

NC Office of Indigent Defense Services  
Contractor Case Reporting System

**User Guide**  
**(Criminal Contracts Only)**

## TABLE OF CONTENTS

I.	You Must Enter Monthly Data to Get Paid .....	1
II.	Accessing the Online System .....	1
III.	Main System Tabs .....	3
IV.	Reviewing Your Contract Terms.....	7
V.	Setting Your User Preferences .....	9
VI.	Entering Criminal Cases .....	10
VII.	Certifying Your Monthly Reporting for Payment .....	18
VIII.	Printing Recoupment Applications.....	21
IX.	Evaluating Progress Toward Your Caseload Obligations .....	23
X.	Questions .....	24

## I. YOU MUST ENTER MONTHLY DATA TO GET PAID:

Your contract with IDS requires you to report data on a monthly basis to get paid. You must use the Contractor Case Reporting System to report that data to IDS through the Internet and to certify that you have entered all required data, which will trigger the release of your monthly payment.

In criminal cases, Sections 6.1(a) and (b) of your contract require you to do the following:

- By the 7<sup>th</sup> calendar day of each month, you must enter basic data about new cases that you were assigned during the prior month. For example, by February 7<sup>th</sup>, you must complete some basic fields about all new contract cases that you were assigned during January.
- Also by the 7<sup>th</sup> calendar day of each month, you must enter additional data about cases that you disposed or from which you withdrew during the month preceding the prior month. For example, by February 7<sup>th</sup>, you must complete additional fields about all contract cases that you disposed or from which you withdrew during the previous December.

***Please remember that IDS will withhold your monthly payment until this data is entered and until you certify that your reporting obligations are complete. Section 6.1(c) of your contract allows IDS to impose escalating financial penalties if you fail to submit timely data more than once. If you fail three or more times during the course of your contract to report timely data, that section also allows IDS to terminate your contract.*** See Section 6 of your contract for additional details about your reporting obligations and the potential penalties for failing to report.

## II. ACCESSING THE ONLINE SYSTEM:

You can access the online reporting system by typing the following address into your browser's address bar:

<https://contracts.ncids.org/>

Your browser's address bar is circled in Figure 1.



FIGURE 1.

You are free to access the reporting system in any browser, but we suggest that you use Microsoft Internet Explorer, Google Chrome, or Safari.

After you hit the “Enter” key, you will see Figure 2.

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Office of Indigent Defense Services

## Contractor Case Reporting System

If you are submitting a fee application for payment pursuant to a case-by-case appointment, do not use this system. This system can only be used to report contract cases and to print fee applications in contract cases for recoupment purposes.

**Please Log In**

User Name:  \*

Password:  \*

Remember me next time.

[Email me my password](#)

Contact IDS  
Phone: (919) 354-7200  
Website: [www.ncids.org](http://www.ncids.org)

**Tip:** Both User Name and Password are case sensitive!

FIGURE 2.

**Shortcut:** Once you have navigated to this page, you can save it in your bookmarks or favorites so that you can click a single button to load it in the future.

The first time you log in, type in the User Name that IDS provided to you and click the “Email me my password” link. The system will then send an email with a temporary password to the email account we have on record for you. It will be a random string of letters and characters, so you will want to copy it and paste it into the Password field and then click “Log in.”

**Tip:** Once you have logged into the system with a temporary password, you should click the “Change Password” link at the very bottom of the screen and enter a password of your choosing!

- If you ever forget your password, click the “Email me my password” link and a new temporary password will be sent to the email account that IDS has on record for you.
- If you check the “Remember me next time” box, your computer will automatically fill in your User Name and Password every time you visit this page unless your browser settings do not allow you to do this. **Do not check this box if others may use your computer and enter the system without your approval.**
- Passwords must be at least eight characters and contain at least one symbol (such as \$ or ! or @).
- If you have five failed attempts at logging in, the system will lock you out. Contact IDS to unlock your account.

### III. MAIN SYSTEM TABS:

**Tip:** Like many other websites, the system will time out if you do not click the “Save” button or remain idle for 30 minutes. If you enter data and walk away without clicking the “Save” button, your session will time out after 30 minutes and you will lose the data you have entered!

**Contracts Tab.** The Contracts Tab is the Home Page for the system. If you click the “Home” button throughout the system, it will take you here. If you click “Save” and then “Close” throughout the system, it will take you back to the last page you were viewing.

The screenshot shows the Contractor Case Reporting System interface. At the top, there is a navigation bar with tabs for Users, Contracts (highlighted with a red circle), Contract Positions, and Cases. Below the navigation bar is a table with the following data:

Select	Contract No.	Contractor	Districts	Contract Start Date	Contract End Date	Total Contract Amt	Total Paid to Date
Select	EP HLF TEST	Simpson, Lisa	District 09A	8/1/2012	9/30/2013	23,500.00	
Select	NEW TEST	Simpson, Lisa	District 08B	1/1/2014	12/31/2015	121,000.00	3,083.33
Select	PMT TEST	Simpson, Lisa	District 01	12/1/2012	11/30/2014	1.00	
Select	TEST	Simpson, Lisa	District 01	6/15/2013	6/14/2015	35,000.00	
Select	TEST-UNITS	Simpson, Lisa	District 10	12/1/2012	11/30/2014	40,493.06	

At the bottom of the screenshot, there is a footer with the following text: "Website by IDS Information Technology Group", "User: LSimpson1 | Logout | Change Password | User's Guide | CPU Time: 0.000 seconds | Beta".

**Tip:** The total contract amount in this table is for the life of the contract, which is typically two years, not one!

FIGURE 3.

