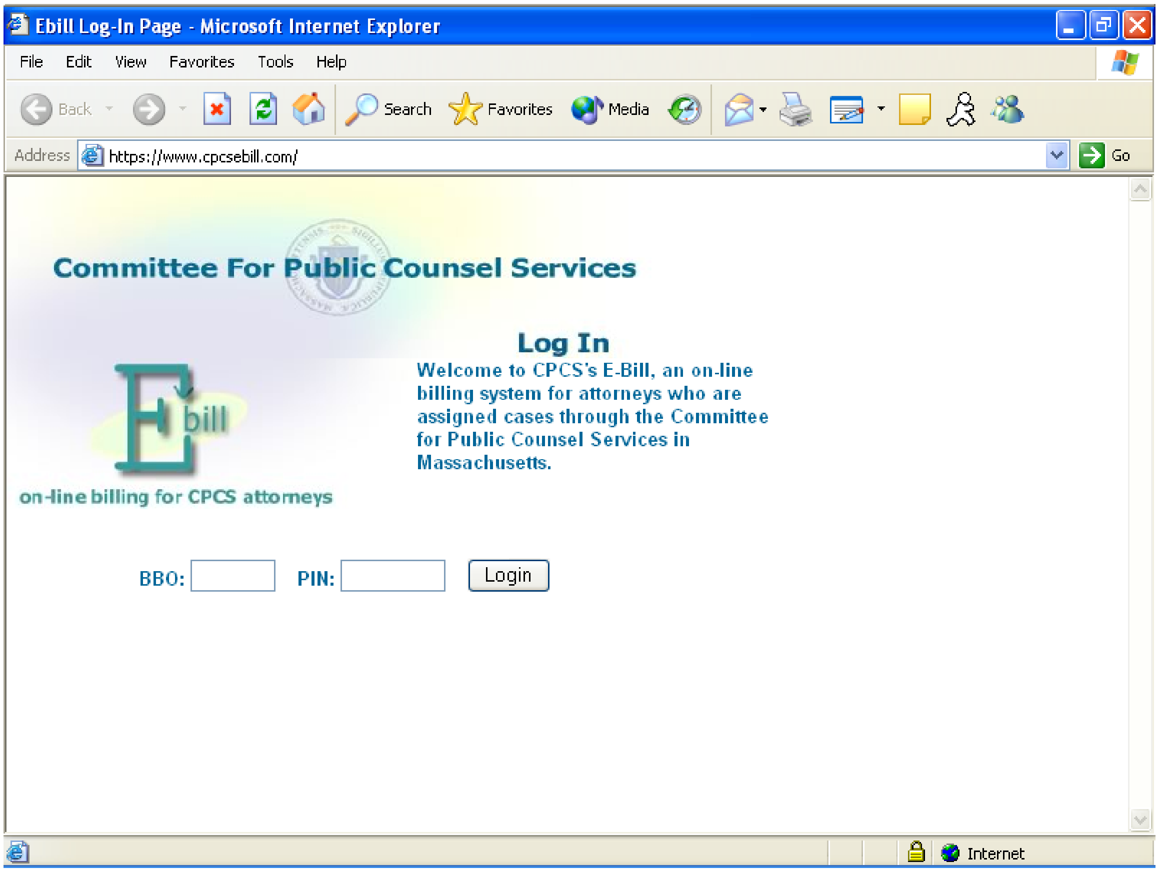
*In order to assure that you will receive these and other important emails from CPCS, please add the email address donotreply@publiccounsel.net as a contact as well as a Safe Sender to the email program that you use to read emails as well as with your ISPs on-line email reader. Please refer to your installed email program's or your ISP's email online help guide for instructions.

1.6 – E-Bill System Questions and Reporting a problem

The E-Bill help line number is **(617) 988-8327. This line is for E-Bill support only**. You can also send E-Bill questions via email to ebill@publiccounsel.net.

Before reporting an E-Bill problem, please record, in detail, any error messages, what functions were performed prior to the error, what keys were pressed, or where on the page the mouse was clicked, and how many times the mouse was clicked.

Section 2 – E-Bill Log In Page



The E-Bill Log In page is the first page of the E-Bill web site. Log in using your BBO number and your CPCS assigned PIN.

2.1 – In the **BBO** field **e**nter your BBO Number.

2.2 – In the **PIN** field enter your CPCS-assigned PIN. Please make sure this number is accurate. You will get an error message and will not be allowed to log in if you enter an incorrect PIN.

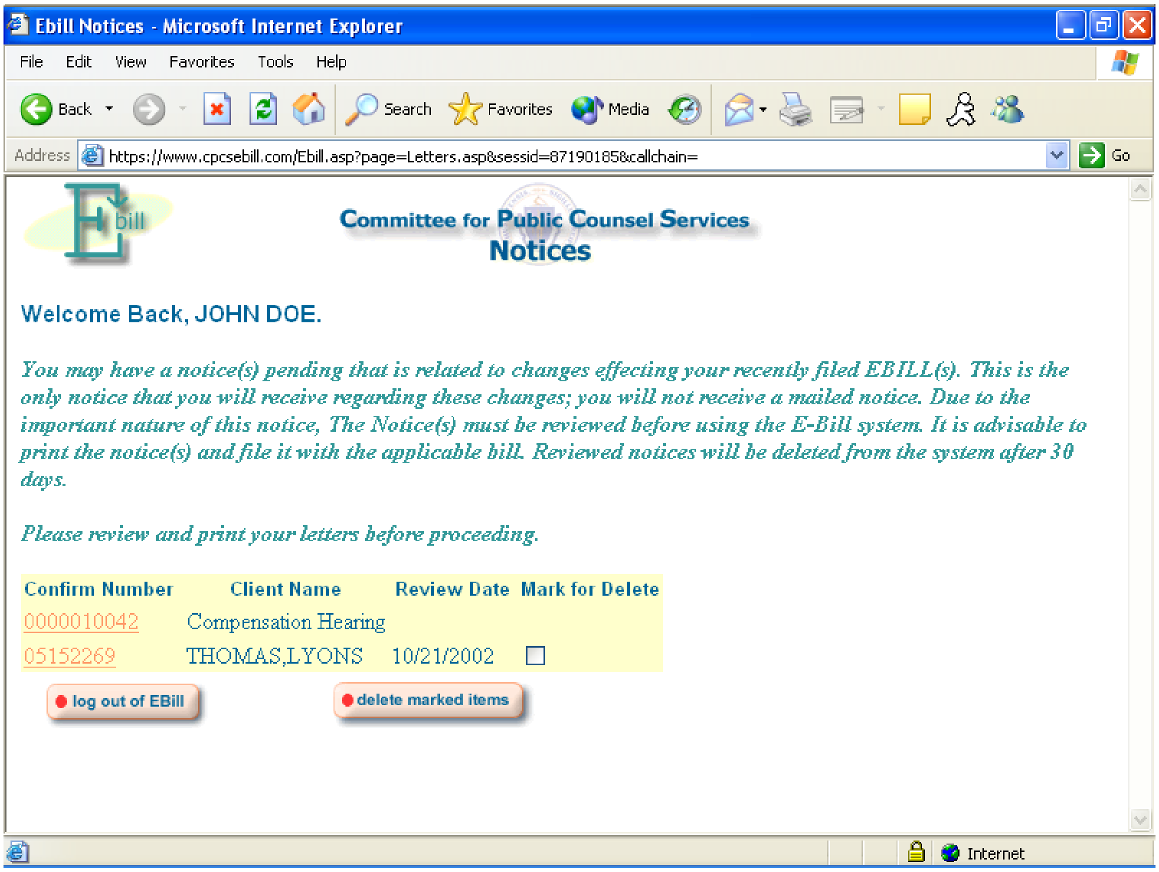
If you do not have a PIN please print out a PIN Agreement form. You may print the form by clicking on the link in the CPCS Assigned Counsel Manual chapter 5 section 8b on the CPCS website (http://www.publiccounsel.net/Billing_Information/e_bill/pdf/ebillPIN.pdf). Please complete the form and mail it along with a written request for a PIN to: Committee for Public Counsel Services, 44 Bromfield Street, Boston, MA 02108, attention: E-Bill. If you have questions while filling out the PIN Agreement form please call the E-Bill Help Line (617) 988-8327 or e-mail the E-Bill Help Desk at ebill@publiccounsel.net. Please include the words "PIN Question" in the subject line. Upon receipt of the completed form CPCS will assign you a PIN and mail to you a copy of the PIN Agreement form with your PIN written on the form.

If you forgot your PIN please call the E-Bill Help Line (617) 988-8327 or e-mail the E-Bill Help Desk at ebill@publiccounsel.net. Please include the words "PIN Question" in the subject line.

Note: To all new attorneys, a PIN Agreement form is included in the New Attorney Packet. If you have not received a New Attorney Packet, *you may print the forms included in the packet by clicking on the links in the CPCS Assigned Counsel Manual chapter 5 sections 8a, 8b, and 8c on the CPCS web site (*http://www.publiccounsel.net/*).* ***Or you may send a written request to the attention of the Vendor Maintenance Clerk at CPCS.***

2.3 – After you have entered your BBO and PIN, click the **Login** button.

Section 3 – E-Bill Notices



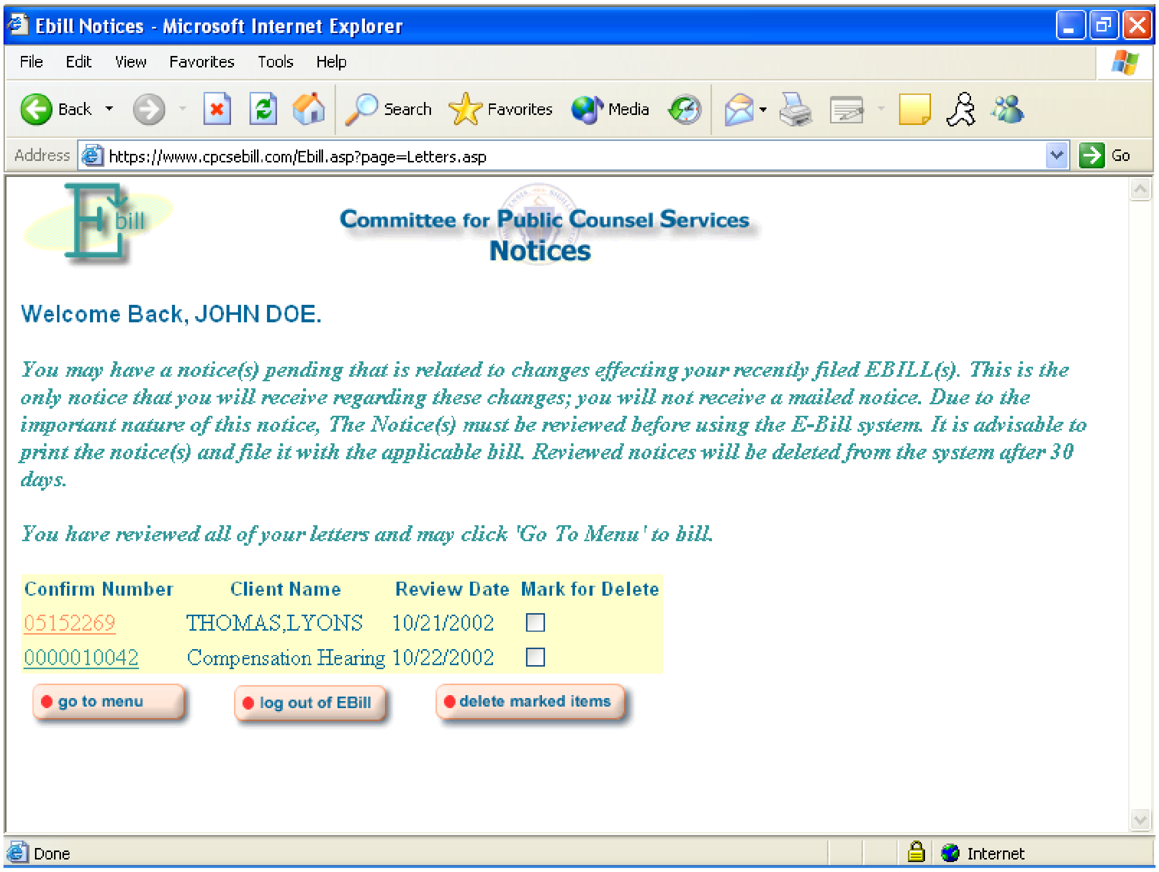
After logging in, E-Bill will display either the page above when there are un-reviewed notices, or the page below when there are no un-reviewed notices.

3.1 – To view a notice:

3.1A – Click a Confirm Number.

3.1B – When the notice appears please review it. If this is a new notice please print it and file it with the applicable case file or file it with other CPCS correspondence.

3.1C – Click the Close Form button at the bottom of the notice. E-Bill will return to the E-Bill Notices page. If the E-Bill notice had no previous Review Date, E-Bill will insert the current date as the Review Date.



The above page will be displayed when you have reviewed all un-reviewed notices.

3.2 – Click the **go to menu** button to go to the E-Bill Menu page. *Note*: Upon logging into E-Bill this button will be displayed <u>only</u> if you have no un-reviewed notices or after reviewing all un-reviewed notices.

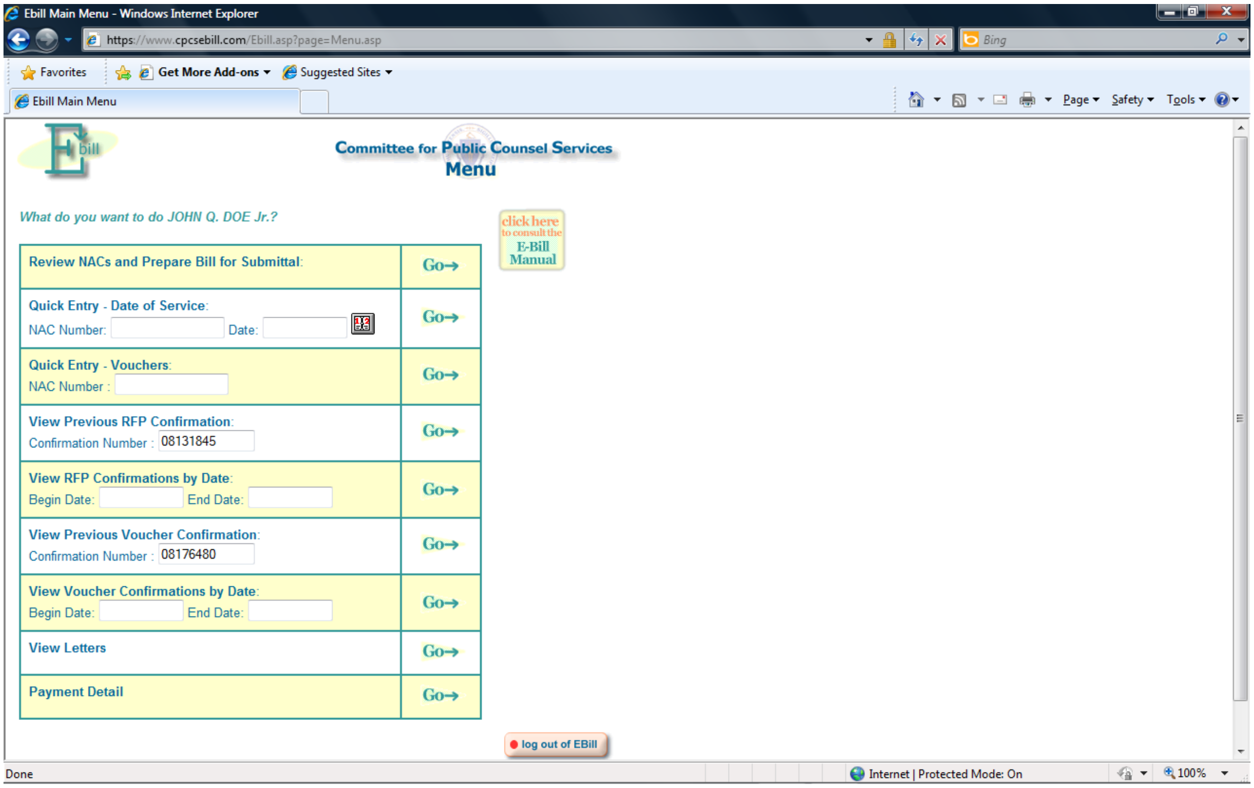
3.3 – Click the **log out of EBill** button to log out of E-Bill and return to the E-Bill Log In page. You can also log out of E-Bill from any E-Bill page by exiting the browser.

3.4 – After an E-Bill notice has been reviewed, it remains on the Notices page for thirty days after the Review Date and then is automatically removed from the page. You may, however, delete one or more **reviewed** notices from the Notices page prior to the automatic removal. (**NOTE:** E-Bill will **not** allow an un-reviewed notice to be deleted.) To delete one or more reviewed notices follow the procedure below:

3.4A – To the right of the Review Date of each reviewed notice(s) you choose to delete, click the box in the column labeled "Mark For Deletion." A check mark will appear in the box.

3.4B – At the bottom of the Notices list, click the **delete marked items** button. All reviewed notices with a check mark will be deleted.

Section 4 – E-Bill Main Menu



When you have successfully logged in and reviewed all un-reviewed notices, the E-Bill Menu (depicted above) will be displayed. Below are the descriptions and procedures for using the various menu items.

4.1 – What do you want to do [Attorney Name]?

Each time you log in, please make sure that the displayed name is your name. If the displayed name is not your name, click the **log out of EBill** button, **immediately** call the E-Bill help line (617-988-8327), or email the E-Bill Help Desk at ebill@publiccounsel.net.

4.2 – Review NACs and Prepare Bill for Submittal

Click Go to access the NAC Overview page to enter and submit Legal Service bills, Associate, Paralegal, and Out-of-Pocket expense vouchers. Go to Section 5 of this manual for further instructions.

4.3 – Quick Entry – Date of Service

Quick Entry - Date of Service allows the entry of a date of service for a specific NAC without having to first access the NAC Overview Page and (if the NAC is on file with CPCS) the NAC Billing Information page.

Please note, you cannot submit a legal service E-Bill for payment using Quick Entry. To submit a legal service E-Bill, click Go at the menu option **Review NACs and Prepare Bill for Submittal**. Go to Section 5 of this manual for instructions on submitting a legal service E-Bill.

Following are the instructions for the use of Quick Entry – Date of Service:

4.3A – In the NAC Number field enter the NAC number (including the “C”, “B”, or “D”) specific to the date of service to be entered. Do not include any spaces or hyphens. **Important**: If the NAC number begins with the letter “B,” count the number of characters (letters and numbers only). If the total number of characters counted is less than nine then enter a zero “0” after the letter“B” then the rest of the NAC number. (i.e. The NAC number listed on the NAC form reads “B 123456-7.” The total number of characters counted is eight. Enter the NAC number as “B01234567” in the NAC field.)

4.3B – In the Date field, enter the date of service.

4.3C – Click Go.

4.3D – E-Bill will display a box to verify the client name on the NAC. If the client name is correct, click the OK button. If the client name is not correct, click the Cancel button. Verify the NAC number and repeat the previous three steps.

4.3D(1) – If the NAC is not on file you will be required to enter the NAC information (review the instruction for the *E-Bill NAC Billing Information* page in Section 6 of this manual for instructions on entering pending NAC information and dates of service.) before E-Bill allows you to enter the date of service. When you save the NAC information you will be returned to the *NAC Billing Information* page. Enter the date of service again on this page. Click the add date button.

4.3E – The *Time Entry* page will be displayed. Review the instructions for the *E-Bill Time Entry* page in section 7 of this manual for entering and editing instructions.

4.4 – Quick Entry – Vouchers

Quick Entry – Vouchers allows the entry and submission of an E-Bill voucher for a specific NAC without having to access the *NAC Overview* page and (if the NAC is on file with CPCS) the *NAC Billing Information* page.

Following are the instructions for the use of Quick Entry – Vouchers:

4.4A – In the NAC Number field enter the NAC number (including the “C”, “B”, or “D”) specific to the date of service to be entered. Do not include any spaces or hyphens.

Important: If the NAC number begins with the letter “B,” count the number of characters (letters and numbers only). If the total number of characters counted is less than nine then enter a zero “0” after the letter“B” then the rest of the NAC number. (i.e. The NAC number listed on the NAC form reads “B 123456-7.” The total number of characters counted is eight. Enter the NAC number as “B01234567” in the NAC field.)

4.4B – Click Go.

4.4C – E-Bill will display the Voucher Overview Page. Review the instructions for the *E-Bill Voucher Overview* page in section 9 of this manual for entering/editing vouchers.

4.4C(1) – If the NAC is not on file you will be required to enter the NAC information (review the instructions for the *E-Bill NAC Billing Information* page in section 6 of this manual for instructions on entering NAC information.) before E-Bill allows you to enter the voucher. When you save the NAC information you will be returned to the *NAC Billing Information* page. Click the vouchers button to continue entering your voucher.

4.5 – View Previous RFP Confirmation

Following is the procedure to review/print a previously submitted legal service E-Bill Billing Confirmation form.

4.5A – In the Confirmation Number field E-Bill displays the confirmation number of the last (most recent) legal service E-Bill you submitted. If the displayed confirmation number is the number of the form you want to retrieve click **Go**.

4.5B – If this is not the confirmation number of the form you want to retrieve, highlight the number and delete it. Enter the confirmation number of the form to be retrieved in the Confirmation Number field and click **Go** to retrieve this Billing Confirmation form.

4.5C – When the Billing Confirmation form is displayed you may print it.

4.6C – To return to the E-Bill Menu, click the **close form** button.

4.6 – View RFP Confirmations by Date

E-Bill also allows an attorney to retrieve all Billing Confirmation forms for submitted legal service E-Bills on a single date or within a range of dates.

4.6A – To retrieve all legal service E-Bills submitted on a single date:

4.6A (1) – Enter the date in the Begin Date field, and click **Go**. E-Bill will display a list of all legal service E-Bills submitted on the entered date.

4.6A (2) – To display a Billing Confirmation form click on the confirmation number of the E-Bill you want to display. E-Bill will display the selected Billing Confirmation form.

4.6A (3) – After reviewing/printing the form, click the **close form** button. E-Bill will return to the previous list.

4.6A (4) – Repeat steps two and three to display other E-Bills submitted on the entered date. To return to the E-Bill Menu, click the **close form** button.

4.6B – To retrieve all legal service E-Bills submitted within a range of dates:

4.6B (1) – Enter the first date of the range in the Begin Date field, enter the last date of the range in the End Date field, and click **Go**. E-Bill will display a list of all legal service E-Bills submitted within the entered date range.

4.6B (2) – To display a Billing Confirmation form click on the confirmation number of the E-Bill you want to display. E-Bill will display the selected Billing Confirmation form.

4.6B (3) – After reviewing/printing the form, click the **close form** button. E-Bill will return to the previous list.

4.6B (4) – Repeat steps two and three to display other E-Bills. To return to the E-Bill Menu, click the **close form** button.

4.7 – View Previous Voucher

Following is the procedure to review/print a previously submitted E-Bill Voucher Conformation form.

4.7A – In the Confirmation Number field E-Bill displays the confirmation number of the last (most recent) E-Bill voucher you submitted. If the displayed confirmation number is the number you want to retrieve click **Go**.

4.7B – If this is not the confirmation number you want to retrieve, highlight the number and delete it. Enter the E-Bill voucher confirmation number of the form to be retrieved in the Confirmation Number field and click **Go** to retrieve the Voucher Confirmation form.

4.7C – When the Voucher Confirmation form is displayed you may print it.

4.7D – To return to the E-Bill Menu, click the **close form** button.

4.8 – View Voucher Confirmations by Date

E-Bill also allows you to retrieve all Voucher Confirmation forms for submitted E-Bill vouchers on a single date or within a range of dates.

4.8A – To retrieve all E-Bill vouchers submitted on a single date:

4.8A (1) – Enter the date in the Begin Date field, and click **Go**. E-Bill will display a list of all E-Bill vouchers submitted on the entered date.

4.8A (2) – To display a Voucher Confirmation form click on the confirmation number of the E-Bill you want to display. E-Bill will display the selected Voucher Confirmation form.

4.8A (3) – After completing reviewing/printing the form, click the **close form** button. E-Bill will return to the previous list.

4.8A (4) – Repeat steps two and three to display other E-Bills submitted on the entered date. To return to the E-Bill Menu, click the **close form** button.

4.8B – To retrieve all E-Bill vouchers submitted within a range of dates:

4.8B (1) – Enter the first date of the range in the Begin Date field, enter the last date of the range in the End Date field, and click **Go**. E-Bill will display a list of all E-Bill vouchers submitted within the entered date range.

4.8B (2) – To display a Voucher Confirmation form click on the confirmation number of the E-Bill you want to display. E-Bill will display the selected Voucher Confirmation form.

4.8B (3) – After completing reviewing/printing the form, click the **close form** button. E-Bill will return to the previous list.

4.8B (4) – Repeat steps two and three to display other E-Bills. To return to the E-Bill Menu, click the **close form** button.

4.9 – View Letters

Click **Go** to return to the Notices page.

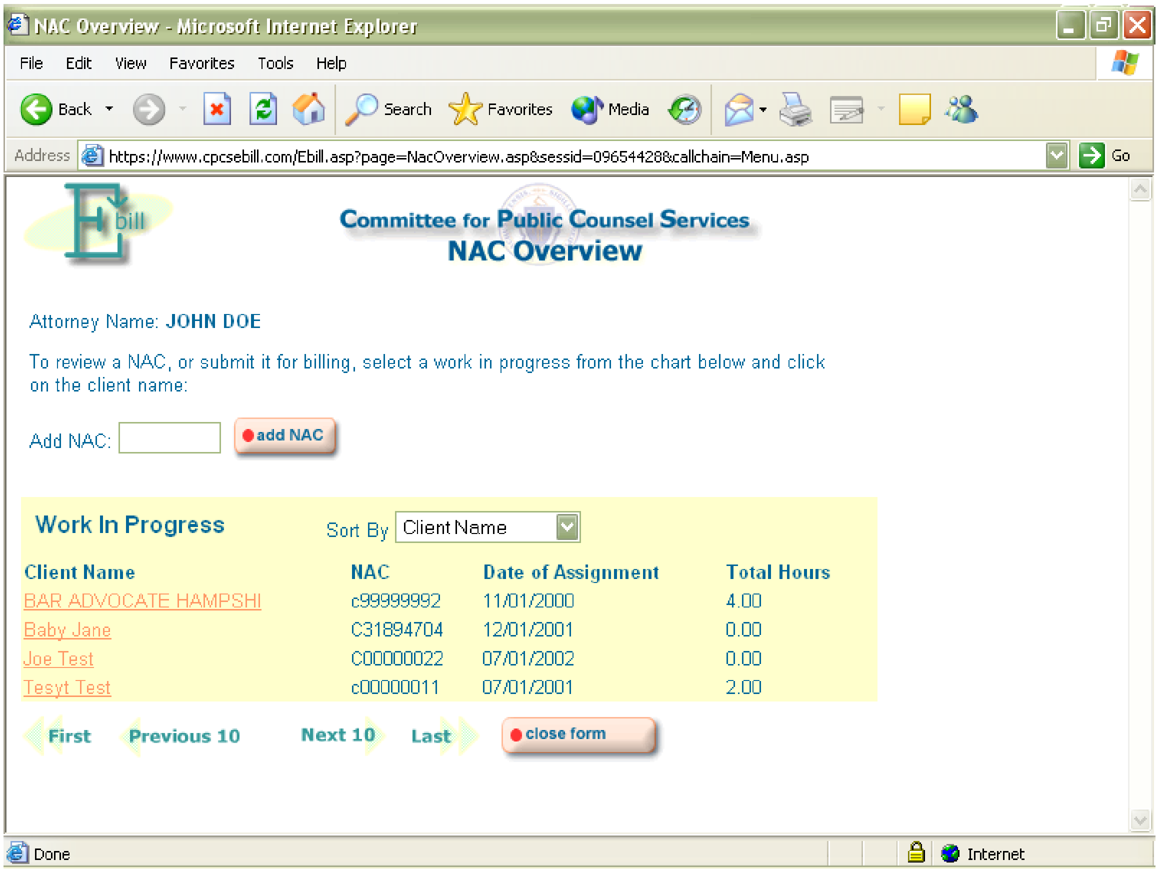
4.10 – Payment Detail

Click **Go** to view the Payment Detail page. Review the instructions for the *Payment Review/Detail* page in section 18 of this manual.

4.11 – logout of EBill

Click the **logout of EBill** button to log out of E-Bill and return to the E-Bill Log In page. You may also log out of E-Bill from any E-Bill page by exiting the browser.

Section 5 – E-Bill NAC Overview



5.1 – The NAC Overview page displays the Work in Progress (WIP) list. This list does not contain all NACS assigned to an attorney; it lists only those open "B" and "C" NAC numbers that have been entered by the attorney, and open "D" NAC numbers automatically issued by CPCS for cases assigned by courts through the MassCourts system.

Assignments are issued by the MassCourts system for Adult Criminal cases in all District Courts (with the exception of BMC Central, Brockton, and Barnstable District Courts) and all cases in all Probate and Family Courts. Cases assigned to an attorney in accordance with CPCS Policy are issued a NAC number beginning with a "D" by CPCS.

The assigned attorney is notified of the issued "D" NAC number by E-Bill notice. The "D" NAC number is automatically added by CPCS to the attorney's WIP file. One "D" NAC number is issued to an attorney for one or more Adult Criminal cases entered into the MassCourts system by a District Court on the same date for the same defendant. Probate and Family court assignments are issued one "D" NAC number for one case.

Multi-Part paper NAC forms with "C" NAC numbers will be issued by the assigning court for all other cases in all other courts, including those from the three courts noted above. "C" NAC numbers must be added to the WIP file by the assigned attorney. CPCS urges you to add these NAC numbers to your WIP file upon receipt of the NAC.

Some attorneys may still have on-going cases where the NAC number on the form begins with a "B". These NAC numbers must also be added to the WIP file by the assigned attorney.

5.2 – Manually Add a NAC to the WIP File and Using the WIP File/List

The *Add NAC* procedure is initiated on the *NAC Overview* page and completed on the *NAC Billing Information* page.

5.2A – In the NAC Number field enter the complete NAC number (including the "C", "B", or "D"). Do not include any spaces or hyphens. **Important**: If the NAC number begins with the letter "B," count the number of characters (letters and numbers only). If the total number of characters counted is less than nine then enter a zero "0" after the letter "B" then the rest of the NAC number. (i.e. The NAC number listed on the NAC form reads "B 123456-7." The total number of characters counted is eight. Enter the NAC number as "B01234567" in the NAC field.).

5.2B – Click the **add nac** button.

5.2C – The *NAC Billing Information* page will be displayed.

5.2C (1) – If the NAC is on file with CPCS the NAC Billing Information page will automatically populate with the data on file with CPCS. A sample NAC Billing Information page is displayed at the beginning of section 6.

5.2C (2) – At the *NAC Billing Information* page:

i. E-Bill will ask you to verify the client name.

ii. If the client name is correct, click the **OK** button. You may now work with the *NAC Billing information* page (review the instructions for the *E-Bill NAC Billing Information* page in section 6 of this manual).

iii. If the client name is wrong, click the **cancel** button; verify that the NAC number that was entered is the correct number, and repeat steps 5.3A, B, and C. If the client name is still wrong, click the **cancel** button and contact the E-Bill Help Desk.

5.2C (3) – If the NAC is not on file with CPCS, E-Bill will inform you that the entered NAC number does not exist in the system and asks if you would like to add it. Click either the **Yes** or **No** button.

i. If you clicked the **Yes** button, a blank *NAC Billing Information* page will appear. You will have to create a pending NAC record. Please review section 6.1 on page 18 of this manual. **(Do not click Yes for a "D" NAC number as these NAC numbers should always be on file at CPCS. Please click No and send an email to dboyd@publiccounsel.net and report that the "D" NAC number is not on file.)**

ii. If you clicked the No button, E-Bill will return to the *NAC Overview* page.

5.3 – The **Sort By** drop down list contains four options for sorting NACs in the WIP list. The default option is Client Name. To change the sort order, select a different sort option from the list. Below is a list of the four sort options along with the sort direction.

Sort Type	Sort Direction
Assignment Date	Descending
Client Name	Ascending by client last name
NAC Number	Descending
Total Hours	Descending

5.4 – Work In Progress

The fields listed in the WIP list for each added NAC are the Assignment Date, Client Name, NAC number, and Total Hours. The Total Hours field will read “0” (zero) for a NAC if there is no entered Legal Service bill to be submitted.

When you want to work on a NAC, locate it in the WIP list and click on the client name. The NAC Billing Information page will appear (review the instructions for the *E-Bill NAC Billing Information* page in section 6 of this manual).

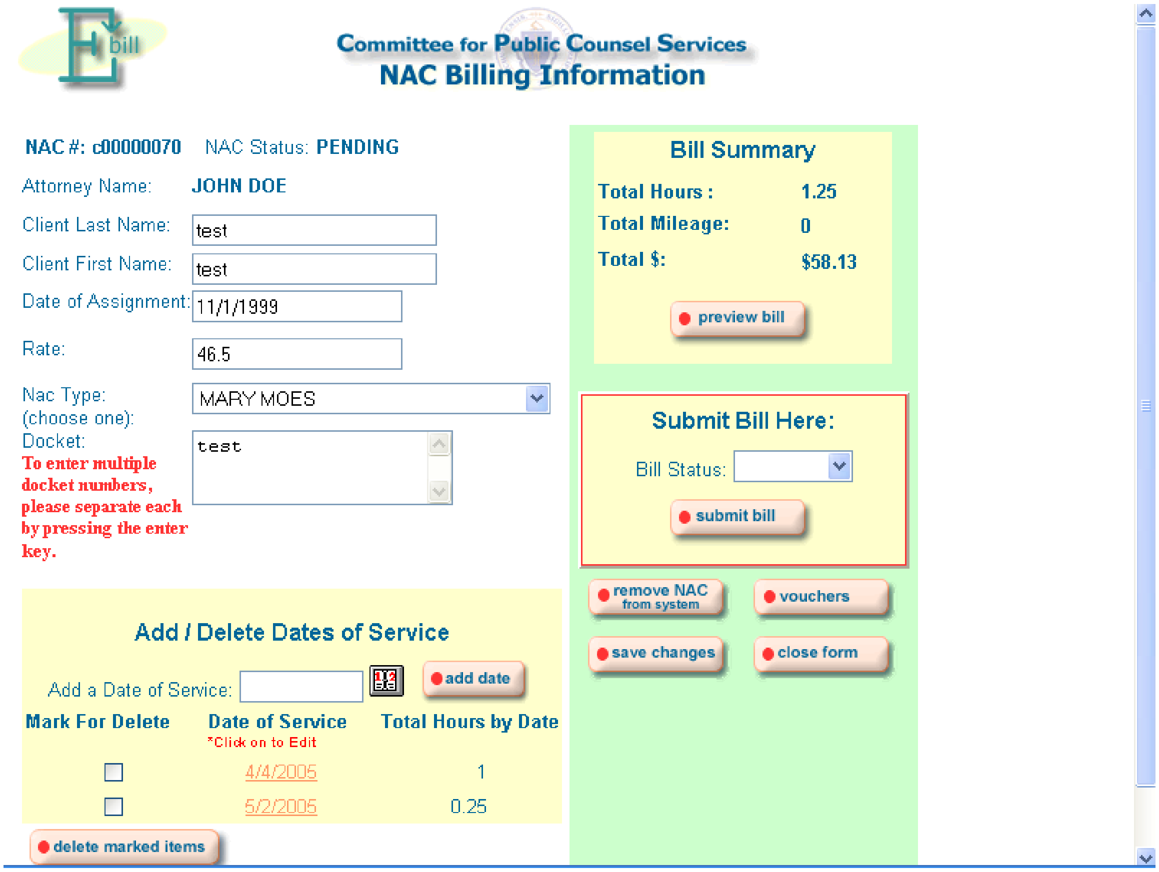
When an E-Bill is submitted for payment with a billing status of Interim (Monthly) or Year End, the NAC will remain in the WIP list and the Total Hours will be reduced to “0” (zero). When an E-Bill is submitted for payment with a billing status of Closed, the NAC is removed from the WIP list.

E-Bill displays only ten NACs in the WIP list at a time. If you have more than ten NACs in the WIP file use the navigation buttons located below the WIP list. Below is a description of each button.

- **First** – brings you to the first page of the WIP list sorted by the selected sort order.
- **Previous 10** – displays the previous ten NACs in the WIP list.
- **Next 10** - displays the next ten NACs in the WIP list.
- **Last** - displays the last page of the WIP list.

5.5 – Click the **close form** button to return to the *E-Bill Main Menu*. Remember, if you want to log out of E-Bill you do not have to navigate back through all the forms; you may just close the browser window.

Section 6 – E-Bill NAC Billing Information



The *NAC Billing Information* page is where you enter, modify/edit, and submit your legal service bills. You also access the E-Bill voucher pages from here.

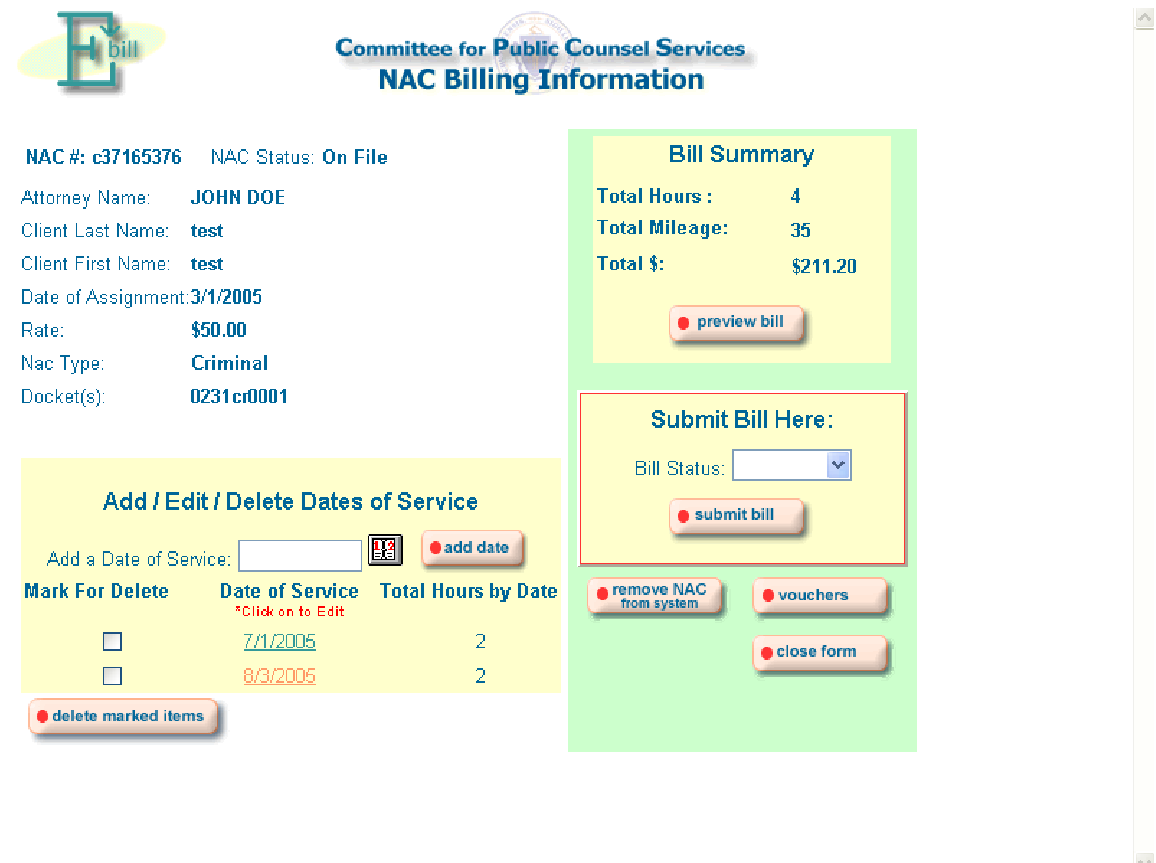
6.1 – When you add a "C" or "B" NAC number to the WIP file and the NAC is not on file with CPCS, E-Bill will inform you that the NAC does not exist in the system and ask whether you would like to add the NAC. If you choose to add the NAC, the NAC Billing Information Page will be displayed (the page for a pending NAC is depicted above). **(Do not click Yes for a "D" NAC number as these NAC numbers should always be on file at CPCS. Please click No and send an email to dboyd@publiccounsel.net and report that the "D" NAC number is not on file.)**

6.1A – Enter the client name and date of assignment from the NAC form, the hourly rate (for a chart of hourly rates, see the CPCS Assigned Counsel Manual chapter 5 section 33), select the proper NAC Type from the drop down list box, enter the docket number(s) as it/they appear(s) on the NAC form/complaint (do not enter any spaces or dashes).