A summary table with basic information about your contract(s) with IDS—including the contractor name, district, start and end dates, total contract amount, total paid to date, and contract status—will be displayed on this screen.

**If you have one or more contracts with IDS that cover different time periods, you will see multiple contracts. This will be true even if you only signed one physical legal contract with IDS.**

If a column header label in any summary table appears in bold, you can sort on that field by clicking the bold header label. If you click the “select” link on the left, you will be taken to a screen that provides more details about that contract.

In addition to the Contracts Tab, you will see three other main tabs at the top of the page. Clicking on each tab will allow you to access different information:

1. **Users Tab:** If you click on this tab, you will see all of the people who are authorized to enter data about your contract(s) into the system, including all attorneys and paralegals, as well as their User Type(s). See Figure 4 below.

	Organization	Contact	User Name	User Type
<a href="#">Select</a>	Simpson Law LLC	Simpson, Lisa	LSimpson1	Independent Attorney/GAL
<a href="#">Select</a>	Simpson Law LLC	Simpson, Bart	BSimpson1	Affiliated Attorney
<a href="#">Select</a>	Simpson Law LLC	Simpson, Maggie	MSimpson1	Affiliated Paralegal

Show Page: 1 (Total Records: 3) Records Per Page: 10

Website by IDS Information Technology Group  
 User: LSimpson1 | [Logout](#) | [Change Password](#) | [User's Guide](#) | CPU Time: 0.047 seconds | [Beta](#)

FIGURE 4.

If a column header label in the summary table is in bold, you can sort on that field by clicking the bold header label. And if you click the “select” link on the left, you will be able to drill down into more details about each user.

There are four types of Users that may appear:

- **Independent Attorney/GAL:** You will be set up as an “Independent Attorney/GAL” if your contract with IDS is directly with you (not your law firm).
- **Law Firm:** You will be set up as a “Law Firm” if your contract with IDS is with your law firm and you are the person who is managing the overall contract and/or serving as the primary contact for IDS. If you are set up as a “Law Firm,” you will have access to all data about your contract positions and cases, as well as all data about contract positions and cases entered by other participating attorneys in your firm. (See below for a discussion of contract positions.)
- **Affiliated Attorney:** You will be set up as an “Affiliated Attorney” if your contract with IDS is with your law firm and you are not the person who is managing the overall contract and/or serving as the primary contact for IDS. If you are set up as an “Affiliated Attorney,” you will only have access to data about your contract positions and cases. If you attempt to view data entered by other participating attorneys in your firm, you will get a message that access is denied.
- **Affiliated Paralegal:** You will be set up as an “Affiliated Paralegal” if you are a paralegal or legal assistant who is authorized to enter data for any of the users listed above. You will have access to all data about all contract positions and cases associated with your law firm or attorney(s).

***Tip:** The first time you log into the system, you should click the “select” link to the left of each User and make sure all of the identifying and contact information for each User is correct. If there are any errors or missing information, or if the system contains a social security number rather than a taxpayer identification number for payment purposes, please contact IDS!*

2. **Contract Positions Tab:** If you click on this tab, you will see more details about each “Contract Position” that is authorized to render legal services pursuant to your contract(s). See Figure 5 below.

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## Contractor Case Reporting System

**Tip:**  
The information in this table about units and targets is for the life of the contract, which is typically two years, not one!

Users   Contracts <b>Contract Positions</b> Cases										
	Contractor	Contract Category	Attorney	Counties	No. of Units	Target Disp. Min	Target Disp. Max	No. Open Cases to Date (Weighted)	No. Case Credits to Date	No. Sessions
<a href="#">Select</a>	Simpson, Lisa	Adult Misdemeanor	Simpson, Bart	Dare, Currituck	2	180.00	219.00	1.00	11.50	
<a href="#">Select</a>	Simpson, Lisa	Adult Low-Level Felony	Simpson, Lisa	Chowan	1	56.00	68.00	0.50	1.00	
<a href="#">Select</a>	Simpson, Lisa	Adult High-Level Felony	Simpson, Bart	Currituck	2	42.00	50.00	1.00		

Show Page: 1 (Total Records: 3)

FIGURE 5.

A summary table with more detailed information about each “Contract Position”—including the contract category, attorney, county(ies), number of units, number of case credits to date, weighted number of open cases to date, number of sessions and sessions to date (if applicable), and your payment status—will be displayed on this screen. The “Payment Status” field indicates if your contract payments are proceeding normally, which will be most of the time, or if they are on hold for some reason, such as a lack of case reporting.

If there are multiple attorneys participating in a contract with a firm, each attorney will be displayed in a separate “Contract Position.” If your contract covers multiple contract categories (e.g., misdemeanors and low-level felonies), each contract category will also be displayed in a separate “Contract Position.”

Again, if a column header label in the summary table appears in bold, you can sort on that field by clicking the bold header label. And if you click the “select” link on the left, you will be able to drill down into more details about the “Contract Position.”

3. **Cases Tab:** If you click on this tab, you will first see an empty table that says “0 Matching Cases”. See Figure 6 below. **Do not be alarmed.** This just means that you haven’t searched for a case yet!

Users   Contracts   Contract Positions   **Cases**

Search Fields

Attorney First Name:

Attorney Last Name:

Contract Category:

County:

Client First Name:

Client Last Name:

Disposition Date Between:  And

Case Status:

Find Now  
New Search

Cases

Select	Delete	Recoupment	Recoupment Eligible?	Printed?	Mark As Printed	Locked?	Contractor File No.	Case Age	Contract Category	Attorney
0 Matching Cases										

[Export Case Data](#)

FIGURE 6.

You'll see a series of search fields followed by a summary table containing all of your cases entered to date. Your ability to see cases entered by another attorney in your firm will depend on the type of User account you have. (See above.)

The following search fields will allow you to search your pending and disposed cases:

- **Attorney First and Last Name:** Cases assigned to or disposed by the attorney specified.
- **Contract Category:** Pending or disposed cases associated with the contract category specified.
- **County:** Pending or disposed cases in the county specified.
- **Client First and Last Name:** Pending or disposed cases for the client specified.
- **Disposition Date Between:** Cases disposed between the dates specified.
- **Case Status:** Pending, Disposed/Withdrawn, or Deferral/Diversion cases
- **Contracts:** Cases under a specific contract if you have more than one

Once you select “Find Now”, you will see all cases that meet that criteria (see Figure 7 below). The summary table lists the following information – print the recoupment form, whether or not the case is recoupment eligible, whether a recoupment form has been printed, whether the case is locked, any internal file number you use (if you choose to enter that information), case age (for pending cases only), the contract category associated with the case, contractor, attorney, county, client, primary file number, most serious offense, total case hours entered to date, disposition date, case credits to date, and whether you withdrew before substantive work. The case age column is only populated while the case is pending. If that field is blank, it means the case has been disposed.

For many of the columns, you can sort on that field by clicking the bold header label. Click the “select” link on the left, and you will be able to drill down into more details about the case. If you click the “print” link, you will print a pre-filled recoupment application to submit to the presiding judge for entry of a judgment for attorney fees. That will be discussed in more detail in this Section VII. of this User Guide.

The screenshot shows a web application interface with a navigation bar at the top containing 'Users', 'Contracts', 'Contract Positions', and 'Cases' (the latter is circled in red). Below the navigation bar is a search form with the following fields: Attorney First Name (text input with 'Lisa'), Attorney Last Name (text input), Contract Category (dropdown), County (dropdown), Client First Name (text input), Client Last Name (text input), Disposition Date Between (two text inputs with 'And' in between), and Case Status (dropdown). To the right of the search form are 'Find Now' and 'New Search' buttons. Below the search form, it says '41 Matching Cases' and 'Cases Per Page: 30'. A table follows with the following columns: Select, Delete, Recoupment, Recoupment Eligible?, Printed?, Mark As Printed, Locked?, Contractor File No., Case Age, Contract Category, Attorney, County, and Case Age. The table contains 7 rows of data, each with links for 'Select', 'Delete', and 'Print'.

Select	Delete	Recoupment	Recoupment Eligible?	Printed?	Mark As Printed	Locked?	Contractor File No.	Case Age	Contract Category	Attorney	County	Case Age
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes					Adult Misdemeanor	Simpson, Lisa	Dare	Mumford, M
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes					Adult Misdemeanor	Simpson, Lisa	Dare	Simms, Joh
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes					Adult Misdemeanor	Simpson, Lisa	Dare	Thumb, Tom
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	Yes	Yes					Adult Misdemeanor	Simpson, Lisa	Dare	Hannah, Ke
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes					Adult Misdemeanor	Simpson, Lisa	Dare	Mooney, Rc
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes			sp1		Adult Misdemeanor	Simpson, Lisa	Dare	Richardson
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes			sp2		Adult Misdemeanor	Simpson, Lisa	Dare	Lomax, Vell

FIGURE 7.

#### IV. REVIEWING YOUR CONTRACT TERMS:

To review the basic details of your contract(s) with IDS, go to the Contracts Tab and click the “select” link on the left.

Users		Contracts		Contract Positions		Cases	
Select	Contract No.	Contractor	Districts	Contract Start Date	Contract End Date	Total Contract Amt	Total Paid to Date
Select	EP HLF TEST	Simpson, Lisa	District 09A	8/1/2012	9/30/2013	23,500.00	
Select	NEW TEST	Simpson, Lisa	District 08B	1/1/2014	12/31/2015	121,000.00	3,083.33
Select	PMT TEST	Simpson, Lisa	District 01	12/1/2012	11/30/2014	1.00	
Select	TEST	Simpson, Lisa	District 01	6/15/2013	6/14/2015	35,000.00	
Select	TEST-UNITS	Simpson, Lisa	District 10	12/1/2012	11/30/2014	40,493.06	

FIGURE 8.

You will then see a screen that looks similar to Figure 9 below.

Contract	
Contract No.:	TEST
Contractor:	Simpson, Lisa
Districts:	District 01
Payee:	Simpson Law LLC
Payee Phone:	work phone 1
Payee Tax ID:	11-1111111
Contract Categories:	Adult Misdemeanor Adult Low-Level Felony Adult High-Level Felony
Authorized Attorneys/GALS:	Simpson, Lisa Simpson, Bart

**Tip:** The information in this table about units and targets is for the life of the contract, which is typically two years, not one!