6.1B – After entering the entire required information click the **save changes** button. E-Bill will verify that the pending NAC is updated and return you to the NAC Billing Information page. While the NAC is pending you may modify the NAC information. **Make sure to click the save changes button after making any changes.**

The assigning court is required to mail the original (white copy) "C" or "B" NAC form to CPCS. If you receive the original NAC form, it should be immediately mailed to CPCS. **Please <u>DO NOT</u> mail a copy of any NAC to CPCS unless we request it from you in writing.**

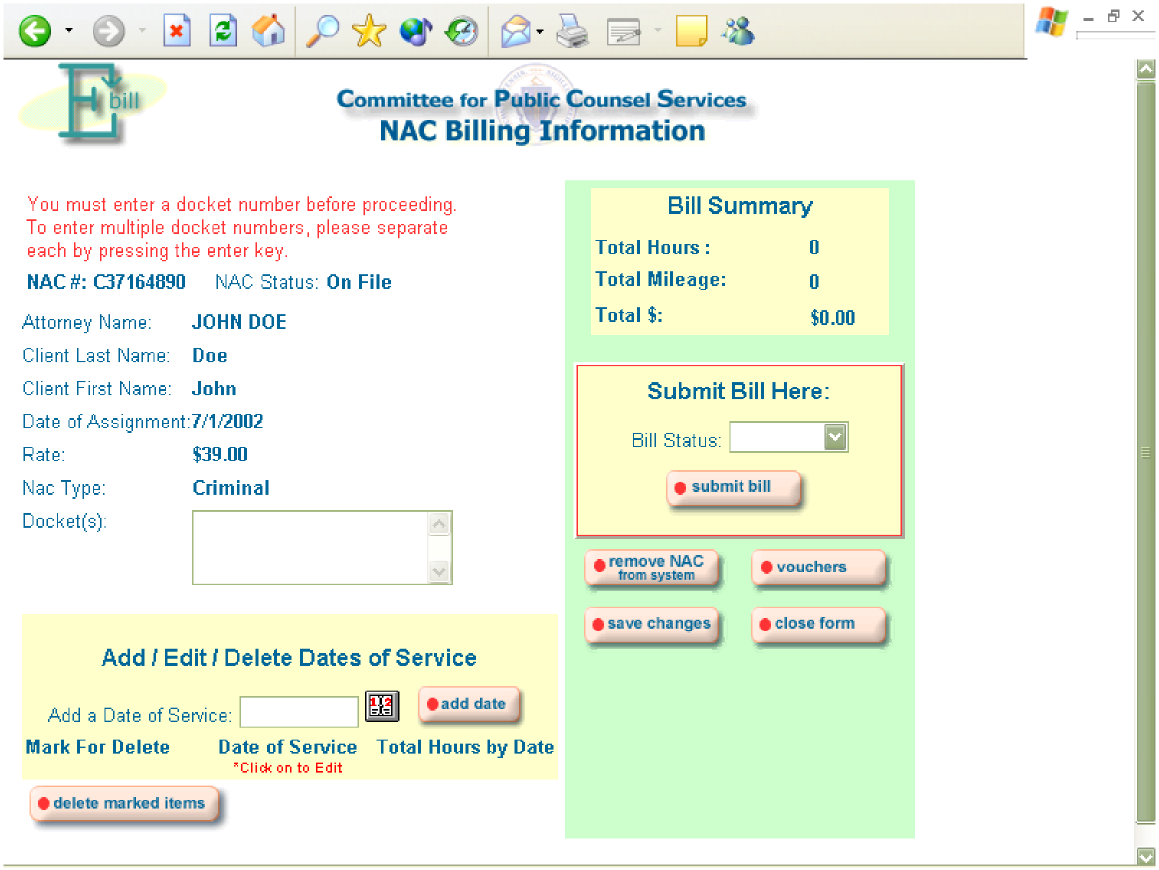
When the NAC comes on file at CPCS we will update the status of the pending NAC to “On File,” and all NAC fields will be updated with the data entered in the CPCS computer. You will need to notice and report any discrepancies to the E-Bill help desk.



6.2 – Following is a description of all the elements of the NAC Billing Information page for pending NACs and NACs that are on file. The page depicted below indicates a NAC that is on file.

6.2A – NAC #, Attorney Name, Client Last Name, Assignment Date, NAC Type, NAC Status, Client First Name, Rate

If the NAC is on file the depicted fields will be filled with data from CPCS. If a “C” or “B” NAC is not on file you will have to enter the temporary data as described earlier in this section. Please remember that a “D” NAC number cannot be added as a Pending NAC. You must contact CPCS if this occurs.



6.2B – Docket(s)

CPCS requires the complete court docket number(s) to be recorded for each NAC. E-Bill will display all docket numbers on file in the Docket field for the NAC being accessed. If CPCS has no docket number recorded for a NAC being added to or accessed from the Work In Progress file, E-Bill will require you to enter the complete docket number(s) listed on the NAC form in the Docket field on the NAC Billing Information page as it/they **appear on the complaint** (do not include any spaces or dashes). E-Bill will not allow any legal service time or voucher entry until you enter the docket number(s) and click the save changes button.

Note: After the docket number(s) has/have been entered, E-Bill will only display, on any page where the docket number is displayed (with the exception of the NAC Billing Information page), the first docket number listed in the NAC record.

6.2C – Enter/Modify Legal Service Bill

The following instructions for the **Add/Edit/Delete Dates of Service** section of this page will assist you when you are ready to enter and edit time for legal services rendered for the displayed NAC.

6.2C (1) – Enter a date of service in the **Add a Date of Service** field (use the formats mm/dd/yyyy or mm/dd/yy) or click the calendar icon to the right of the Date field and click on the date you want to enter. The date you select will appear in the Date field.

6.2C (2) – Click the **add date** button after you have entered a date of service, to go to the Time Entry page for this date of service (review the E-Bill Time Entry section of this manual for entering and editing instructions).

E-Bill will not allow you to add a date of service,

- If you enter an invalid date (i.e. a date in the future)
- If you enter a date of service that is not in the same fiscal year as dates already in the WIP file for the displayed NAC.
- If you have previously been paid for the date of service being entered for the displayed NAC.
- If the date of service precedes the date of the assignment of the displayed NAC. Note: Mary Moe assignments are exempt from this rule.

6.2D – Date of Service

The dates of service listed are entered in the WIP file, but not submitted for the displayed NAC.

To modify/edit a date of service for the displayed NAC, locate it and click the date of service. The Time Entry page for this date of service will be displayed (review the E-Bill Time Entry section of this manual for entering and editing instructions for the Time Entry page).

6.2E – Total Hours By Date

This field displays the total hours entered in the WIP file for the corresponding date of service for the displayed NAC.

6.2F – To delete one or more date(s) of legal service that you have added to the WIP file for the displayed NAC, do the following:

6.2F (1) – Locate the date(s) of service you want to delete.

6.2F (2) – Click the **Mark For Delete** box next to the date(s). A check mark will appear in the box.

6.2F (3) – Click the **delete marked items** button at the bottom of the list. E-Bill will delete the date(s) and hours.

6.3 – Bill Summary

E-Bill displays a summary of the legal service time and mileage entered in the WIP file for the displayed NAC and allows you to preview the bill to check for accuracy.

6.3A – The **Total Hours** field lists the total Legal Service hours for all dates of service to be submitted in the WIP file for the displayed NAC.

6.3B – The **Total Mileage** field lists the total mileage entered (for which you have requested reimbursement) for all dates of Legal Service to be submitted in the WIP file for the displayed NAC.

6.3C – The **Total $** field lists the total combined dollar amount for the total hours and total mileage to be submitted in the WIP file for the displayed NAC.

6.3D – Click the **preview bill** button to display the Billing Preview Page. This is a preview of what your bill will look like if it were submitted today. This is **NOT** a submitted bill or a confirmation form. The Billing Preview page allows you to quickly review your bill prior to submission and identify any errors or omissions that need to be corrected. You cannot correct errors from this page; it is a view only page. Any errors must be corrected on the Time Entry page or NAC Billing Information page, wherever the error or omission occurred. After correcting the errors you should preview your bill again. When all the entered information is correct, you may submit your bill.

6.4 – Submit a Legal Service Bill

From the Submit Bill Here field you submit to CPCS your bill for Legal Services and Mileage for the displayed NAC.

6.4A – From the **Bill Status** drop down list select the appropriate billing status.

- Select Interim if you are submitting a Monthly bill. E-Bill notes the date of submission as the month billed, irrespective of the dates of service listed on the bill. Please review the Monthly Billing policy in the **CPCS Assigned Counsel Manual** chapter 5 section 18.
- Select Year End as the status of your bill if the NAC is open and pending at the end of the fiscal year (June 30). Year End bills may be submitted beginning June 15. You are allowed only one bill per fiscal year of service. Please note, a submitted Year End bill closes the fiscal year of service from further interim billing.
- Select Closed as the status of your bill if your representation has concluded for all matters on the displayed NAC.

6.4B – Click the **submit bill** button to submit the E-Bill for the displayed NAC. All dates of service and mileage in the WIP file to be submitted for the NAC will be submitted to CPCS.

6.4B (1) – If you are submitting a bill for a CAFL assignment, E-Bill will require you to complete the online Client Contact Information form prior to confirming the bill (review the E-Bill Client Contact section of this manual for instructions for entering client contact information).

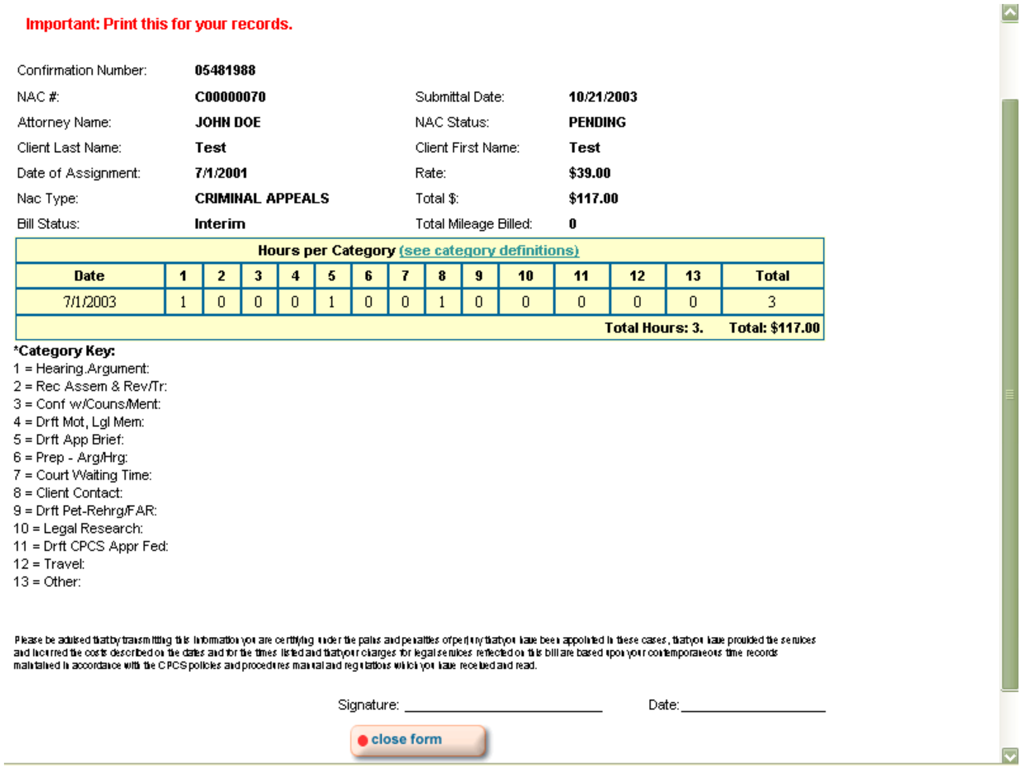
6.4B (2) – If you selected Case Closed as the billing status, E-Bill will require you to complete a Dispositional Report Form prior to confirming the bill.

- For criminal, criminal mentor, and murder assignments, please review the E-Bill Criminal\Delinquency Disposition section of this manual for instructions on completing the disposition form.
- For children and family law, non-criminal mentor, and other non-criminal assignments, please review the E-Bill Children and Family Law Disposition section of this manual for instructions on completing the disposition form.
- For mental health assignments, please review the E-Bill Mental Health Disposition section of this manual for instructions on completing the disposition form.
- For all appeal assignments, please review the E-Bill Appeals Disposition section of this manual for instructions on completing the disposition form.

6.4B (3) – When you have completed all of the required forms, E-Bill will transmit the bill to CPCS. CPCS will immediately review the E-Bill for preliminary error conditions. If any of these conditions are discovered, a warning will appear on the page. In most instances you will be allowed to correct the error and resubmit the bill.

6.4B (4) – If CPCS accepts the E-Bill, the Billing Confirmation page will appear (see the example below). **PRINT THIS PAGE.** Sign the E-Bill Confirmation Form and file it. CPCS requires that you maintain the signed and dated confirmation form in your records for Seven years. Please review ch. 5 s. 24B of the CPCS Assigned Counsel Manual. The Assigned Counsel Manual is on line at www.publiccounsel.net.

6.4B (5) – Click the Close Form Button at the bottom of the Billing Confirmation page. E-Bill will return to the NAC Overview page.



Important: Print this for your records.

Confirmation Number:	05481988		
NAC #:	C00000070	Submittal Date:	10/21/2003
Attorney Name:	JOHN DOE	NAC Status:	PENDING
Client Last Name:	Test	Client First Name:	Test
Date of Assignment:	7/1/2001	Rate:	$39.00
Nac Type:	CRIMINAL APPEALS	Total $:	$117.00
Bill Status:	Interim	Total Mileage Billed:	0

Hours per Category (see category definitions)

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
7/1/2003	1	0	0	0	1	0	0	1	0	0	0	0	0	3
													Total Hours: 3.	Total: $117.00

*Category Key:
1 = Hearing.Argument:
2 = Rec Assem & Rev/Tr:
3 = Conf w/Couns/Ment:
4 = Drft Mot, Lgl Mem:
5 = Drft App Brief:
6 = Prep - Arg/Hrg:
7 = Court Waiting Time:
8 = Client Contact:
9 = Drft Pet-Rehrg/FAR:
10 = Legal Research:
11 = Drft CPCS Appr Fed:
12 = Travel:
13 = Other:

Please be advised that by transmitting this information you are certifying under the pains and penalties of perjury that you have been appointed in these cases, that you have provided the services and incurred the costs described on the dates and for the times listed and that your charges for legal services reflected on this bill are based upon your contemporaneous time records maintained in accordance with the CPCS policies and procedures manual and regulations which you have received and read.

Signature: ____________________ Date: ________________

close form

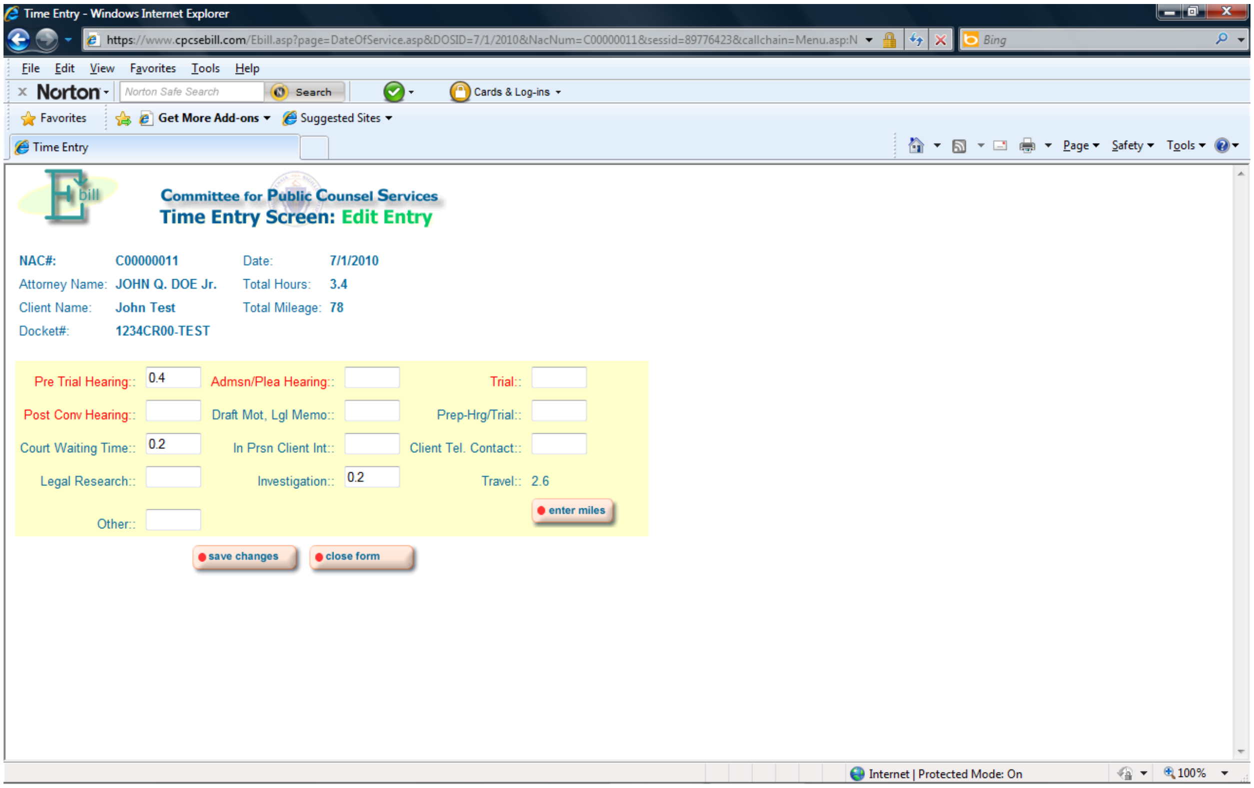
6.5 – Click the **remove NAC from system** button to remove the displayed NAC and all entered dates of service and vouchers from the WIP file. Please note: removing a NAC from E-Bill will have no affect on previously submitted bills or vouchers.

6.6 – Click the **save changes** button to save any changes made to pending NAC information. Note: This button appears on the NAC Billing Information page only when the NAC Status is PENDING or if a docket number must be entered for a NAC that is on file.

6.7 – Click the **vouchers** button to go to the Voucher Overview Page. Review the E-Bill Voucher Overview section of this manual for entering/editing vouchers.

6.8 – Click the **close form** button on the NAC Billing Information page to return to the NAC Overview page.

Section 7 – E-Bill Time Entry



7.1 – After entering/selecting a date of service, E-Bill will display the Time Entry page. Following is a description of the pre-filled page elements.

7.1A – Page Title

If you are adding a new date of service to the WIP file for the displayed NAC, E-Bill will display the words "Add Entry". If you are modifying an existing date in the WIP, E-Bill will display the words "Edit Entry".

7.1B – NAC#

This field displays the NAC number from the NAC Billing Information page. If the NAC number is incorrect, return to the NAC Overview page by clicking on the Close Form button on this page and again on the NAC Billing Information page. Select the correct NAC from or add the correct NAC to the WIP file add/edit the date of service to return to the Time Entry page.

7.1C – Date

This field displays the date you added or the date you selected to modify.

7.1D – Attorney Name

Please make sure the displayed name is your name. If the displayed name is not your name, click the Close Form button. Contact the E-Bill help line by phone (617) 988-8327, or by email ebill@publiccounsel.net.

7.1E – Total Hours

E-Bill displays the total **saved** hours for the displayed date of service for the displayed NAC.

7.1D – Client Name

E-Bill displays the client name specific to the displayed NAC.

7.1E – Total Mileage

E-Bill displays the total **saved** mileage for the displayed date of service for the displayed NAC. The total **saved** mileage is displayed even if you elected not to be reimbursed for this mileage. It will not be included in the total amount of your bill.

7.1F – Docket#

E-Bill displays the first docket number listed for this NAC.

7.2 – Enter/Modify Legal Service Time

For each date of service, enter the time for legal services rendered in the appropriate category. CPCS has 13 billing categories for the three major case types, Criminal, Civil, and Appeals. Below is a list of the NAC Types related to each case type and the corresponding 13 billing categories.

Criminal	**Civil**	**Appeals**
Criminal	Children and Family Law	Criminal Appeals
Criminal Mentor	Non-Criminal Mentor	Murder Appeals
Murder	Mental Health	Mental Health Appeals
	Other Non-Criminal[1]	Non-Criminal Appeals
		Criminal Mentor Appeals
		Non-Criminal Mentor Appeals

	Criminal	**Civil**	**Appeals**	**Grant of Conditional Liberty**
1.	Pre Trial Hearing	Emergency Hearing	Hearing/Argument	Hearing
2.	Admsn/Plea Hearing	Pre-Trl Hrg/Conf	Rec Assem & Rev/Tr	RRT Hearing
3.	Trial	Trial/Hearing	Conf w/Couns/Ment	Collateral Contact
4.	Post Conv Hearing	Dispo Proceedings	Drft Mot, Lgl Mem	RRT Preparation
5.	Draft Mot, Lgl Memo	Drft Pleadings/Cor	Drft App Brief	Appeal Preparation
6.	Prep – Hrg/Trial	Hrg/Trl Prep+Dscov	Prep – Arg/Hrg	Hrg/Trl Prep
7.	Court Waiting Time	Court Waiting Time	Court Waiting Time	Court Waiting Time
8.	In Prsn Client Int	In-Prsn Clnt Cntact	Client Contact	In-Prsn Clnt Cntact
9.	Client Tel Contact	Negot/Case Conf	Drft Pet-Rehrg/FAR	Client Tel Contact
10.	Legal Research	Legal Research	Legal Research	Legal Research
11.	Investigation	Investigation	Drft CPCS Appr Fed	Investigation
12.	Travel*	Travel*	Travel*	Travel*
13.	Other	Other Clnt Cntact	Other	Other

If the billing categories are not applicable to your case, do not enter any time. Click the Close Form button to return to the NAC Billing Information page. Check the NAC Type.