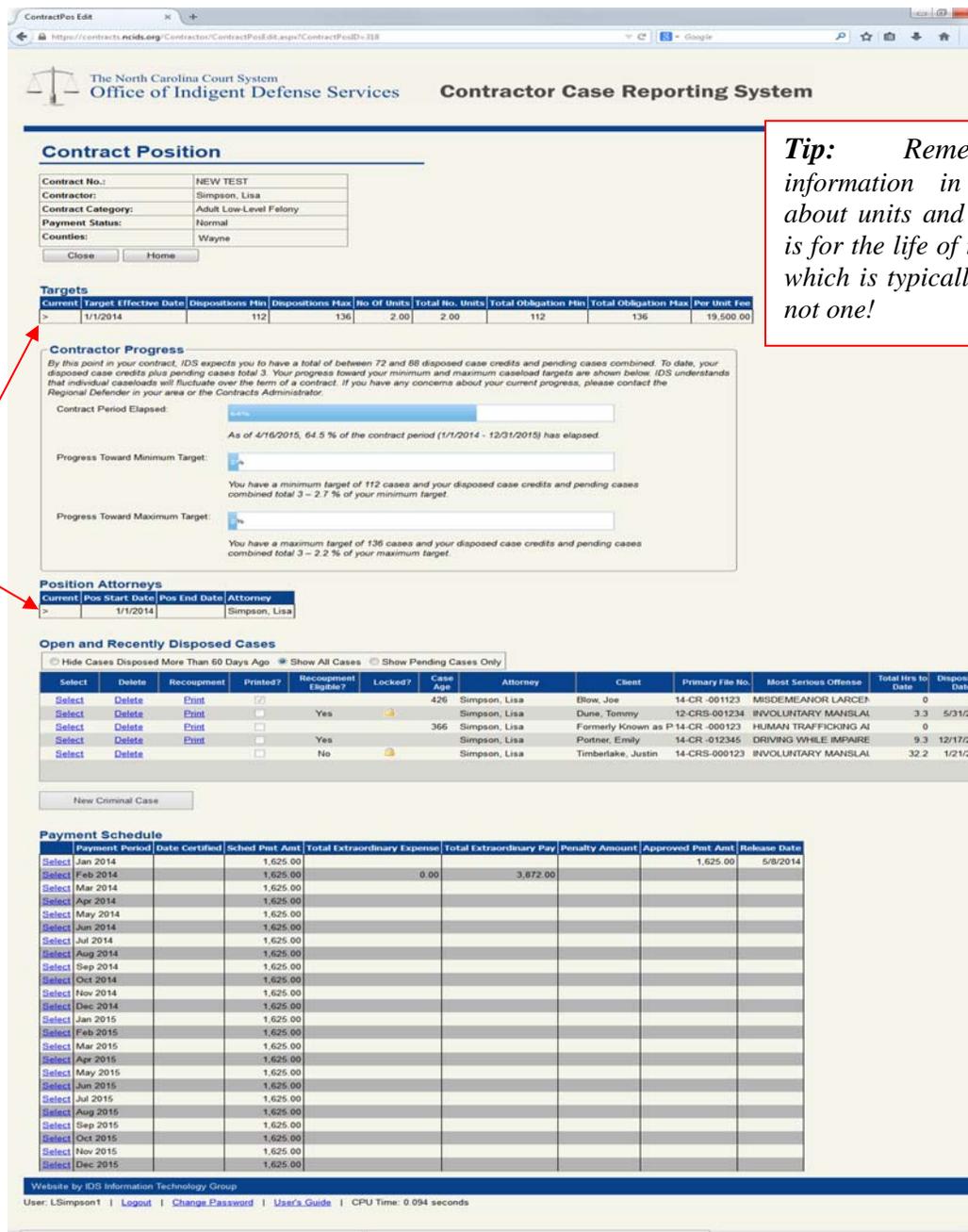
Contract Positions												
Select	Contract Category	Counties	Attorney	Total Units	Total Obligation Min	Total Obligation Max	No. Open Cases to Date (Weighted)	No. Case Credits to Date	No. of Sessions	No. of Sessions Rpt to Date	Payment Status	
Select	Adult High-Level Felony	Currituck	Simpson, Lisa	0.86	18	21	1.00	1.25			0 Normal	
Select	Adult Misdemeanor	Dare, Currituck	Simpson, Lisa	2.17	221	269	4.00	19.00			0 Normal	
Select	Adult Low-Level Felony	Chowan	Simpson, Lisa	2.00	112	136		5.00			0 Normal	

Close Home

FIGURE 9.

This screen provides you with an overview of your contract terms with IDS. The details associated with each of your contract categories are in the “Contract Positions” summary table at the bottom of the screen. This summary table is another way to access the information on the Contract Positions Tab. So, in Figure 9 above, Lisa Simpson has three different contracts: 0.86 units of high-level felonies, 2.17 units of misdemeanors and 2.00 units of low-level felonies over the full-term of the contract (usually 2 years). Over that two-year period, she is expected to dispose of 18-21 high-level felonies, 221-269 misdemeanors, and 112-136 low-level felonies.

Additional details about a Contract Position are available by clicking the “select” link on the left. When you do, you will see a screen that looks similar to Figure 10 below.



**Tip:** Remember, the information in this table about units and dispositions is for the life of the contract, which is typically two years, not one!

FIGURE 10.

**Shortcut:** Another way to get to this screen is from the Contract Positions Tab on the Home Page.

On this screen, you can see more information about a “Contract Position,” including your contract targets, your progress towards meeting your contractual caseload obligations, your open and recently disposed cases, and your payment schedule. If multiple sets of contract terms are visible in the “Targets” and “Position Attorneys” tables, the line with the “>” to the left indicates the current terms. This will only be important if there have been changes to the terms of your

contract, such as if IDS has approved a change in the attorney handling cases within your law firm.

Please note that the “Open and Recently Disposed Cases” table on this screen only contains your pending cases and cases that have been disposed or from which you withdrew in the past 60 days. To see a complete list of all of your disposed cases, you should go to the main Cases Tab.

This is also how you will navigate to the area of the system where you certify your monthly reporting, which is required for payment purposes. See Section VI. of this Users Guide for more information about certifying your monthly reporting.

## V. SETTING YOUR USER PREFERENCES:

All users have the ability to set individualized default preferences for how their data and information is displayed in select areas of the system.