- If the NAC is on file and you believe that the NAC Type is incorrect please send an email to the E-Bill help line at ebill@publiccounsel.net (please note "NAC Type" in the subject line), or call (617) 988-8327.
- If the NAC is pending,
  - Change the NAC type to the correct type
  - Click the Save Changes button
  - Enter the Date of Service in the Date field
  - Click the Add Date of Service button

[1] Other Non-Criminal cases are those that do not fall under the CAFL or Mental Health categories, e.g., Mary Moe cases.

7.2A – When entering time for a date of service rendered before July 1, 2010, make sure to round the actual time worked down to the nearest quarter hour.

7.2B – When entering time for a date of service rendered on or after July 1, 2010, make sure to round the actual time worked down to the nearest tenth of an hour. CPCS' Policy on billing in tenth of an hour increments is in the CPCS Assigned Counsel Manual, chapter 5, section 24A.

*Travel time is displayed but not entered on the Time Entry Page. Enter Travel time on the Mileage page (see Section 8 of this Manual).

7.3 – Click the **enter miles** button to enter mileage information and Travel Time. E-Bill will save the added/modified time for the displayed date of service and display the Mileage page (please review the E-Bill Mileage section of this manual for instructions on entering mileage and travel time). **

7.4 – If no Mileage or Travel Time was entered for the displayed date of service, click the **save changes** button to save the added/modified time for the displayed date of service**. E-Bill will confirm that the date of service has been saved. Click the OK button. E-Bill will return to the NAC Billing information page.

**E-Bill will not allow you to save a date of service,

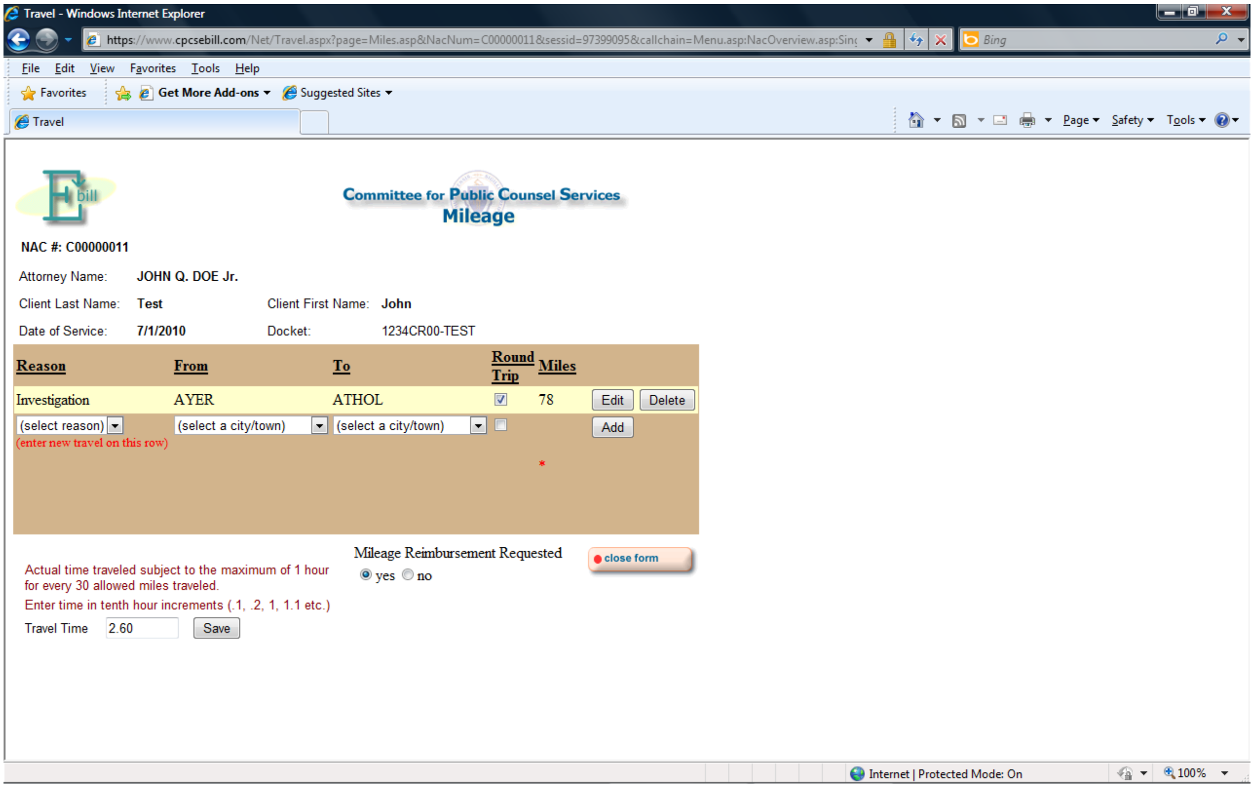
- If you entered more than one hour of waiting time for the displayed date of service for the displayed NAC.
- If you entered more than twenty-four hours for the displayed date of service for the displayed NAC.
- If you exceeded 3 total hours of waiting time for date of service rendered before February 2, 2009.
- If you exceeded 2 total hours of waiting time for date of service rendered on or after February 2, 2009.
- If you entered in-court time on a date of service that the court is not normally in session. You may request authorization to bill on this date. Please write to CPCS (to the attention of the Private Attorney Payment Department) with a copy of the court docket.

When you save a date of service, E-Bill will warn you of a possible reduction if you exceeded the daily limit for the current date of service. Please review the CPCS Assigned Counsel Manual, chapter 5, section 19.

7.5 – Click the **close form** button to return to the NAC Billing Information page. If you have added or modified time and not saved it, E-Bill will warn you that your changes have not been saved.

- Click the OK button to keep the Time Entry page open so you may save your changes.
- Click the Cancel button to close the Time Entry page **without saving any time additions or changes**.

Section 8 – E-Bill Mileage



Please review CPCS' Travel policy in the CPCS Assigned Counsel Manual, chapter 5, section 28 before entering Mileage or Travel Time.

The E-Bill Mileage page allows you to enter in-state, inter-city, and out-of-state mileage and travel time on the date of service for the displayed NAC. E-Bill requires that you enter all the mileage information first in order to calculate allowed Travel Time.

8.1 – Following is a description of the pre-filled page elements.

8.1A – NAC#
E-Bill displays the NAC number from the Time Entry page. If the NAC number is incorrect, return to the NAC Overview page by clicking on the Close Form button on this page, the Time Entry page, and again on the NAC Billing Information page. Select the correct NAC from or add the correct NAC to the WIP file, add/edit the date of service and click the enter miles button on the Time Entry page to return to the Mileage page.

8.1B – Attorney Name
Please make sure the displayed name is your name. If the displayed name is <u>not</u> your name, click the Close Form button. Contact the E-Bill help line by phone (617) 988-8327, or by email ebill@publiccounsel.net.

8.1C – Client Name
E-Bill displays the client name specific to the NAC number.

8.1D – Date of Service
E-Bill displays the date added or the date selected for modification.

8.1E – Docket#
E-Bill displays the first docket number listed for this NAC.

8.2 – Following are the instructions for entering Mileage and Travel Time on the displayed date of service for the displayed NAC.

8.2A – From the **Reason** drop down list, select the appropriate reason for traveling. If the reason you traveled does not appear in the list, select the most similar reason. The actual reason must be noted in your contemporaneous time records.

8.2B – In the **From*** drop down list, select a city or town if traveling from a city or town within the State of Massachusetts.

If traveling from a city or town outside of the State of Massachusetts select the "(Out-of-State)" option from the drop down list. E-Bill will display an empty field where you can enter the name of the city/town and provide a drop down list where you can select the state from where you traveled (i.e. Nashua, NH). **Note: Do not enter the name of the location (i.e. "My Office") from where you traveled. This will cause the removal and non-payment of your mileage and travel time from this date of service.**

8.2C – In the **To*** drop down list, select a city or town if traveling to a city or town within the State of Massachusetts.

If traveling to a city or town outside of the State of Massachusetts select the "(Out-of-State)" option from the drop down list. E-Bill will display an empty field where you can enter the name of the city/town and provide a drop down list where you can select the state from where you traveled (i.e. Nashua, NH). **Note: Do not enter the name of the location (i.e. "Clients Home", "MCI Cedar Junction") from where you traveled. This will cause the removal and non-payment of your mileage and travel time from this date of service.**

*** Travel to Martha's Vineyard or Nantucket**

(See Screen 8.2 below) If you are required to travel to Martha's Vineyard or Nantucket, you may bill for mileage to and from the boat landing in Barnstable (Hyannis) or Falmouth (Woods Hole) and mileage while traveling on Martha's Vineyard or Nantucket (enter these trips separately on the mileage page). Please enter the mileage for each trip as instructed in this section of the manual. CPCS will not reimburse mileage for the boat ride to and from Martha's Vineyard or Nantucket. You may, however, submit an E-Bill Voucher for the cost of the ticket (please see section 12 of this Manual for further instructions).

8.2D – Click the **RT** (Round Trip) box if the From and To entries are a round trip. **Important:** If this box is left blank (un-checked) then the allowed mileage for which you will be reimbursed will be calculated as one-way.

8.2E – **Miles**

8.2E (1) – If both the From and To entries are within Massachusetts (excluding miles traveled while on Martha's Vineyard or Nantucket Island), E-Bill will automatically calculate and display the allowed mileage in the Miles field. No data entry is required. The allowed mileage is calculated by CPCS according to the mileage information entered for this trip (Reason, From, To, and Round Trip), based on the Milo Mileage Guide. In this instance, the Miles field cannot be altered. If you notice that the mileage E-Bill displayed is not the same as indicated in the Milo Mileage Guide, please notify CPCS by email only at ebill@publiccounsel.net.

8.2E (2) – If both the From and To entries are the same city/town, E-Bill will display a drop down list so that you may select the proper mileage. CPCS allows up to 5 miles for a one way and up to 10 miles for a round trip within the same city/town.

8.2E (3) – If you travel out-of-state, on Martha's Vineyard, or on Nantucket Island, E-Bill will display a data entry box. Enter the total mileage traveled in this field. **If this was a round trip enter the total round trip mileage.**

8.2F – Click the **Add** button to add this entered trip to the work-in-progress file.

8.2G – After you have added mileage information to a date of service you may click the **Edit** button to make any change to the mileage information for this trip**. You may edit this trip any time prior to submitting it with your bill for legal services.

8.2H – After you have added mileage information to a date of service you may click the **Delete** button to remove this trip from the date of service**. You may delete this trip any time prior to submitting your bill for legal services.

8.3 – E-Bill automatically assumes that you want to be reimbursed for the entered mileage. But if you *do not* want to be reimbursed for the entered mileage you must click **no** in the **Mileage Reimbursement Requested** field. Clicking **no** will not remove the mileage information from the date of service or the bill (See Section 8.3A below if the date of travel being entered is on or after Date of Service 08/15/2011). Also E-Bill will not include the reimbursement for this mileage on the billing summary portion of the NAC Billing Information Page nor will it be included in your bill's total amount when you submit it. You may modify this option any time prior to submitting your bill for legal services.

8.3A – If the date of travel being entered is on or after Date of Service 08/15/2011, E-Bill will not display the **Mileage Reimbursement Requested** field. Additionally, E-Bill will not include the reimbursement for this mileage on the billing summary portion of the NAC Billing Information Page, nor will it be included in your bill's total amount when you submit it.

8.4 – Click the **Miles Entry Complete** button when you have completed entering all of the mileage information for the displayed date of service and NAC. E-Bill will calculate the allowed travel time for this date of service (total allowed miles/30), remove this button from the page, and display the Travel Time data entry field.

8.5 – When entering Travel Time for a date of service before July 1, 2010, make sure to round the actual time traveled down to the nearest quarter hour.

When entering Travel Time for a date of service on or after July 1, 2010, make sure to round the actual time traveled down to the nearest tenth of an hour. CPCS' Policy on billing in tenth of an hour increments is in the CPCS Assigned Counsel Manual, chapter 5, section 24A.

The allowed Travel time is subject to the maximum of 1 hour for every 30 allowed miles traveled*. You may modify the entered Travel Time any time prior to submitting it with your bill for legal services.

8.6 – Click the **Save** button to save the entered Travel Time.

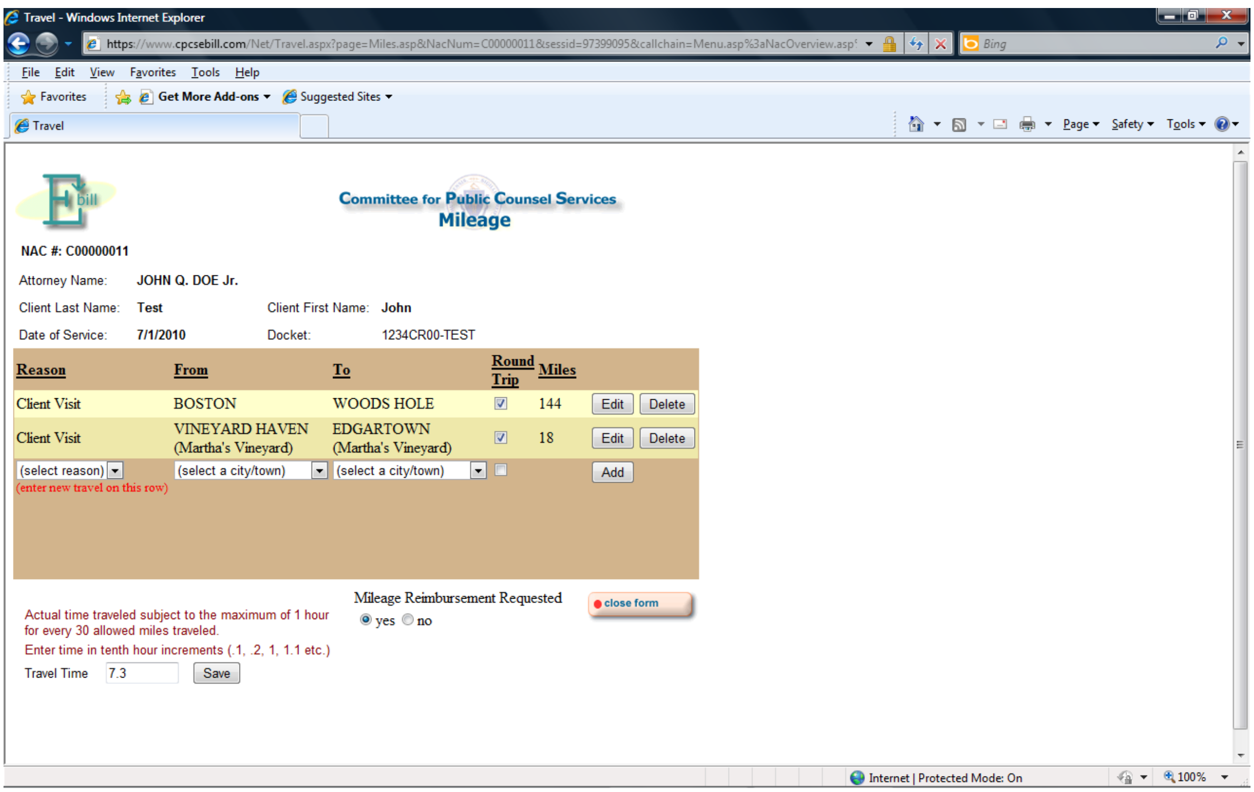
8.6A – E-Bill will not allow you to exceed the applicable maximum daily billing limit for a date of service. If the travel time entered will cause you to exceed this limit for the date of service, E-Bill will display a warning message and instruct you to reduce the entered Travel Time to a time not to exceed the limit.

8.6B – E-Bill will warn you of a possible reduction to your bill if you exceeded the daily limit without a waiver for the displayed date of service. Please review the CPCS Assigned Counsel Manual, chapter 5, section 19.

8.7 – Click the **close form** button to return to the Time Entry page.

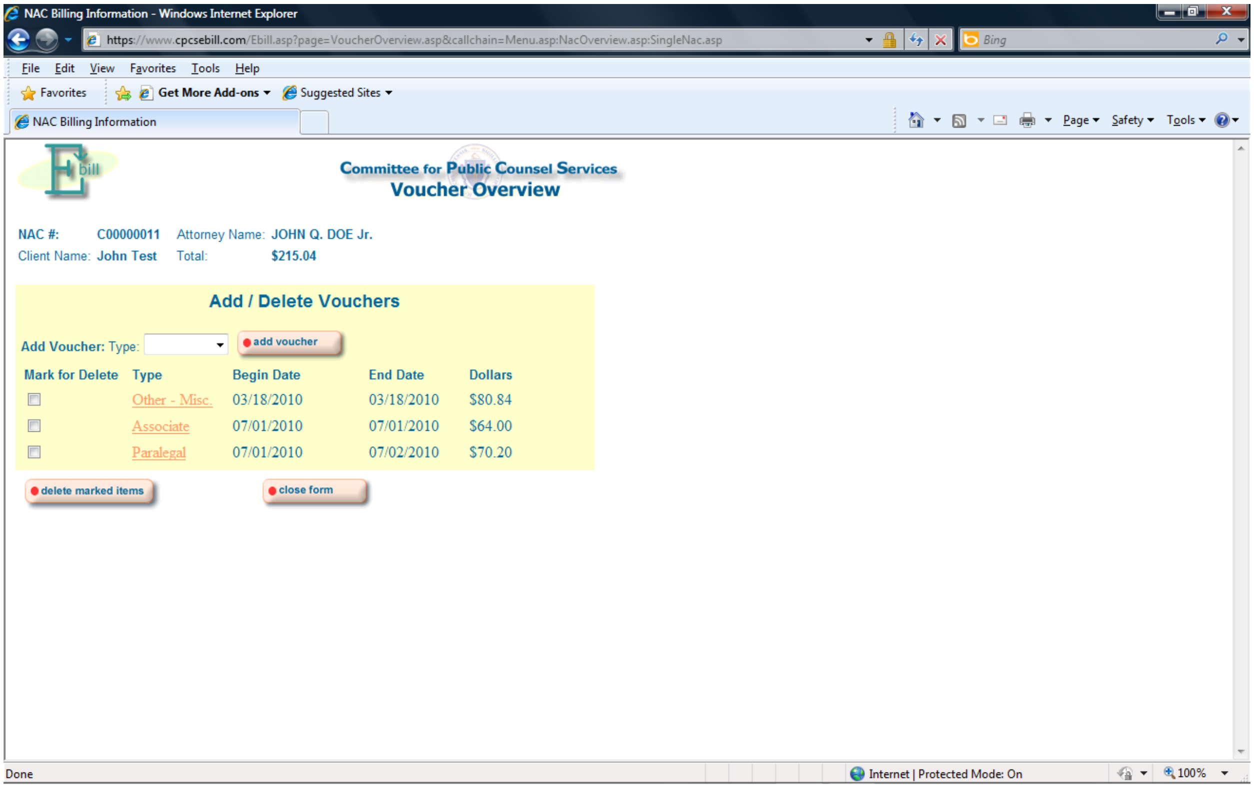
* If you traveled between the Massachusetts mainland and either Martha's Vineyard or Nantucket Island, CPCS will allow the entry of an additional 1.5 hours of Travel Time for a one way trip or 3 hours for a round trip.

** If you modify or delete any mileage information on the displayed date of service, E-Bill will automatically re-calculate the allowed maximum Travel Time. If the travel time you previously entered is now greater than the new maximum allowed Travel Time, E-Bill will automatically adjust the entered Travel Time to the re-calculated maximum allowed travel time.



Screen 8.2

Section 9 – E-Bill Voucher Overview



The Voucher Overview page allows you to add, modify, or delete payment vouchers for Associate, Paralegal, and Other out-of-pocket expenses. Below are instructions for adding a voucher to the WIP file.

9.1 - Following is a description of the pre-filled page elements.

9.1A – NAC#
E-Bill displays the NAC number from the NAC Billing Information page. If the NAC number is incorrect, go back to the NAC Overview page and select the correct NAC from, or add the correct NAC to, the WIP file.

9.1B – Attorney Name
Please make sure the displayed name is your name. If the displayed name is not your name, click the Close Form button. Contact the E-Bill help line by phone (617) 988-8327, or by email at ebill@publiccounsel.net.

9.1C – Client Name
E-Bill displays the client name specific to the NAC number.

9.1D – Total
E-Bill displays the total amount of all vouchers listed in the WIP file for the displayed NAC.