Specifically, on the “Open and Recently Disposed Cases” table under each Contract Position, you can:

1. Determine the default number of cases shown per page: 30, 60, or 90;
2. Have this table show all cases, just pending cases, or hide cases disposed over 60 days ago;
3. Determine the default sort order for cases based on client name, primary file number, your own internal file number, or the date of disposition; and
4. Hide select columns on this table to simplify the case data being displayed.

In addition, on the main Cases Tab, you can program the initial search option default to display all of your cases, or to only display cases once you’ve entered criteria into the search fields.

To set your user preferences, click the “User Preferences” link at the bottom of the homepage (See Figure 11). You will be brought to a page where you select your preferences in the above categories (Figure 12). Be sure to hit “Save” and then “Close”.

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### Contractor Case Reporting System

Users | **Contracts** | Contract Positions | Cases

Select	Contract No.	Contractor	Districts	Contract Start Date	Contract End Date	Total Contract Amt	Total Paid to Date
Select	EP HLF TEST	Simpson, Lisa	District 09A	8/1/2012	9/30/2013	23,500.00	
Select	NEW TEST	Simpson, Lisa	District 08B	1/1/2014	12/31/2015	121,000.00	3,083.33
Select	PMT TEST	Simpson, Lisa	District 01	12/1/2012	11/30/2014	1.00	
Select	TEST	Simpson, Lisa	District 01	6/15/2013	6/14/2015	35,009.00	
Select	TEST-UNITS	Simpson, Lisa	District 10	6/1/2014	5/31/2016	35,000.00	

Website by IDS Information Technology Group

User: LSimpson1 | [Logout](#) | [Change Password](#) | [User Preferences](#) | [User's Guide](#) | CPU Time: 0.000 seconds

FIGURE 11.

The North Carolina Court System  
Office of Indigent Defense Services

## Contractor Case Reporting System

### User Preferences

Results Per Page on "Open and Recently Disposed Cases" Table: 90

"Open and Recently Disposed Cases" Table Display Options: Show Pending Cases Only

"Open and Recently Disposed Cases" Table Default Sort Order: Client Name

Case Search Default Display Options: Show All Cases

"Open and Recently Disposed Cases" Hidden Columns:

Remove	Field Name
<a href="#">Remove</a>	ContractorFileNo
<a href="#">Remove</a>	DateFirstInPersonClientInterview
<a href="#">Remove</a>	Withdrawn

Save Cancel Close Home

Website by IDS Information Technology Group

User: LSimpson1 | [Logout](#) | [Change Password](#) | [User's Guide](#) | CPU Time: 0.000 seconds

FIGURE 11.

## VI. ENTERING CRIMINAL CASES:

**Shortcut:** The main Cases Tab provides you with a shortcut to view or edit cases that have already been entered into the system. You have to go through the Contract Positions Tab to enter newly assigned cases.

### A. Newly Assigned Criminal Cases:

To enter a newly assigned criminal case, click on the Contract Positions Tab and then the "select" link to the left of the applicable Contract Position. Scroll down to the "Open and Recently Disposed Cases" summary table, and click the "New Criminal Case" button right below that table.

Open and Recently Disposed Cases

Hide Cases Disposed More Than 60 Days Ago  Show All Cases

Select	Delete	Recoupment	Printed?	Recoupment Eligible?	Locked?	Contractor Internal File No.	Client
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			sp2	Velma
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>				Thoma
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>				immy
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>				ohn
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			TEST-0624A	, Jojo
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			TEST-0624B	, B
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>			322341	126 Simpson, Lisa Dare 1100, Bob
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			75	Simpson, Lisa Dare test, Test
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>	Yes			Simpson, Lisa Dare Testy, Test
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>			43223	37 Simpson, Lisa Dare Thibeax, Bob

[New Criminal Case](#)

**Tip:** Make sure you are in the correct Contract Position before entering case data! If you are not, the system will not be able to tie the case to the correct Contract Position and your case credits will not calculate properly!

FIGURE 13.

This will take you to a “New Criminal Case Wizard” screen like that shown in Figure 14 below.

**New Criminal Case Wizard**

1: [Newly Assigned Case Reporting](#)  
 2: [Check Pending Cases](#)  
 2: [Most Serious Offense](#)  
 3: [Confirm & Finish](#)

**Newly Assigned Case Reporting**

Contractor Internal File No. (Optional):

County:

Client First Name:

Client Middle Name:

Client Last Name:

Client Suffix:

Client SSN (Last four digits only):

Client has No SSN OR unable to obtain after reasonable efforts:

Client Street Address:

Client City:

Client State:

Client Zip:

Attorney:

Date Appointed:

Date Appointment Received:

Primary File No.:

Next Cancel

FIGURE 14.

The primary file number is the file number of the most serious offense pending against your client. When entering the primary file number, enter the year in the first field, select the file number type from the dropdown, and enter the sequence number in the last field. After you complete all fields and click the “Next” button, you **MAY** see a screen like that shown in Figure 15 below.

**New Criminal Case Wizard**

1: [Newly Assigned Case Reporting](#)  
 2: [Check Pending Cases](#)  
 2: [Most Serious Offense](#)  
 3: [Confirm & Finish](#)

You have already entered a pending case for a defendant with the same or a similar name. If this is the same defendant, you should not enter another newly assigned case at this time. If they are disposed together, you should make any necessary adjustments to the most serious original charge and most serious file number and then enter the additional disposed file numbers in the Disposed Case section of this Criminal Case Wizard. If there are any remaining pending charges against the same client, you should then enter another newly assigned case for the most serious remaining file number.