9.2 – Add a Voucher

9.2A – Form the **Type** drop down list box select the type of voucher.

9.2B – Click the **add voucher** button to add the selected voucher type. E-Bill will display the corresponding voucher entry page.

9.3 – To modify an existing voucher in the WIP, locate the voucher in the list on the Voucher Overview page and click on the **Type**. E-Bill will display the voucher entry page for the selected voucher.

9.4 – Delete a Voucher

To delete one or more vouchers from the WIP file for the displayed NAC,

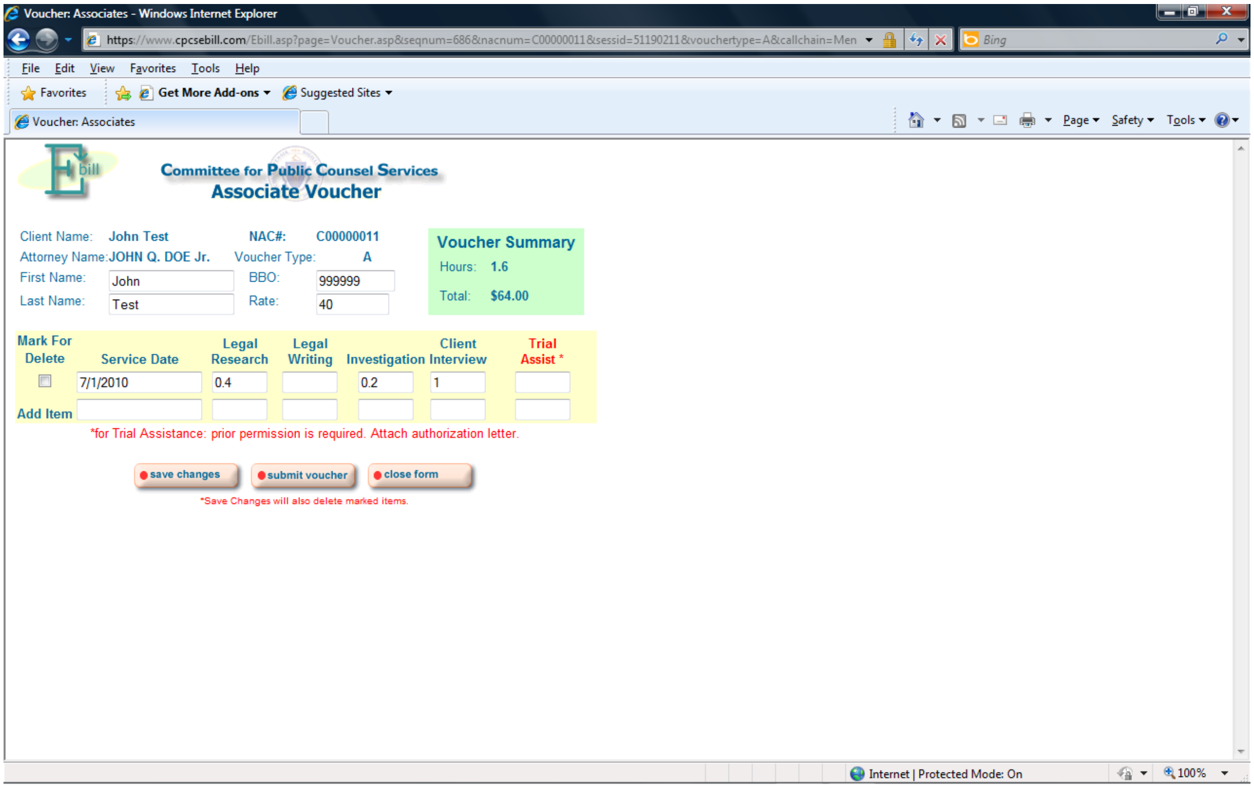
9.4A – Locate the voucher(s) from the list

9.4B – Click the box in the **Mark for Delete** column next to the voucher(s) that you want to delete.

9.4C – Click the Delete Marked Items button beneath the voucher list.

9. 5 Click the **close form** button to return to the NAC Billing Information page.

Section 10 – E-Bill Associate Voucher



Use the Associate Voucher page to enter one voucher for reimbursement of associate expenses for the services rendered by one associate for the displayed NAC. Please review CPCS' Billing Policy for Associate Expenses in the CPCS Assigned Counsel Manual, chapter 5, section 25A before entering a voucher.

10.1 – Following is a description of the pre-filled page elements.

10.1A – Client Name

E-Bill displays the client name specific to the NAC number.

10.1B – NAC#

E-Bill displays the NAC number from the NAC Billing Information page. If the NAC number is incorrect, go back to the NAC Overview page and select the correct NAC from, or add the correct NAC to, the WIP file.

10.1C – Attorney Name

Please make sure the name that is displayed is your name. If the displayed name is not your name, click the Close Form button. Contact the E-Bill help line by phone (617) 988-8327, or by email at ebill@publiccounsel.net.

10.1D – Voucher Type

E-Bill displays the type of voucher being entered. For an associate voucher an "A" will appear in this field.

10.1E – Voucher Summary

E-Bill displays the total associate hours entered in the WIP and the current total amount (hours x entered rate) for the displayed associate voucher.

10.2 – Entering an Associate Voucher.

10.2A – Enter the first name of the associate in the **First Name** field.

10.2B – Enter the last name of the associate in the **Last Name** field.

10.2C – Enter the associate's Board of Bar Overseers identification number in the **BBO** field.

10.2D – In the **Rate** field enter the hourly rate that you are requesting for reimbursement of the displayed associate voucher. This rate must not exceed the rate established by the CPCS Associate Billing Policy in chapter 5, section 25A, of the CPCS Assigned Counsel Manual. If the entered rate exceeds the established rate, E-Bill will display an error message. You will need to correct the entered rate in order to submit the voucher to CPCS.

10.2E - For each date of your associate's service rendered on or after July 1, 2010, for which you are requesting reimbursement, enter the time in tenth of an hour increments into the appropriate time category (listed below) as it is listed on the associate's invoice. When entering time for these dates of service, make sure to round the actual time worked down to the nearest tenth of an hour. CPCS' Policy on billing in tenth of an hour increments is in the CPCS Assigned Counsel Manual, chapter 5, section 24A.

For each date of your associate's service rendered before July 1, 2010, for which you are requesting reimbursement, enter the time in quarter-hour increments into the appropriate time category (listed below) as it is listed on the associate's invoice. When entering time for these dates of service, make sure to round the actual time worked down to the nearest quarter hour.

- Service Date
- Legal Research
- Legal Writing
- Investigation
- Client Interview
- Trial Assist*

*The attorney of record must obtain prior permission from the appropriate Deputy Chief Counsel in order to bill for Associate Trial Assistance in non-murder assignments. See chapter 5, section 25A, of the Assigned Counsel Manual.

10.3 – Click the **save changes** button to save the associate voucher after entering each date of service or modifying any date(s) of service. E-Bill will return to the Associate Voucher page.

10.4 – To delete one or more entered dates of service from an associate voucher,

10.4A – Locate the date of service in the list

10.4B – Click the box in the **Mark for Delete** column next to the date(s) that you want to delete.

10.4C – Click the **save changes** button to delete the dates of service marked for deletion.

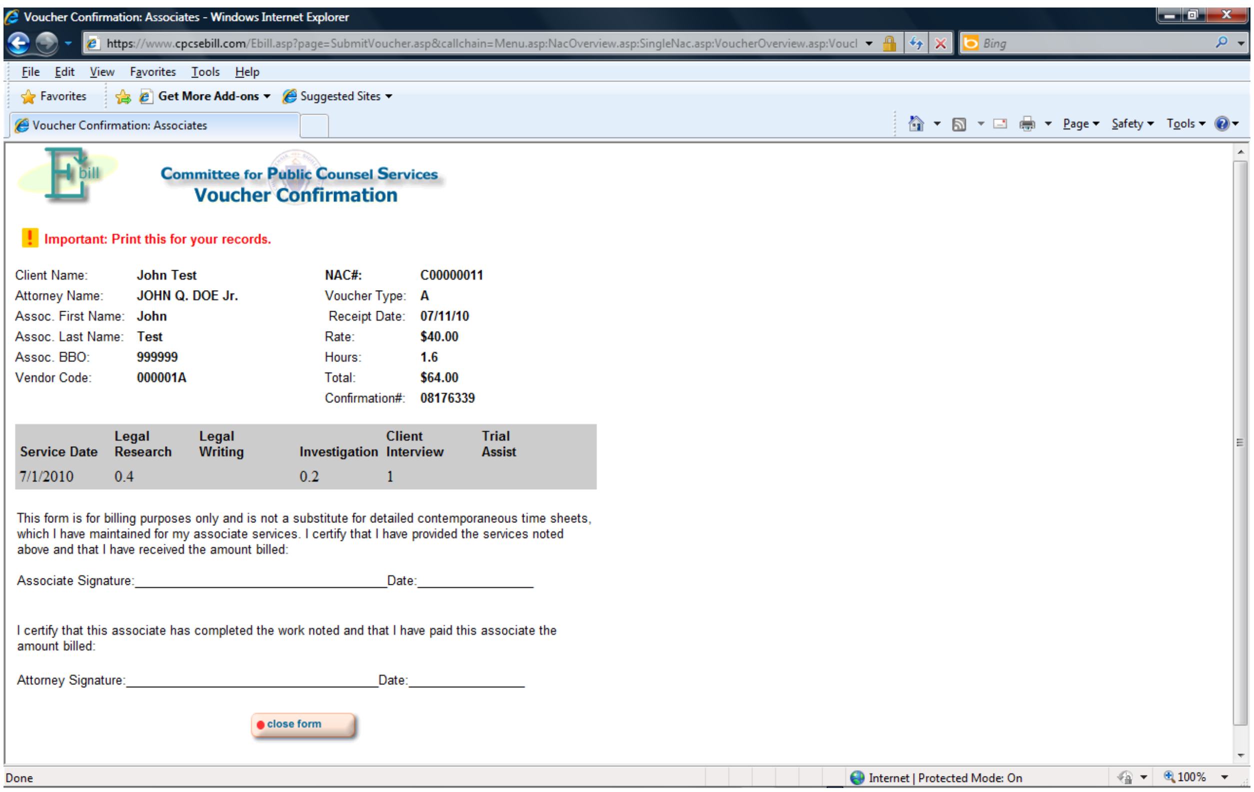
10.5 – Submitting an Associate Voucher

10.5A – Before you submit the displayed Associate Voucher save the added/modified voucher. To submit the displayed Associate Voucher, click the **submit voucher** button.

10.5B – If CPCS accepts your Associate Voucher, the E-Bill Voucher Confirmation page will be displayed (see the example below). **PRINT THIS PAGE** ***before you click the close form button.***

10.5C – Click the **close form** button at the bottom of the E-Bill Voucher Confirmation page. E-Bill will return to the Voucher Overview page.

10.5D – **IMPORTANT**: For payment consideration, **immediately** upon submission of the associate voucher, mail to CPCS the printed E-Bill Associate Voucher Confirmation form signed by both you and the associate attorney named on the form, with the attached detailed invoice from the associate attorney.

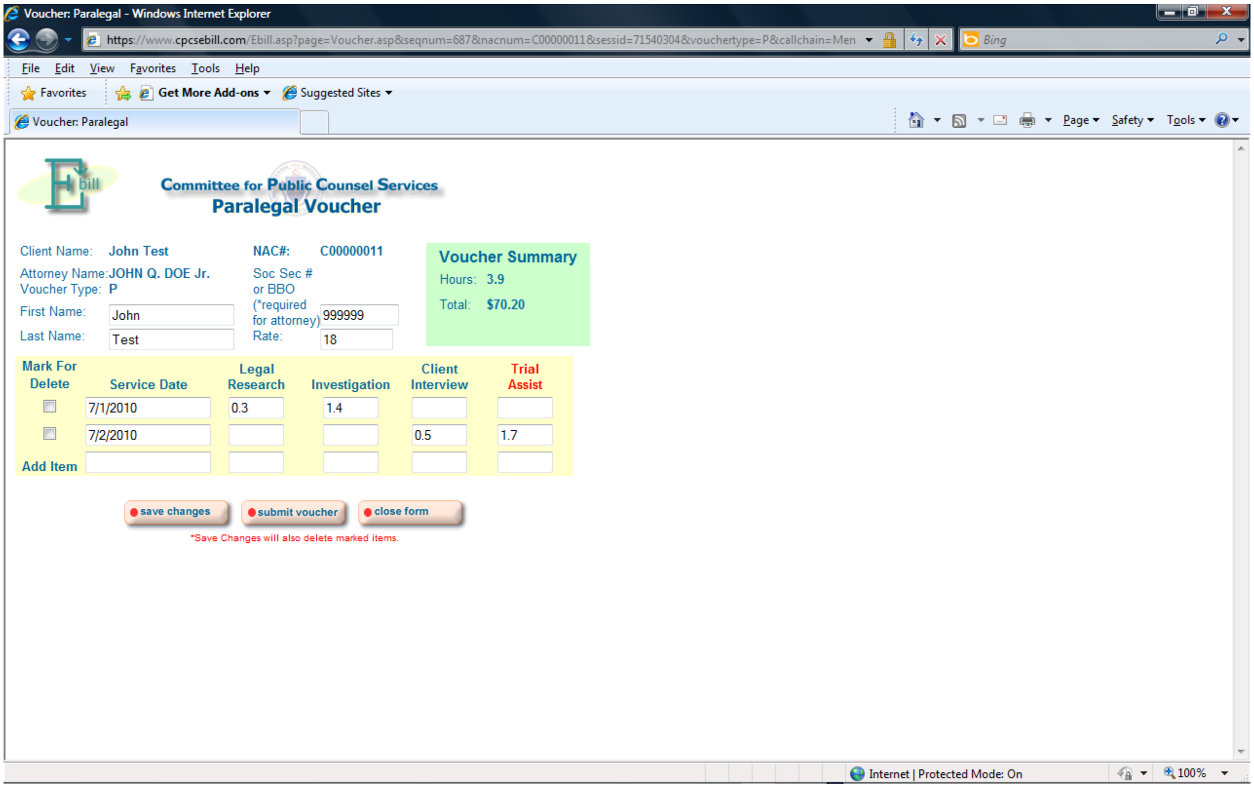


Service Date	Legal Research	Legal Writing	Investigation	Client Interview	Trial Assist
7/1/2010	0.4		0.2	1	

10.6 – If you are not submitting the entered associate voucher, click the **close form** button on the Associate Voucher entry page to return to the Voucher Overview page. If you have added or modified an associate voucher, E-Bill will display the warning, “you have made changes to this form”, and offer the option to save the voucher.

- Click the OK button to keep the Associate Voucher page open so you may save the voucher.
- Click the Cancel button to close the Associate Voucher page **without saving any time additions or changes.**

Section 11 – E-Bill Paralegal Voucher



Use the Paralegal Voucher page to enter one voucher for the reimbursement paralegal expenses for the services rendered by one paralegal for the displayed NAC. Please review CPCS' Billing Policy for Paralegal Expenses in the CPCS Assigned Counsel Manual, chapter 5, section 25C before entering a voucher.

11.1 – Following is a description of the pre-filled page elements.

11.1A – Client Name

E-Bill displays the client name specific to the NAC number.

11.1B – NAC#

E-Bill displays the NAC number from the NAC Billing Information page. If the NAC number is incorrect, go back to the NAC Overview page and select the correct NAC from, or add the correct NAC to, the WIP file.

11.1C – Attorney Name

Please make sure the name that is displayed is your name. If the displayed name is not your name, click the Close Form button. Contact the E-Bill help line by phone (617) 988-8327, or by email at ebill@publiccounsel.net.

11.1D – Voucher Type

E-Bill displays the type of voucher being entered. For a paralegal voucher a "P" will appear in this field.

11.1E – Voucher Summary

E-Bill displays the total paralegal hours entered in the WIP and the current total amount (hours x entered rate) for the displayed paralegal voucher.

11.2 – Entering a Paralegal Voucher.

11.2A – Enter the first name of the paralegal in the **First Name** field.

11.2B – Enter the last name of the paralegal in the **Last Name** field.

11.2C – Enter the paralegal's Social Security Number, or the Board of Bar Overseers identification number for a paralegal who is an attorney (required) in the **Soc Sec # or BBO** field.

11.2D – In the **Rate** field enter the hourly rate that you are requesting for reimbursement of the displayed paralegal voucher. This rate must not exceed the rate established by the CPCS Paralegal Billing Policy in chapter 5, section 25C, of the CPCS Assigned Counsel Manual. If the entered rate exceeds the established rate, E-Bill will display an error message. You will need to correct the entered rate in order to submit the voucher to CPCS.

11.2E - For each date of your paralegal's service rendered on or after July 1, 2010, for which you are requesting reimbursement, enter the time in tenth of an hour increments into the appropriate time category (listed below) as it is listed on the paralegal's invoice. When entering time for these dates of service, make sure to round the actual time worked down to the nearest tenth of an hour. CPCS' Policy on billing in tenth of an hour increments is in the CPCS Assigned Counsel Manual, chapter 5, section 24A.

For each date of your paralegal's service rendered before July 1, 2010, for which you are requesting reimbursement, enter the time in quarter-hour increments into the appropriate time category (listed below) as it is listed on the paralegal's invoice. When entering time for these dates of service, make sure to round the actual time worked down to the nearest quarter hour.

- Service Date
- Legal Research
- Investigation
- Client Interview
- Trial Assist

11.3 – Click the **save changes** button to save the paralegal voucher after entering each date of service or modifying any date(s) of service. E-Bill will return to the Paralegal Voucher page.

11.4 – To delete one or more entered dates of service from a paralegal voucher,

11.4A – Locate the date of service in the list

11.4B – Click the box in the **Mark for Delete** column next to the date(s) that you want to delete.

11.4C – Click the **save changes** button to delete the dates of service marked for deletion.

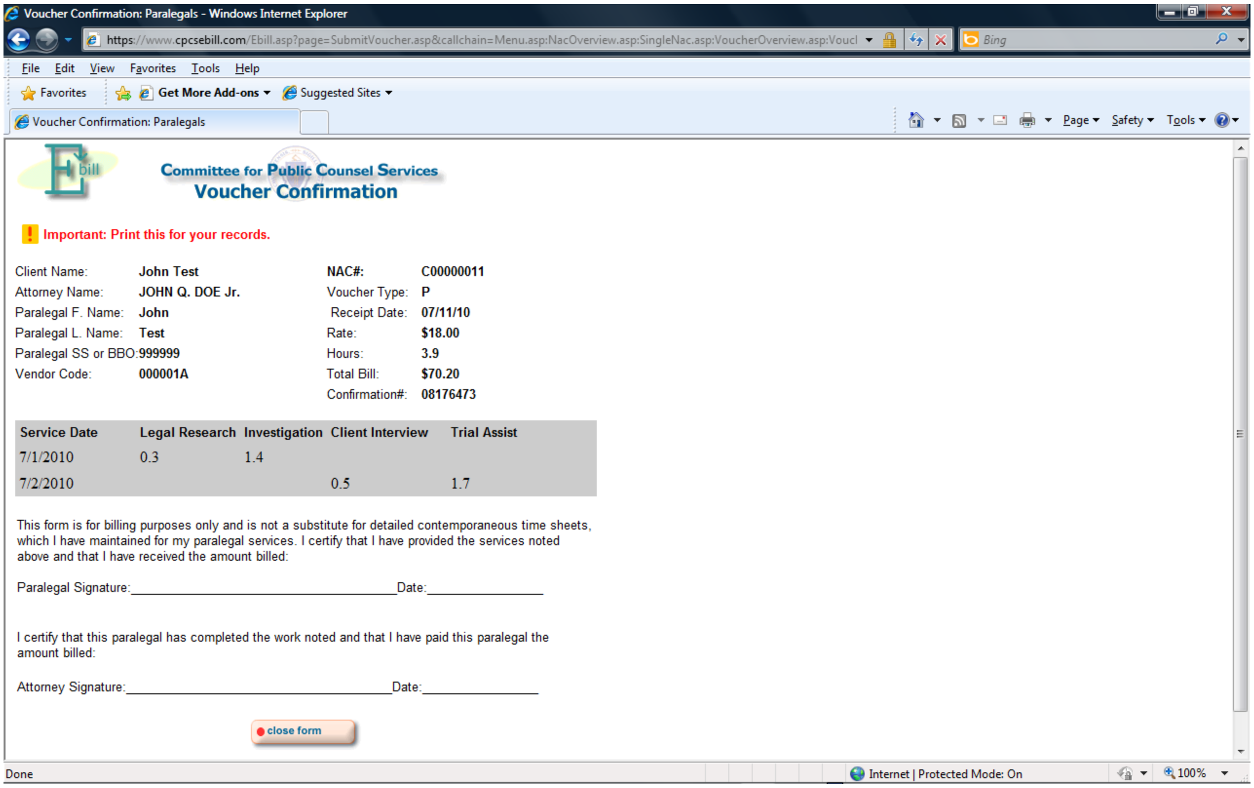
11.5 – Submitting a Paralegal Voucher

11.5A – Before you submit the displayed Paralegal Voucher save the added/modified voucher. To submit the displayed Paralegal Voucher, click the **submit voucher** button.

11.5B – If CPCS accepts your Paralegal Voucher, the E-Bill Voucher Confirmation page will be displayed (see the example below). **PRINT THIS PAGE** ***before you click the close form button.***

11.5C – Click the **close form** button at the bottom of the E-Bill Voucher Confirmation page. E-Bill will return to the Voucher Overview page.

11.5D – **IMPORTANT**: For payment consideration, <u>**immediately**</u> upon submission of the paralegal voucher, mail to CPCS the printed E-Bill Paralegal Voucher Confirmation form signed by both you and the paralegal named on the form, with the attached detailed invoice from the paralegal.



Committee for Public Counsel Services
Voucher Confirmation

Important: Print this for your records.

Client Name:	John Test	NAC#:	C00000011
Attorney Name:	JOHN Q. DOE Jr.	Voucher Type:	P
Paralegal F. Name:	John	Receipt Date:	07/11/10
Paralegal L. Name:	Test	Rate:	$18.00
Paralegal SS or BBO:	999999	Hours:	3.9
Vendor Code:	000001A	Total Bill:	$70.20
		Confirmation#:	08176473

Service Date	Legal Research	Investigation	Client Interview	Trial Assist
7/1/2010	0.3	1.4		
7/2/2010			0.5	1.7

This form is for billing purposes only and is not a substitute for detailed contemporaneous time sheets, which I have maintained for my paralegal services. I certify that I have provided the services noted above and that I have received the amount billed:

Paralegal Signature:________________________Date:__________

I certify that this paralegal has completed the work noted and that I have paid this paralegal the amount billed:

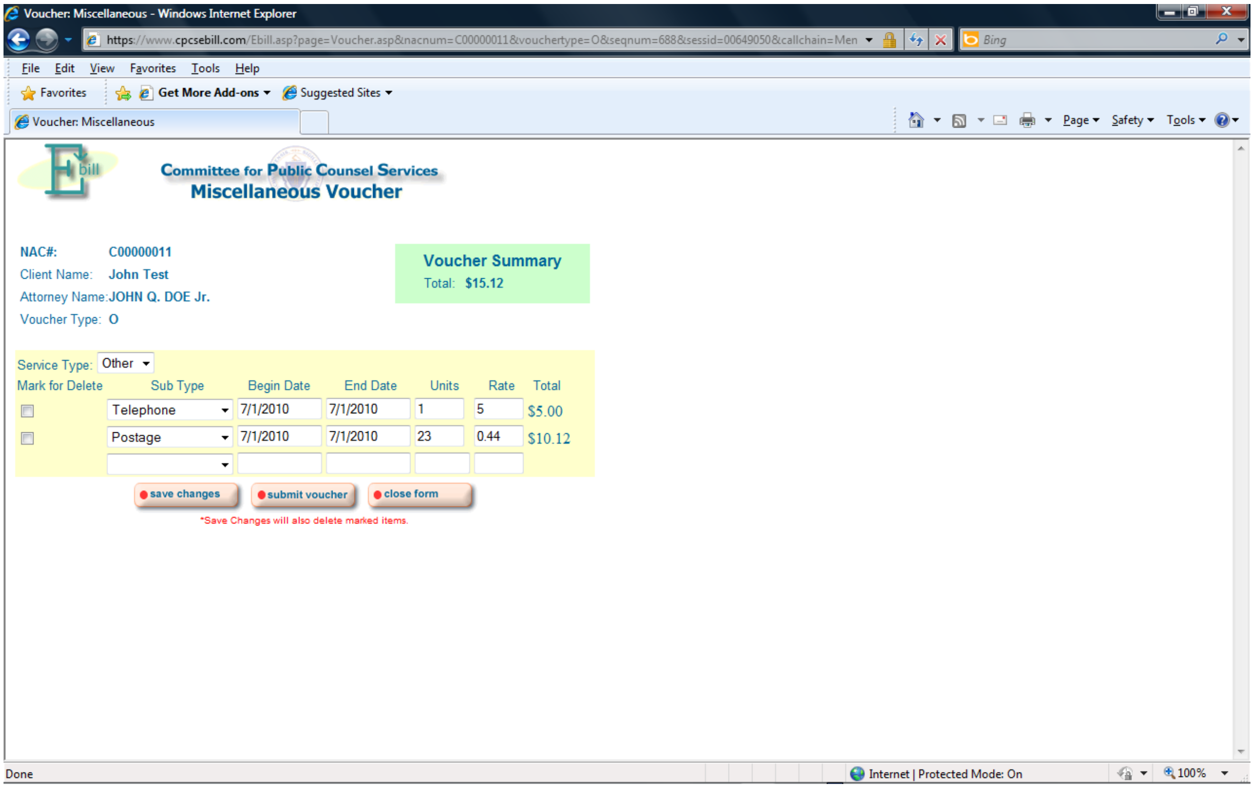
Attorney Signature:________________________Date:__________

close form

11.6 – If you are not submitting the entered paralegal voucher, click the **close form** button on the Paralegal Voucher entry page to return to the Voucher Overview page. If you have added or modified a paralegal voucher, E-Bill will display the warning, "you have made changes to this form", and offer the option to save the voucher.

- Click the OK button to keep the Paralegal Voucher page open so you may save the voucher.
- Click the Cancel button to close the Paralegal Voucher page <u>**without saving any time additions or changes.**</u>

Section 12 – E-Bill Miscellaneous Voucher



Use the Miscellaneous Voucher page to enter a voucher for the reimbursement of out-of-pocket expenses for the displayed NAC, **only when you have paid directly for the product or service and have a receipt indicating payment in full or can provide proof of payment.**

Please review chapter 6 of the CPCS Assigned Counsel Manual for information on the Indigent Court Cost Fund. In order to receive payment for the expense you **must** submit to CPCS the signed voucher confirmation form along with proof of payment and other required documents. Proof of payment is not required for in-house postage and in-house photocopy expenses. However you must indicate on the voucher confirmation form that these types of expenses are in-house expenses.

CPCS allows the submission of one miscellaneous voucher per Service Type, per NAC, per Calendar Month, irrespective of when the expense was incurred.

12.1 – Following is a description of the pre-filled page elements.

12.1A – NAC#

E-Bill displays the NAC number from the NAC Billing Information page. If the NAC number is incorrect, go back to the NAC Overview page and select the correct NAC from, or add the correct NAC to, the WIP file.

12.1B – Client Name

E-Bill displays the client name specific to the NAC number.

12.1C – Attorney Name

Please make sure the name that is displayed is your name. If the displayed name is <u>not</u> your name, click the Close Form button. Contact the E-Bill help line by phone (617) 988-8327, or by email at ebill@publiccounsel.net.

12.1D – Voucher Type

E-Bill displays the type of voucher being entered. For a miscellaneous voucher an "O" will appear in this field.

12.1E – Voucher Summary

E-Bill displays the total amount for the displayed miscellaneous voucher for the displayed NAC entered in the WIP.

12.2 – Entering a Miscellaneous Voucher.

12.2A – Select a type of expense from the Service Type drop down list box.

12.2B – If the Service Type selected is "Expert Witness" or "Misc." then you are required to select a sub type from the **Sub Type** drop down list. *Note*: If the Misc. Service Type and the Other Sub-Type are selected then you must provide a written description of the product or service on the printed voucher confirmation form.

12.2C – In the **Begin Date** field enter the first date of service from the vendor's invoice. If the incurred expense was a product, then enter the date of purchase from the receipt/invoice.

12.2D – In the **End Date** field enter the last date of service from the vendor's invoice. If the incurred expense was a product, then enter the date of purchase from the receipt/invoice.

12.2E – In the **Units** field enter the total number of units billed from the vendor's invoice or from the sales receipt. Examples of units are: number of hours or number of items.

12.2F – In the **Rate** field enter the cost per unit.

12.2G – The **Total** field is automatically calculated by E-Bill (Units x Rate) when you click the **save changes** button.

12.2H – Click the **save changes** button to save the miscellaneous voucher. If you are entering a voucher for an expert witness or a miscellaneous Service Type, you must save the voucher after each entered Sub Type line item.

12.3 – To delete a Sub Type line item for the Service Types: Expert Witness expenses and Misc.,

12.3A – Locate the item in this list

12.3B – Next to the line item that you want to delete, click the box in the **Mark for Delete** column.

12.3C – Click the save changes button to delete the item(s) marked for deletion.

12.4 – Submitting a Miscellaneous Voucher

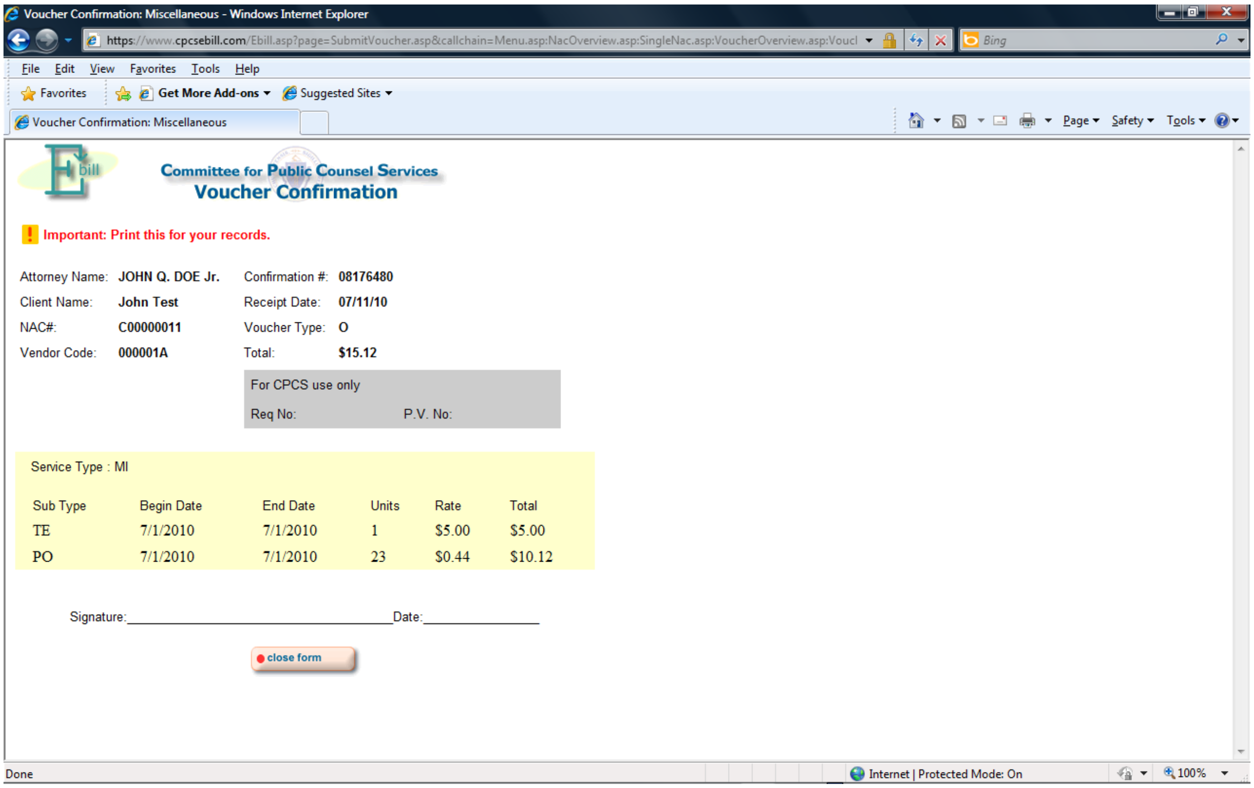
12.4A – Before you submit the displayed Miscellaneous Voucher, save the voucher. To submit the displayed Miscellaneous Voucher, click the **submit voucher** button.

12.4B – If CPCS accepts your Miscellaneous Voucher, the E-Bill Voucher Confirmation page will be displayed (see the example below). **<u>PRINT THIS PAGE</u>** ***<u>before</u> you click the close form button.***

12.4C – Click the **close form** button at the bottom of the E-Bill Voucher Confirmation page. E-Bill will return to the Voucher Overview page.

12.4D – IMPORTANT: Miscellaneous E-bill vouchers that total $50 or less do not need to be mailed to CPCS for payment consideration. However, they should be printed, signed and maintained in the case file with receipts and/or proof of payment.

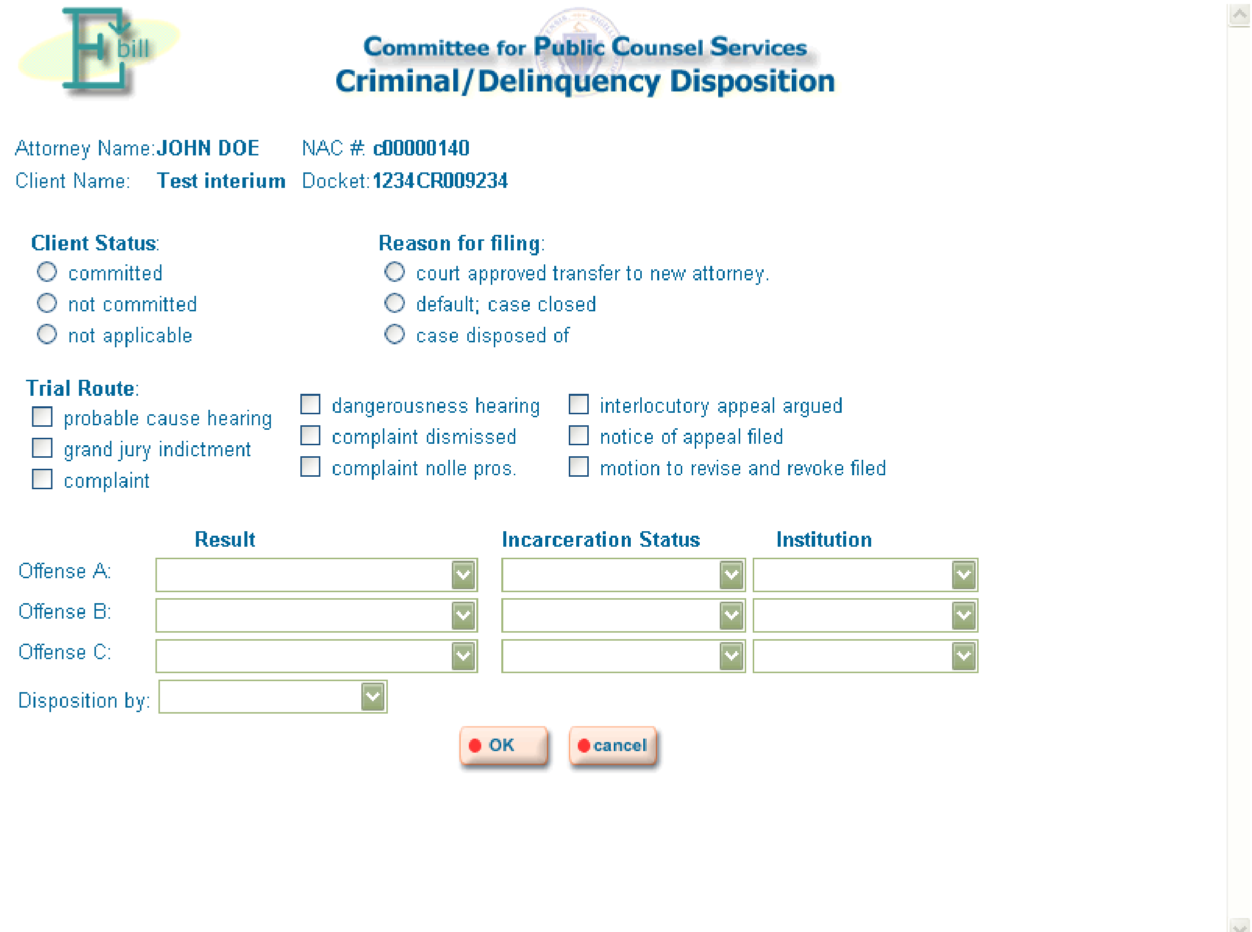
Miscellaneous E-bill vouchers that total more than $50, must be printed, signed and mailed to CPCS with receipts and/or proof of payment attached in order to be considered for payment. A copy should be retained for your records.



12.5 – If you are not submitting the entered miscellaneous voucher, click the **close form** button on the Miscellaneous Voucher entry page to return to the Voucher Overview page. If you have added or modified a miscellaneous voucher, E-Bill will display the warning, “you have made changes to this form”, and offer the option to save the voucher.

- Click the OK button to keep the Miscellaneous Voucher page open so you may save the voucher.
- Click the Cancel button to close the Miscellaneous Voucher page **without saving any time additions or changes.**

Section 13 – E-Bill Criminal/Delinquency Disposition



When submitting a legal service E-Bill with a billing status of Closed and a NAC type of criminal, murder, or criminal mentor, you must complete the Criminal/Delinquency Disposition form.

Following are the instructions for completing this form.

13.1 – Under **Client Status** select the appropriate status.

13.2 – Under **Reason for filing** select the appropriate option. If you select the first option and your client obtained private or pro-bono counsel, do not enter anything in the new NAC field.

13.3 – Under **Trial Route** click all boxes that apply.

13.4 – For each offense on the NAC select the Result, Incarceration Status, and Institution. If the NAC has more than three offenses/charges, enter the three that have the most serious penalties.

13.4A – From the **Result** drop down list box select a result.

13.4B – For each charge, if necessary, select an incarceration status from the **Incarceration Status** drop down list box.

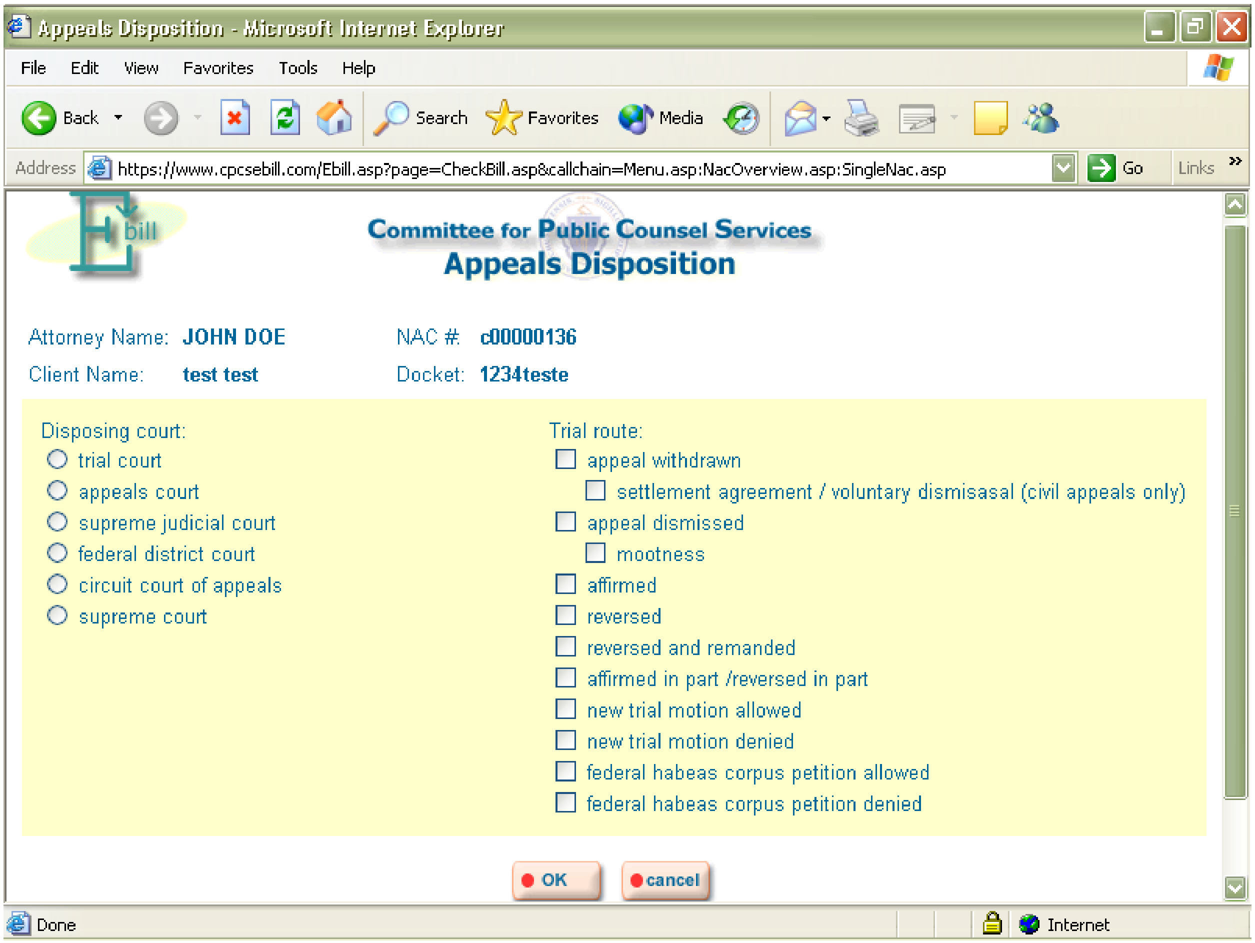
13.4C - For each charge, if necessary, select an institution from the **Institution** drop down list box.