ClientLastName	ClientFirstName	County	ContractorFileNo	PrimaryFileNo
Maher	Thomas	Dare		13-CR-000123

Previous Next Cancel

FIGURE 15.

**IMPORTANT:** This screen is a check to let you know that you may already have entered this case, or that you have other pending cases open for the same client. If you realize that it is the same client, hit cancel, and record this case under the existing record for that client. **Unless you are absolutely certain that two or more cases pending against the same client will dispose separately, all cases that will dispose together on the same day, in the same court, and in front of the same judge should be recorded under one record in the system.** If your entry is

in fact a different client, or if the cases will dispose separately, hit “Next”. You’ll be taken to a screen that looks like Figure 16. If you do not see a screen like Figure 15, it means that this is the only case in the system for that client and that you’re doing your data reporting correctly!

**New Criminal Case Wizard**

1. [Newly Assigned Case Reporting](#)  
 2. [Check Pending Cases](#)  
 2. **[Most Serious Offense](#)**  
 3. [Confirm & Finish](#)

**Most Serious Offense**

Most Serious Class of Offense: < Please Choose ...>

Most Serious Offense:

Other Offense (if not found in list below):

Attempt/Conspiracy/Solicitation /Accessory After the Fact? < Please Choose ...>

To set the most serious offense for this case, please select it from the list below.

Offense Description Contains:  Find Now

General Statute Number:  New Search

	GS No.	Offense Description	Offense Type	Offense Class
<a href="#">Select</a>	14-23.2(A)	MURDER OF AN UNBORN CHILD	F	??
<a href="#">Select</a>	14-23.3(A)	VOLUNTARY MANSLAUGHTER UNBORN CHILD	F	D
<a href="#">Select</a>	14-23.4(A)	INVOLUNTARY MANSLAUGHTER UNBORN CHILD	F	F
<a href="#">Select</a>	14-18	VOLUNTARY MANSLAUGHTER	F	D
<a href="#">Select</a>	14-18	INVOLUNTARY MANSLAUGHTER	F	F
<a href="#">Select</a>	14-17	MURDER	F	??
<a href="#">Select</a>	14-17	FIRST DEGREE MURDER	F	A
<a href="#">Select</a>	14-17	SECOND DEGREE MURDER	F	B2
<a href="#">Select</a>	14-17(B)(1)	SECOND DEGREE MURDER WITHOUT REGARD	F	B2
<a href="#">Select</a>	14-17(B)(1)	SECOND DEGREE MURDER DISTRIBUTE DRUG	F	B2

Show Page: 1 2 3 4 5 6 7 8 9 10 ... (Total Records: 1459) Records Per Page: 10

Previous Next Cancel

FIGURE 16.

You should select the “Most Serious Class of Offense” from the dropdown list.

Please note, for all **Class 3 misdemeanors**, select the option in the “Most Serious Class of Offense” dropdown that best describes your case. The options are as follows:

- “Misdemeanor 3 (offense after 12/1/13, pretrial detainee)”
- “Misdemeanor 3 (offense after 12/1/13, 4+ priors)”
- “Misdemeanor 3 (offense before 12/1/13)”

The “Most Serious Offense” field is based on an offense finder that will allow you to use key words to search a database of North Carolina offenses. You can control the number of records that appear on each page by adjusting the “Records Per Page” option on the bottom right side of the screen. Once you have found the correct offense, click the “select” link to the left of that offense. Your selection will then appear next to the “Most Serious Offense” label.

If you cannot find the offense you are looking for in the offense finder, you may type a textual description in the box labeled “Other Offense (if not found in list below).” If your client was charged with attempt, conspiracy, solicitation, or accessory after the fact, and you cannot find that specific offense in the offense finder, please select the most serious substantive offense and

then select the appropriate option from the “Attempt/Conspiracy/Solicitation/Accessory After the Fact” dropdown.

When you click the “Next” button, the system will take you to a “Confirm & Finish” screen. If you have failed to enter any required fields, you will get a message in red on the right side of the screen.

**New Criminal Case Wizard**

1. [Newly Assigned Case Reporting](#)  
2. [Check Pending Cases](#)  
2. [Most Serious Offense](#)  
3. **Confirm & Finish**

**Confirm & Finish**

Contractor Internal File No. (Optional):  
County: Dare  
Client First Name: Thomas  
Client Middle Name:  
Client Last Name: Maher  
Client Suffix:  
Client SSN (Last four digits only):  
Client has No SSN OR unable to obtain after reasonable efforts: Yes  
Client Street Address: 123  
Client City:  
Client State: NC  
Client Zip:  
Attorney: Simpson, Lisa  
Date Appointed: 4/21/15 < Date Attorney Appointed cannot be in future.  
Primary File No: 12-CRS-000123  
Most Serious Class of Offense: < Most Serious Class of Offense is a required field.  
Most Serious Offense: < Most Serious Offense or Other Offense is a required field.  
Most Serious Offense (not in list):  
Attempt/Conspiracy/Solicitation/Accessory After The Fact:

Previous Finish Cancel

FIGURE 17.

Use the “Previous” button or the numbered menu in the top left corner of the screen to return and complete the required field(s). After doing so, use the “Next” button or the numbered menu in the top left corner of the screen to return to the “Confirm & Finish” screen. Click the “Finish” button once you have entered all required fields. You will receive a confirmation screen like Figure 18 below which lets you know that the case has been entered successfully. Click “Continue” and the system will return you to the “Open and Recently Disposed Cases” table where you began.

If you are entering information about a newly assigned case and the disposition of the case at the same time, you will have to reopen the case after entering the newly assigned case data and follow the instructions in Section V.B. below.