13.5 – Select the mode of disposition from the **Disposition by** drop down list box.

13.6 – When you have completed the disposition form, <u>**PRINT THIS FORM**</u>**.**

13.7 – Click the **OK** button to continue submitting your E-Bill, or click the **cancel** button to stop the submission process and return to the NAC Billing Information page for the displayed NAC.

Section 14 – E-Bill Appeals Disposition



When submitting a legal service E-Bill with a billing status of Closed for any appeal NAC Type, you are required to complete the Appeals Disposition form.

Following are the instructions for filling out this form.

14.1 – Under **Disposing Court** select the appropriate court.

14.2 – Under **Trial Route** check all boxes that apply.

14.3 – When you have completed the disposition form, **PRINT THIS FORM**.

14.4 – Click the **OK** button to continue submitting your E-Bill, or click the **cancel** button to stop the submission process and return to the NAC Billing Information page for the displayed NAC.

Section 15 – E-Bill Mental Health Disposition

Committee for Public Counsel Services
Mental Health Disposition

Attorney Name: JOHN DOE NAC #: c00000136
Client Name: test test Docket: 1234teste

Disposing court:
- superior court
- district court
- probate court

Commitments:
- petition withdrawn prior to hearing
  - client discharged
  - conditional voluntary admission signed
  - 3-day notice retracted
- discharged after hearing
- committed
  - 6 months
  - 12 months
  - judicial review ordered
  - other

Authorization to treat:
- client found competent
- client found NOT competent
  - treatment NOT ordered
    - client would refuse if competent
    - less intrusive alternative available
    - other
  - treatment ordered
    - review scheduled
      - 3 mo 6 mo other
    - expiration day set
      - 12 mo other

OK cancel

When submitting a legal service E-Bill with a billing status of Closed and a NAC Type of Mental Health, you are required to complete the Mental Disposition form.

Following are the instructions for filling out this form.

15.1 – Under **Disposing Court** select the appropriate court.

15.2 – Under **Commitments** select the appropriate option.

15.2A – If **petition withdrawn prior to hearing** is selected, also select one of the three sub-options.

15.2B – If **committed** is selected, also select one of the four sub-options.

15.3 – Under **Authorization to treat** select the appropriate option. If the option **client found NOT competent** is selected, also select one of the two sub-options.

15.3A – If the **treatment NOT ordered** sub-option is selected, also select one of the three sub-options boxes.

15.3B – If the **treatment ordered** is selected, also select the appropriate option from the two sub-option boxes.

15.4 – When you have completed the disposition form, **PRINT THIS FORM**.

15.5 – Click the **OK** button to continue submitting your E-Bill, or click the **cancel** button to stop the submission process and return to the NAC Billing Information page for the displayed NAC.

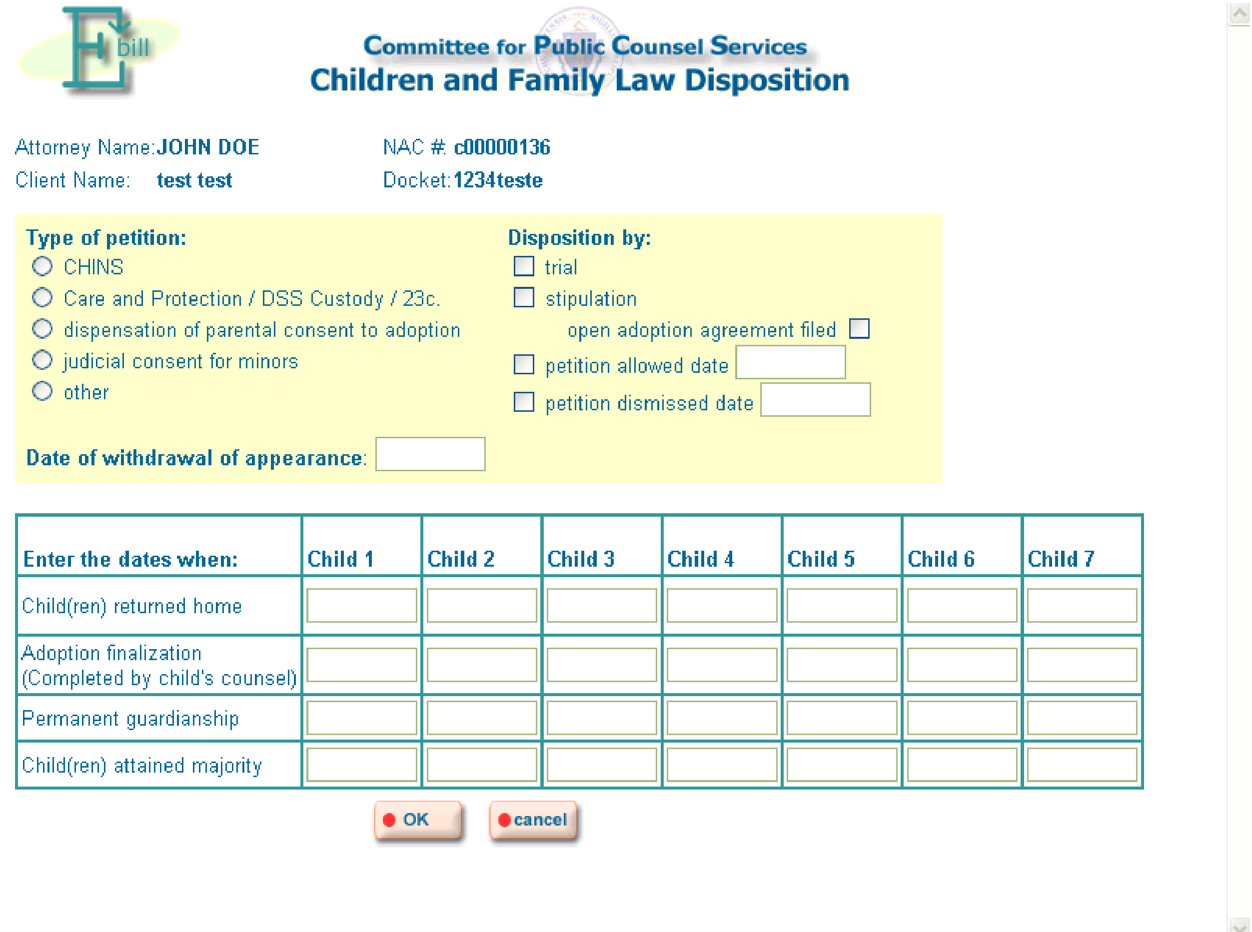
Section 16 – Grant of Conditional Liberty Disposition

Under Construction

While the Grant of Conditional Liberty (GCL) Disposition page is under construction, attorneys who are members of the GCL panel will not be able to provide disposition information, but are still required to submit a bill with a Bill Status of Closed when their representation on a GCL NAC has concluded. Please review CPCS Policies regarding Closed bills in ch. 5 s. 12, 13, and 14 of the CPCS Assigned Counsel Manual.

When this page is complete GCL panel attorneys will be required to complete a separate Disposition for each closed GCL NAC. CPCS will notify you by E-Bill notice or email with further instructions when the page is complete.

Section 17 – E-Bill Children and Family Law Disposition



E bill

Committee for Public Counsel Services

Children and Family Law Disposition

Attorney Name: JOHN DOE NAC #: c00000136

Client Name: test test Docket: 1234teste

Type of petition:

- CHINS
- Care and Protection / DSS Custody / 23c.
- dispensation of parental consent to adoption
- judicial consent for minors
- other

Disposition by:

- trial
- stipulation
  - open adoption agreement filed
- petition allowed date
- petition dismissed date

Date of withdrawal of appearance:

Enter the dates when:	Child 1	Child 2	Child 3	Child 4	Child 5	Child 6	Child 7
Child(ren) returned home							
Adoption finalization (Completed by child's counsel)							
Permanent guardianship							
Child(ren) attained majority							

OK cancel

When submitting a legal service E-Bill with a billing status of Closed and a NAC Type of Children and Family Law or Other Non-Criminal, you are required to complete the Children and Family Law Disposition form.

Following are the instructions for filling out this form.

17.1 – Under **Type of petition** select the appropriate petition.

17.2 – Under **Disposition by** check all that apply and provide additional information as indicated. "Petition dismissed" includes cases where the child returned home or attained majority (age 18).

17.3 – When applicable enter the date you withdrew from the case in the **Date of withdrawal of appearance** field.

17.4 – In the **Enter the dates when** table, for each child, the oldest being **Child 1**, enter the date of each applicable event.

17.5 – When you have completed the disposition form, **PRINT THIS FORM**.

17.6 – Click the **OK** button to continue submitting your E-Bill, or click the cancel button to stop the submission process and return to the NAC Billing Information page for the displayed NAC.

Section 18 – E-Bill Client Contact

E bill

Committee for Public Counsel Services
Client Contact

Please print this for your records.

Attorney Name:	**JOHN DOE**	NAC #:	**c00000136**
Client Name:	**test test**	Docket:	**1234teste**
Date of Assignment:	**07/01/2002**	Attorney Address:	**470 ATLANTIC AVE. BOSTON, MA 02210**
Court Name:		Attorney Phone:	**6174826212**

Case Name:

Client: ○ parent ○ children ○ other (explain):

Name:		Phone Number:	
Address:		Care Provider:	
City:		State:	Zip:

List each in-person contact you had with your client(s) since you were assigned the case, or since your most recent submission of this form.

Date of Meeting	Location of meeting (office, home visit) Give address if differs from above	Duration

☐ I certify that the information not provided has been withheld pursuant to rule 1.6 of the Massachusetts Rules of Professional Conduct, and the client has not exercised a waiver.

☐ I certify that the information not provided has been withheld because it is confidential under governing law.

Attorney Signature____Date__________________

next cancel

**The above page appears in two images because it is too large to fit in one.

When submitting a legal service E-Bill with a NAC Type of Children and Family Law or Non-Criminal, you are required to complete the Client Contact form. Please print the completed form then sign and date the form and maintain the form on file with your confirmation form.

Following are the instructions for filling out this form.

18.1 – In the **Court Name** field enter the name of the court where the case is being heard.

18.2 – In the **Case Name** field enter the name of the case as it is recorded in the court docket.

18.3 – In the **Client** field select the appropriate description of the client you are representing. If **Other** is selected an explanation must be entered in the field to the right of the Other option.

18.4 – Enter your client's full **name, address, city, state, and zip code** in the corresponding fields. If the client's address needs to be kept confidential, please leave it blank.

18.5 – In the Phone Number field enter your client's telephone number. If your client's telephone number needs to be kept confidential, please leave it blank.

18.6 – In the **Care Provider** field enter the name of the care provider.

18.7 – List each date that you met with your client in the table provided. E-Bill allows the entry of only twenty-one client meetings per submission per NAC.

18.7A – In the **Date of Meeting** field enter the date you met with your client. If you have no client contact to report, enter the current date.

18.7B – In the **Location** field enter the location of the meeting. If you have no client contact to report, enter the words "No In-Person Client Contact". If the location is the same as the previous location, you may enter the word "Same". Do not enter ditto marks as this will cause an error in the E-Bill system.

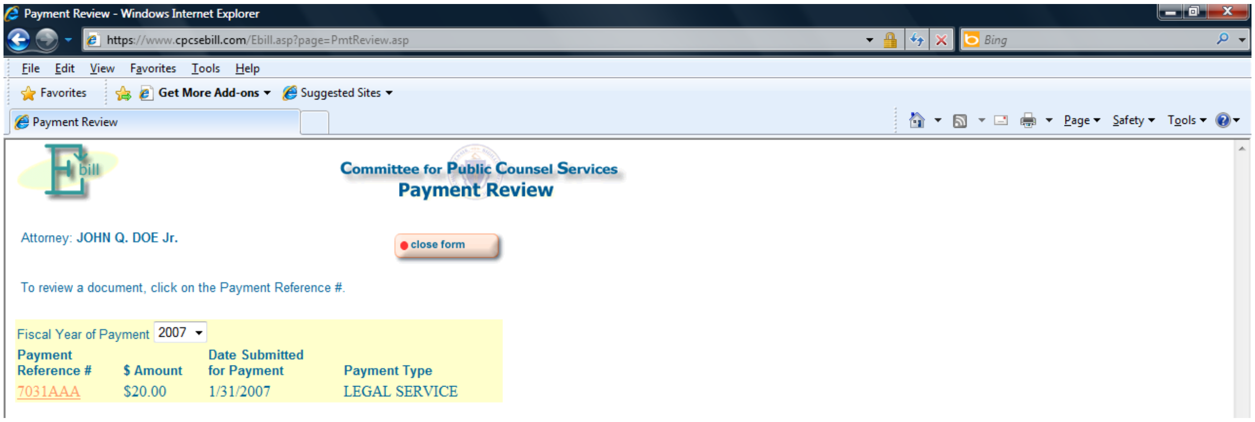
18.7C – In the Duration field enter the actual duration of the meeting in (hours: minutes) format. If you have no meeting to report enter "0".

18.8 – If any information was intentionally omitted from this form, one or both of the options at the bottom of the form must be checked.

18.9 – When you have completed the client contact form, **PRINT THIS FORM.**

18.10 – Click the **Next** button to continue submitting your E-Bill, or click the **cancel** button to stop the submission process and return to the NAC Billing Information page for the displayed NAC.

Section 19 – Payment Review/Detail



CPCS transmits processed legal service bills to the State Comptroller for payment in accordance with the CPCS Attorney Payment Schedule policy in ch. 5 s. 37 of the CPCS Assigned Counsel Manual.

CPCS also transmits weekly, processed E-Bill Miscellaneous Vouchers for out-of-pocket expenses to the Comptroller for payment.

19.1 – Prior to transmission to the Comptroller, all legal service bills and vouchers submitted by an attorney that have been processed and are awaiting payment are compiled and a Payment Reference Record is created (separate records are created for legal service bills and vouchers) and assigned a unique Payment Reference Number (depicted above).

19.2 – The payment amount of each compiled bill/voucher is added together and that total (depicted above) is the payment total for the payment reference record. The newly created Payment Reference Record is then sent to the State Comptroller for payment processing and is available for review on the E-Bill Payment Review and Detail Pages.

19.3 – The Comptroller is not aware of the bills that make up the detail of the Payment Reference Record. This detail is provided by E-Bill on the Payment Detail page. The payment reference number is printed on the stub portion of the check issued by the State Treasurer. For those attorneys who receive payments by direct deposit, the payment reference number is included in the electronic fund transfer (EFT).

19.4 – Below is the procedure to review the Payment Detail for a Payment Reference Record:

- 19.4A – On the E-Bill Main Menu, click **GO** at the Payment Detail menu option. E-Bill will display the Payment Review Page.
- 19.4B – Select a fiscal year of payment from the **Fiscal Year of Payment** drop down list. The State's fiscal year begins July 1 and ends June 30. (The fiscal year of payment for a bill paid on July 1, 2010 is 2011.)
- 19.4C – E-Bill will display a list of all payment reference records that were created for you during the selected fiscal year.
- 19.4D – To review the payment detail of any payment record, click on the payment reference number.
- 19.4E – E-Bill will display the Payment Detail page* of the selected payment reference record.
- 19.4F – After reviewing/printing the payment detail, click the **close form** button.
- 19.4G – E-Bill will return to the Payment Review page. Select another payment record or click the **close form** button to return to the Main Menu.

*The Payment Detail page displays all of the legal service E-Bills or vouchers that make up the payment reference record. To identify each bill, E-Bill provides the NAC number, client name, dollar amount of the bill, the beginning and ending date of service, and the confirmation number.

To assist you and CPCS in researching unpaid bills, it is recommended that you periodically review the Payment Review and Detail Pages. You should print or record in some manner the information contained on the Payment Detail Page of each payment reference record.

Section 20 – How To Submit An E-Bill

20.1 – Legal Service E-Bill

1. Go to the E-Bill web site Log In Page: https://www.cpcsebill.com.
2. Log into E-Bill.
3. E-Bill will display the E-Bill Notices page. Review any new notices on the E-Bill Notices page then click the **go to menu** button.
4. E-Bill will display the E-Bill Menu. On the E-Bill Menu click **GO** at the Review NACs and Prepare Bills for Submittal menu option.
5. E-Bill will display the NAC Overview Page. Add a NAC to or select a NAC from the Work-In Progress list.
6. E-Bill will display the NAC Billing Information page for the NAC selected/added. Enter the date(s) of service and time spent on each date for the NAC you are billing.
7. Submit the bill.

20.2 – E-Bill Voucher

1. Go to the E-Bill web site Log In Page: https://www.cpcsebill.com.
2. Log into E-Bill.
3. E-Bill will display the E-Bill Notices Page. Review any new notices on the E-Bill Notices Page then click the **go to menu** button.
4. E-Bill will display the E-Bill Menu. On the E-Bill Menu click **GO** at the Review NACs and Prepare Bills for Submittal menu option.
5. E-Bill will display the NAC Overview Page. Add a NAC to or select a NAC from the Work-In Progress list.
6. E-Bill will display the NAC Billing Information page for the NAC selected/added. Click on the **vouchers** button.
7. E-Bill will display the E-Bill Voucher Overview page. Select a voucher type from the drop down list and click the **add voucher** button.
8. Enter the voucher information and submit the voucher.

Appendix A – Certify a Vendor Invoice (Vbill)

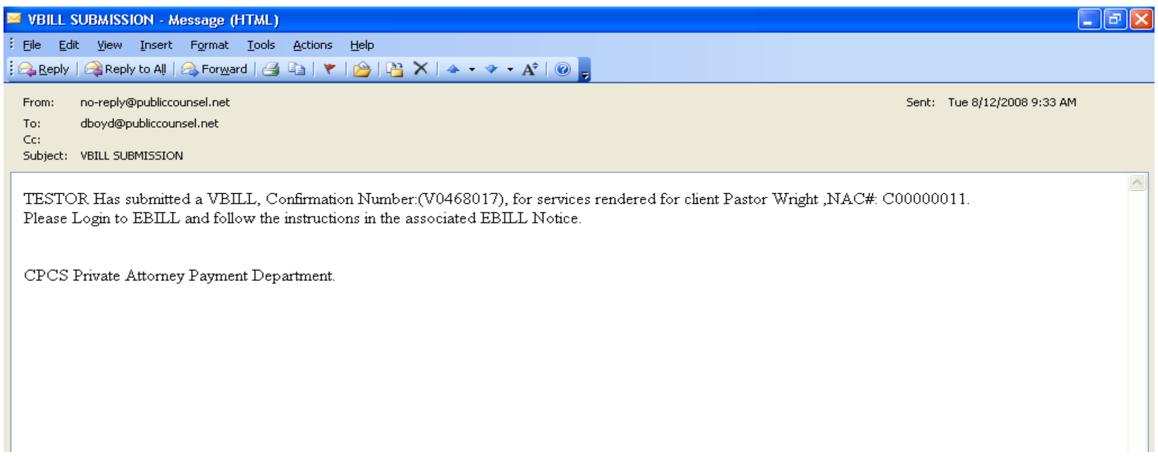
Your vendors (currently Private Investigators as well as Medical and Forensic Experts) are submitting their invoices using Vbill, our new billing system for non-attorney vendors.

Vbill allows the vendor to enter their invoices on-line, and to track their progress through the entire billing process, from submittal, through attorney certification and finally to successful payment.

Through Vbill, rather than signing off on the vendor's Payment Voucher form, the attorney will be able to view a computer image of the invoice and then certify or reject it by clicking a few buttons.

Here's how:

When your vendor(s) submit(s) an invoice through the Vbill system, you will receive an e-mail (similar to the one depicted below) regarding your required review and certification of their invoice.