**Tip:** *If you have entered a newly assigned case for a client that is still pending and you subsequently get assigned to additional charges against the same client that are in a more serious contract category for which you also have a contract, you should enter a newly assigned case in the higher-level Contract Position for the new charges. If both cases are disposed together, you should add the less serious file number as an additional disposed file number in the “Disposed and Withdrawn Case Reporting” step of the Criminal Case Wizard and then delete the original case from the lower-level Contract Position. If they are not disposed together, you should close out each case under the applicable contract category.*

## New Criminal Case Submission Confirmation

Please print this screen for your records.

### New Criminal Case Details

CaseID:	64233
Contractor Internal File No. (Optional):	
County:	Wayne
Client First Name:	Jane
Client Middle Name:	
Client Last Name:	Smith
Client Suffix:	
Client SSN (Last four digits only):	
Client has No SSN OR unable to obtain after reasonable efforts:	Yes
Client Street Address:	123 South
Client City:	Raleigh
Client State:	NC
Client Zip:	27601
Attorney:	Simpson, Lisa
Date Appointed:	4/15/2015
Date Appointment Received:	4/16/2015
Primary File No:	12-CR -056478
Most Serious Class of Offense:	DWI
Most Serious Offense:	DRIVING WHILE IMPAIRED (DWI)
Most Serious Offense (not in list):	
Attempt/Conspiracy/Solicitation/Accessory After The Fact:	
Created:	4/16/2015 1:29:04 PM
Created By:	LSimpson1

FIGURE 18.

**Tip:** If you have entered a newly assigned case for a client that is still pending and you subsequently get assigned to additional charges against the same client that are in the same contract category or a less serious contract category, do not enter another newly assigned case at that time unless you are absolutely sure that the cases will be disposed of separately. Instead, you should wait for one or more charges to be disposed. If they are disposed together, you should make any necessary adjustments to the most serious original charge and most serious file number and then enter the additional disposed file numbers in the “Disposed and Withdrawn Case Reporting” step of the Criminal Case Wizard. If there are any remaining pending charges against the same client, you should then enter another newly assigned case for the most serious remaining file number under the applicable Contract Position.

**Tip:** If it helps with your recordkeeping, you can store additional file numbers in the system by going to the “Add Additional File Numbers” step of the Criminal Case Wizard, entering the additional numbers, and clicking the Finish button on the “Confirm and Finish” screen. Since you will not have entered a disposition or disposition date, the required fields will not kick in. But you will need to delete any file numbers that are not part of the ultimate disposition and then enter a newly assigned case for the most serious remaining file number.

## B. Disposed and Withdrawn Criminal Cases:

To close out criminal cases that have already been entered into the system, you can go to the same “Open and Recently Disposed Cases” table under the Contract Positions Tab or you can use the main Cases Tab. To enter disposition data for a previously entered case, click the “select” link to the left of that case. You will see a “Disposed and Withdrawn Case Reporting” screen like that in Figure 19.

**Criminal Case Wizard**  
Case 14-CR -001123: Blow, Joe Jr.

1. Update Newly Assigned Case Reporting  
2. Set/Change Most Serious Offense  
3. **Disposed and Withdrawn Case Reporting**  
4. Set/Change Judge  
5. Add Additional File Numbers  
6. Confirm & Finish

### Disposed and Withdrawn Case Reporting

Withdrawn Before Substantive Work - No Case Credit:  
*If you check this box, then you do not need to complete any additional fields on this page.*

Client SSN (Last four digits only): 2345

Client has No SSN OR unable to obtain after reasonable efforts:

Client Street Address: 123 West South St.

Client City: Goldsboro

Client State: NC

Client Zip: 21345

Date First Client Interview:

Method First Client Interview: < Please Choose ...>

Court Type at Disposition: < Please Choose ...>

*Check here if you were appointed to represent this defendant in another case(s) at the time of the appointment to this case(s) and you already submitted a fee application for that case(s) in which the attorney appointment fee was charged.*

Disposition: < Please Choose ...>

If "Other", please explain:

Most Serious Judgment & Sentencing: < Please Choose ...>

If "Other" please explain:

Disposition Date:

Time In Court: 0.00

Time Waiting In Court: 0.00

Time Out Of Court: 0.00

Total Time: 0.00

No. Out of County Miles Traveled:

No. In-House Copies:

Other Expenses: \$

Case Note:

Previous Next Cancel

**Tip:** If you check the “Withdrawn Before Substantive Work” box to close out a case for no case credit, you do not need to enter any more data about that case. If you do, the system will not store or display it!

**Tip:** Your internal file number (if you entered one) and the client’s name will appear at the top of the screen.

FIGURE 19.

If you previously entered a case for purposes of reporting your newly assigned cases and then withdrew before substantive work, you should simply check the box at the top of this screen to close out the case. Otherwise, you are required to complete all of the fields on the screen, with the exception of the expense and notes fields at the very bottom which are optional.

**Tip:** If you have a case that ends in a deferral or diversion, you should report the case as if it has been disposed. In the “Disposition” dropdown menu, select either “Deferral/Diversion (Other)” or “Deferral/Diversion (90-96).” In the “Disposition Date” field, enter the date of the deferral or diversion. You will receive full case credit for the case at that time, **but you are required to update the case record to reflect the final disposition and date of disposition at the end of the deferral or diversion period.** If you ultimately have to withdraw before the final disposition, the system will update your case credit when you update the record. *Note:* Cases with a disposition of deferral or diversion will not be subject to the case locking feature (discussed below).