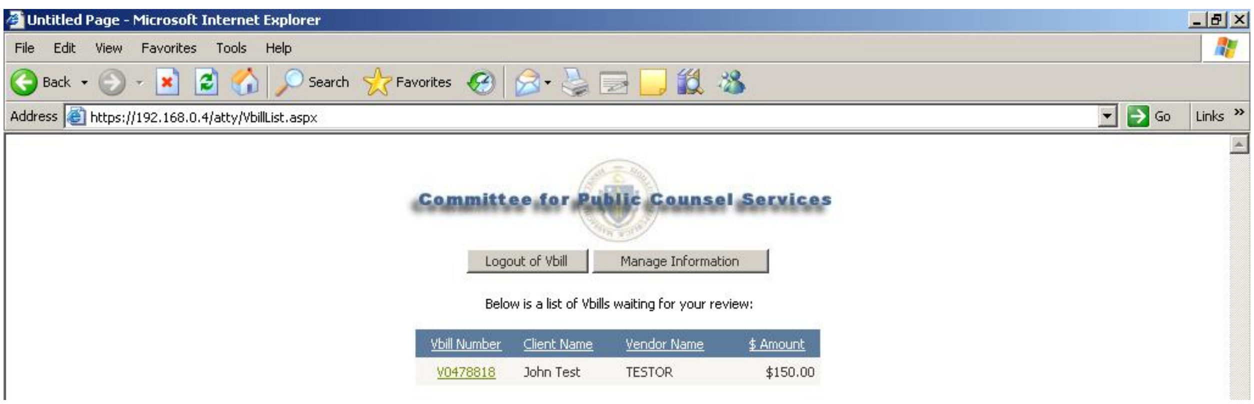
To review and certify your vendor's Vbill please do the following.

1. Log into E-Bill and open the related E-Bill notice.
2. At the bottom of the notice, above the **close form** button, click on the words "click here to review Vendor's Bill".

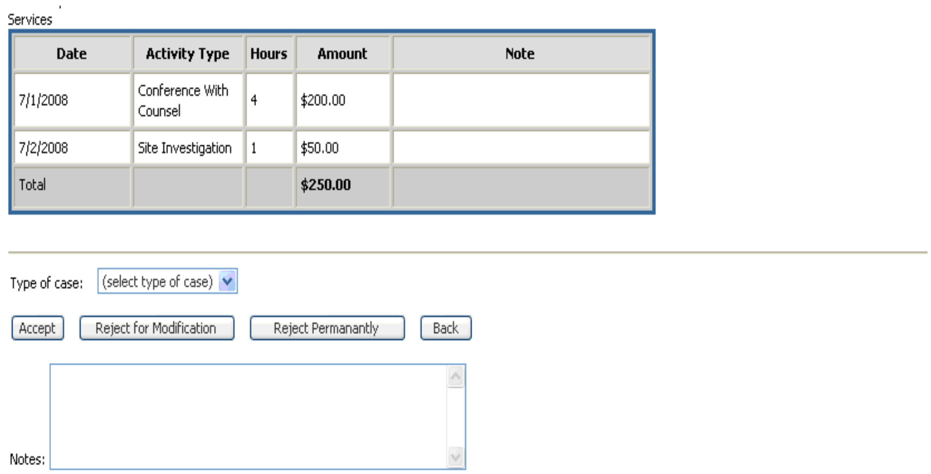
E-Bill will display the Vbill Certification Login page.

Next, login to the Vbill Certification page using your BBO number and your assigned PIN. (Same as your E-Bill PIN.)

The Vbill Certification page lists all Vbills that are pending attorney review and certification, including the one specified in your notice. Click the confirmation number (it begins with a V) that matches the number in the email.



The Vbill is now displayed and ready for review and certification (see Attorney Certification requirements section of Chapter 6, Section A1, of the CPCS Assigned Counsel Manual).



Services

Date	Activity Type	Hours	Amount	Note
7/1/2008	Conference With Counsel	4	$200.00	
7/2/2008	Site Investigation	1	$50.00	
Total			**$250.00**	

Type of case: (select type of case)

Accept | Reject for Modification | Reject Permanantly | Back

Notes:

At the bottom of the Vbill page (depicted above) select the type and sub-type of your related case from the drop down list.

Review the displayed Vbill and if you agree with all services submitted, click on the "Accept" button and then the "OK" button in the final pop-up window; their invoice is now certified.

If you wish to dispute all or part of the invoice, you have two options: total or partial invoice rejection.

To reject a Vbill (the vendor will not be paid for these services):

i) Provide an explanation in the "Notes" field.
ii) Click the "Reject Permanently" button

The invoice is now rejected.

To dispute a Vbill in-part:

iii) Provide an explanation in the "Notes" field.
iv) Click the "Reject for Modification" button

The invoice is now rejected pending the vendor's modifications.

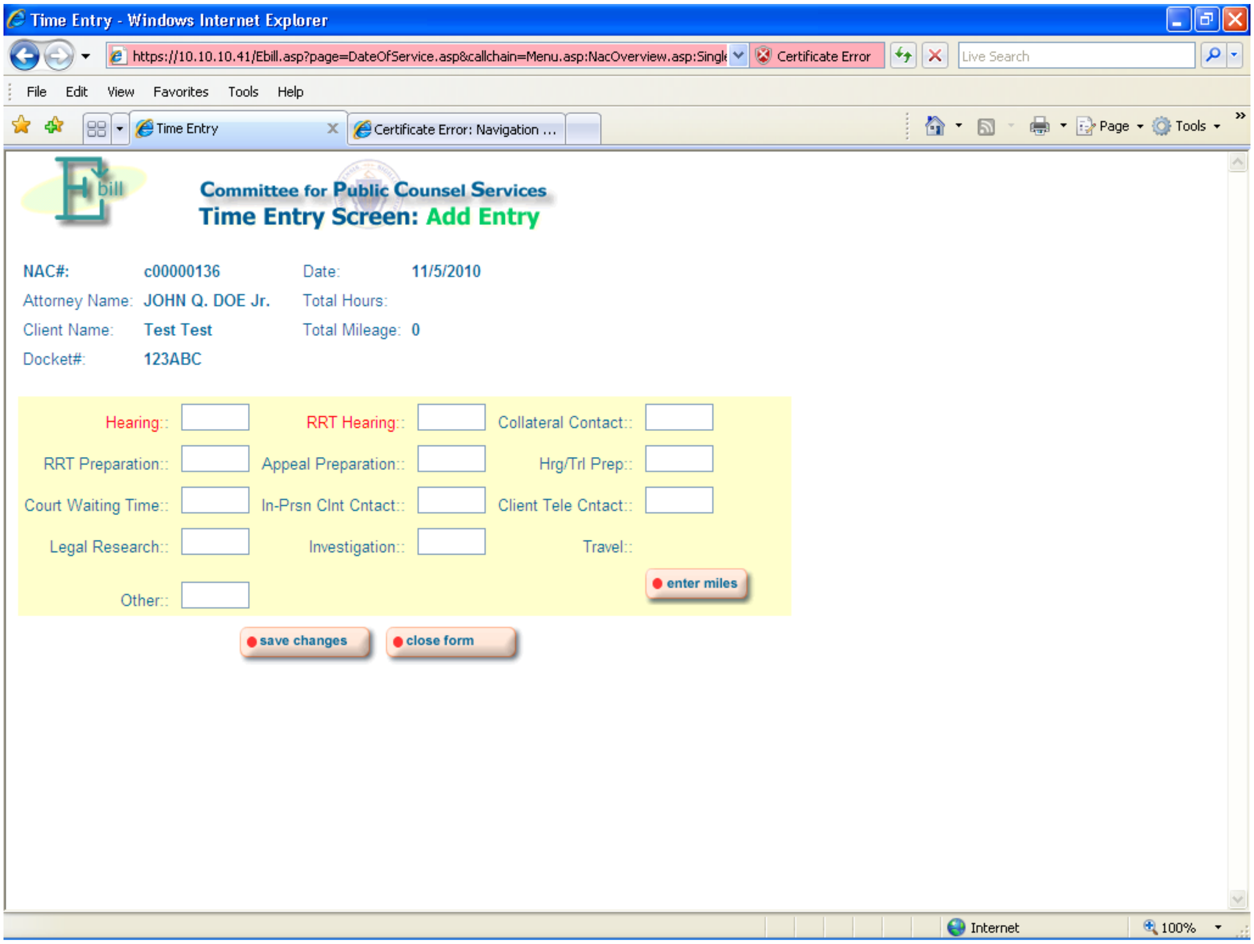
When the vendor complies with your requested modification and re-submits the Vbill, you will receive an e-mail requesting your certification.

Once you have certified their invoice, the vendor will be able to submit it to CPCS for review and payment.

After completing your certification, log out of the "Vbill Certification" page by scrolling to the top of the page, clicking the "Logout" button, and closing the "Vbill Certification Login" page.

You will be returned to the E-Bill notice.

If you have any questions regarding this process, please submit them to vendorbills@publiccounsel.net.


Time Entry - Windows Internet Explorer
https://10.10.10.41/Ebill.asp?page=DateOfService.asp&callchain=Menu.asp:NacOverview.asp:Single
Certificate Error
Live Search
File Edit View Favorites Tools Help
Time Entry
Certificate Error: Navigation ...
Page
Tools
Committee for Public Counsel Services
Time Entry Screen: Add Entry
NAC#: c00000136
Date: 11/5/2010
Attorney Name: JOHN Q. DOE Jr.
Total Hours:
Client Name: Test Test
Total Mileage: 0
Docket#: 123ABC
Hearing::
RRT Hearing::
Collateral Contact::
RRT Preparation::
Appeal Preparation::
Hrg/Trl Prep::
Court Waiting Time::
In-Prsn Clnt Cntact::
Client Tele Cntact::
Legal Research::
Investigation::
Travel::
enter miles
Other::
save changes
close form
Internet
100%

Committee for Public Counsel Services

General Info

Nac #	c00000136	Nac Status	On File
Attorney	JOHN Q. DOE Jr.	Bill Summary	
Date of assignment	10/01/2010	Rate	50.00
Nac type	Criminal	Total hours	32.70
Docket #	123ABC	Total mileage	372
Client last name	Test	Total $	1746.60
Client first name	Test		

I. Demographic info

Birthdate	
Gender	○ male ○ female ○ transgender
Race/ethnicity	○ white ○ black ○ asian ○ latino
Primary language	
Current grade	

II. Health, education, & welfare

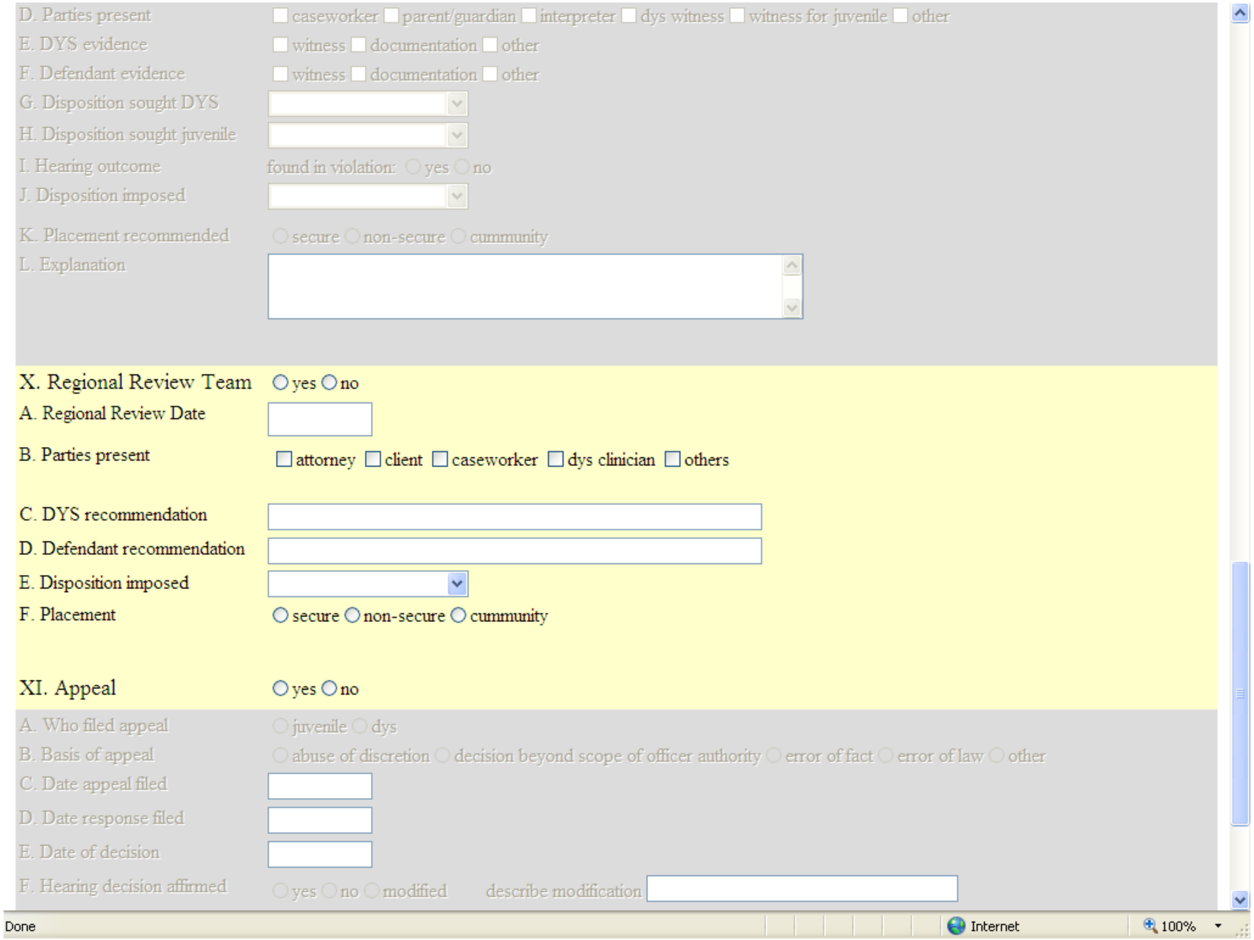
I.E.P.	○ yes ○ no **disability**
Employment	
Community involvement	
DCF involvement	○ yes ○ no
	custody type ○ temporary custody ○ permanent custody
Medications	
Hospitalizations	
Other agency involvement	

Done Internet 100%

III. DYS History

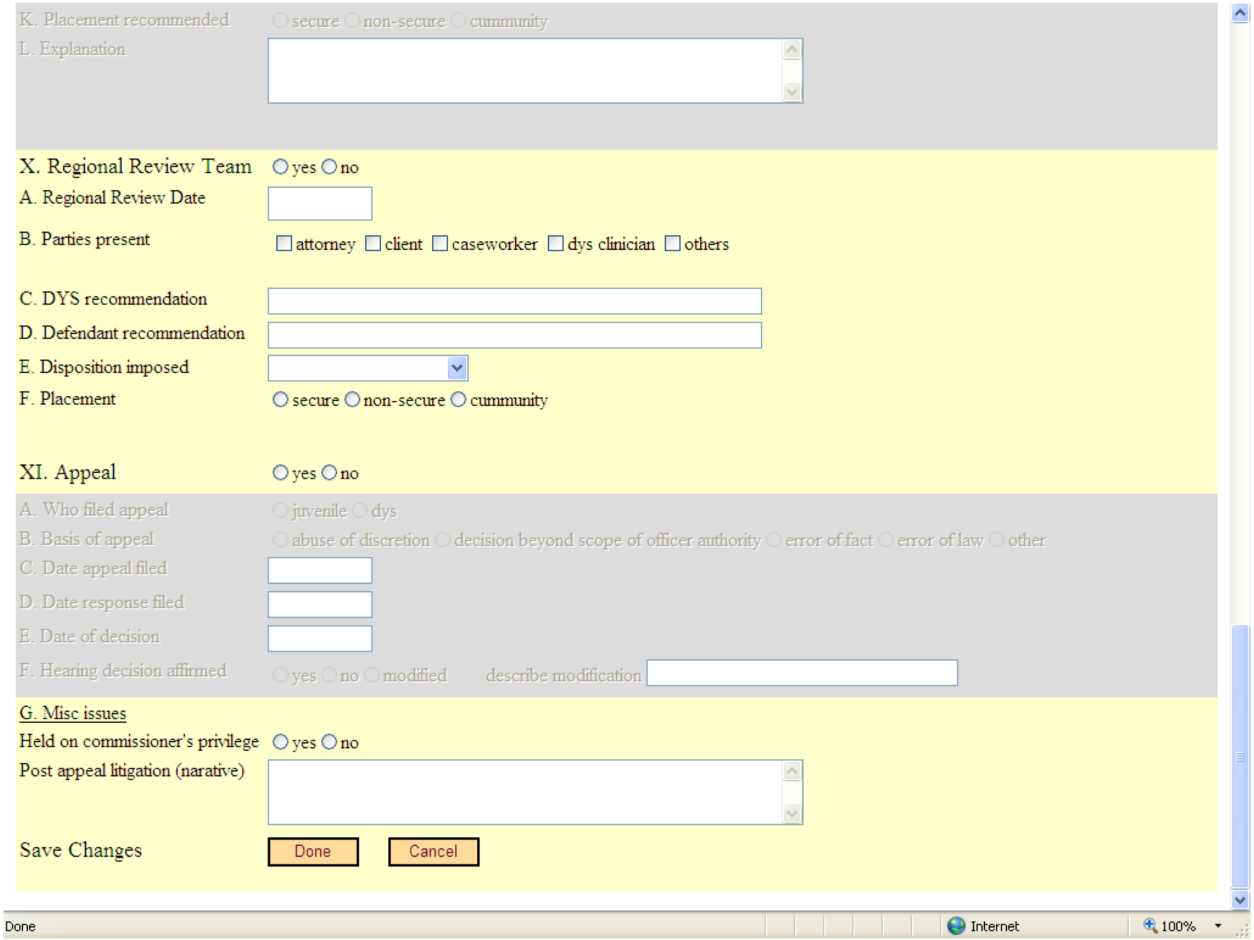
Committing offense	**(choose grid level)** ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7
DYS region	○ metro ○ north east ○ south east ○ central ○ west
DYS caseworker	
Date placed in custody	
Placement	
Date of first contact	
IV. Reason for filing	○ waives counsel ○ case disposed of ○ transferred to new attorney
	reason for waiver of counsel
V. Discovery received	☐ violation notice ☐ violation supporting documentation ☐ placement history ☐ prior revocation history ☐ assessment summary ☐ IEP ☐ CORI ☐ prior counsel ☐ parent/guardian contact info ☐ other
VI. Reason for violation	☐ curfew ☐ drug test ☐ affiliation ☐ failure to meet with case worker ☐ failure to attend school/work ☐ failure to attend counseling ☐ new offense juv ☐ new offense adult ☐ other
VII. If new offense	☐ misdemeanor ☐ felony ☐ crime against property ☐ crime against person ☐ gun ☐ n/a ☐ other
VIII. Hearing preperation	
A. Hearing preperation	☐ contact with parents/guardians ☐ school personnel ☐ counselor/therapist ☐ program provider ☐ prior attorney ☐ witnesses ☐ other ☐ legal research
B. Continuance requested	○ yes ○ no
C. Who requested continuance	○ case worker ○ hearing officer ○ attorney
D.Reaseon for request	
E. Continuance granted	○ yes ○ no
IX. Hearing	○ yes ○ no
A. Hearing Date	
B. Hearing Officer	
C. Basis of Hearing	contested allegations: ○ yes ○ no

Done Internet 100%


D. Parties present ☐ caseworker ☐ parent/guardian ☐ interpreter ☐ dys witness ☐ witness for juvenile ☐ other
E. DYS evidence ☐ witness ☐ documentation ☐ other
F. Defendant evidence ☐ witness ☐ documentation ☐ other
G. Disposition sought DYS
H. Disposition sought juvenile
I. Hearing outcome found in violation: ○ yes ○ no
J. Disposition imposed
K. Placement recommended ○ secure ○ non-secure ○ cummunity
L. Explanation

X. Regional Review Team ○ yes ○ no
A. Regional Review Date
B. Parties present ☐ attorney ☐ client ☐ caseworker ☐ dys clinician ☐ others
C. DYS recommendation
D. Defendant recommendation
E. Disposition imposed
F. Placement ○ secure ○ non-secure ○ cummunity

XI. Appeal ○ yes ○ no
A. Who filed appeal ○ juvenile ○ dys
B. Basis of appeal ○ abuse of discretion ○ decision beyond scope of officer authority ○ error of fact ○ error of law ○ other
C. Date appeal filed
D. Date response filed
E. Date of decision
F. Hearing decision affirmed ○ yes ○ no ○ modified describe modification
Done Internet 100%



K. Placement recommended ○ secure ○ non-secure ○ cummunity

L. Explanation

X. Regional Review Team ○ yes ○ no

A. Regional Review Date

B. Parties present ☐ attorney ☐ client ☐ caseworker ☐ dys clinician ☐ others

C. DYS recommendation

D. Defendant recommendation

E. Disposition imposed

F. Placement ○ secure ○ non-secure ○ cummunity

XI. Appeal ○ yes ○ no

A. Who filed appeal ○ juvenile ○ dys

B. Basis of appeal ○ abuse of discretion ○ decision beyond scope of officer authority ○ error of fact ○ error of law ○ other

C. Date appeal filed

D. Date response filed

E. Date of decision

F. Hearing decision affirmed ○ yes ○ no ○ modified describe modification

G. Misc issues

Held on commissioner's privilege ○ yes ○ no

Post appeal litigation (narative)

Save Changes Done Cancel

Done Internet 100%