The expense fields (circled in Figure 19 above) are option fields that allow you to track any potentially reimbursable expenses related to a contract case. These expense fields can be helpful in identifying cases that are eligible for Extraordinary Pay pursuant to Section 7.6 and 7.8 of your contract. Please note that **any expenses reported in these fields will also show up as reimbursable expenses on the recoupment form in recoupment eligible cases.** The dollar values are calculated using the following formulas:

- Out-of-County Travel = # miles x \$0.35/mile
- In-house Copies = # copies x \$.10/copy

Once you have completed all of the fields on the “Disposed and Withdrawn Case Reporting” screen, scroll to the bottom of and click the “Next” button.

This will take you to a screen with a judge finder that will enable you to set the name of the presiding judge. See Figure 20 below.

**Criminal Case Wizard**  
Case 13-CR -000123: Maher, Thomas K

1. Update Newly Assigned Case Reporting  
2. Set/Change Most Serious Offense  
3. Disposed and Withdrawn Case Reporting  
**4. Set/Change Judge**  
5. Add Additional File Numbers  
6. Confirm & Finish

**Set/Change Judge**

Judge: Abernathy, G. Wayne

Other Judge (if not found in list below):

*If you would like to set or change the judge for this case, please select them from the list below.*

Search Fields

Last Name:

First Name:

	Judge Last Name	Judge First Name	Title	Division Id	District Id	Court
<a href="#">Select</a>	Abernathy	G. Wayne	Judge Superior Court			Jb Superior Court 15a
<a href="#">Select</a>	Abernathy	Richard	Judge District Court			Jb District Court 27a
<a href="#">Select</a>	Adams	Gale M.	Superior Court Judge			Jb Superior Court 12
<a href="#">Select</a>	Albright	R. Stuart	Superior Court Judge			Jb Superior Court 18
<a href="#">Select</a>	Alexander	Karen	Judge District Court			Jb District Court 3b
<a href="#">Select</a>	Alford	Benjamin	Senior Resident Superior Court Judge			Jb Superior Court 3b
<a href="#">Select</a>	Allen	Bradley	Judge District Court			Jb District Court 15a
<a href="#">Select</a>	Allen	Jasper	Senior Resident Superior Court Judge			Jb Superior Court 15a
<a href="#">Select</a>	Allen	Stanley	Judge District Court			Jb District Court 17a
<a href="#">Select</a>	Alloway	Sherry	Judge District Court			Jb District Court 18

Show Page: 1 2 3 4 5 6 7 8 9 10 ... (Total Records: 428) Records Per Page: 10

Judge "Abernathy, G. Wayne" selected

**Tip:** Emergency judges are not in the system, so you will need to use the “Other Judge” field for them. If you find other missing judges, please let IDS know!

FIGURE 20.

Use the “Last Name” and/or “First Name” search fields to find the judge and then click the “select” link to the left of his or her name. The judge’s name you selected will then appear in the

“Judge” field. If the judge you are looking for does not appear in the finder, you may use the “Other Judge” field to type in his or her name. Once you have set the judge’s name or typed it in, click the “Next” button. *The judge’s name is a required field unless the case was dismissed by the prosecutor and there was no presiding judge; in that instance, you can skip this step and go straight to the “Next” button.*

This will take you to a screen like Figure 21 where you can enter any additional file numbers that were disposed at the same time and before the same judge as the primary file number.

**Criminal Case Wizard**  
Case 13-CR -000123: Maher, Thomas K

1. [Update Newly Assigned Case Reporting](#)  
2. [Set/Change Most Serious Offense](#)  
3. [Disposed and Withdrawn Case Reporting](#)  
4. [Set/Change Judge](#)  
5. **Add Additional File Numbers**  
6. [Confirm & Finish](#)

### Add Additional File Numbers

No additional file numbers have been added to this case.

Remove Checked File Numbers

Add a range of File Numbers here:

Generate File Numbers

Example:  
14 | CR | 1 - 4  
will generate 14-CR-000001, 14-CR-000002, 14-CR-000003, 14-CR-000004

or enter individual File Numbers below, then click "Add File Numbers"

Add File Numbers

Previous Next Cancel

**Tip:** If you click the "Cancel" button, the system will return you to the "Open and Recently Disposed Cases" table without saving your data!

FIGURE 21.

To enter a range, type in the file number sequence range and select “Generate File Numbers”. This will automatically populate the fields below with all of the file numbers within that range. Or, if you’d like to enter the numbers manually, type in the additional file numbers and click “Add File Numbers”. Then click the “Next” button. If there are no additional file numbers, just click the “Next” button. You will then see another “Confirm & Finish” screen. If everything appears correct and you do not receive any error messages about missing fields, click the “Finish” button. If you need to make any corrections, click the “Previous” button or use the numbered menu in the top left corner of the screen. At that point you will receive another confirmation screen similar to Figure 18 above. Click “Continue”.

**Tip:** If you are continuing to represent the same client on remaining charges that were not disposed with the charges that you just closed out in the system, you should enter a newly assigned case for the most serious remaining offense! You will receive additional case credit for those cases when they dispose, even though they are for the same client.

### C. Editing Criminal Cases:

As long as you do not enter a disposition date or select a disposition, you can enter and save partial data in the “Disposed and Withdrawn Case Reporting” portion of the Criminal Case Wizard by going to the “Confirm & Finish” screen and then clicking the “Finish” button. If you return to that case later, the system will have saved your partial data. Once you enter a disposition date and disposition, however, the system will not allow you to click the “Finish” button unless all required fields have been entered.

If you want to edit information that you previously entered about a criminal case, you can use the numbered menu on the top left corner of the Criminal Case Wizard to navigate to the desired step in the wizard. Note that the link to the screen you are currently viewing will appear in bold.

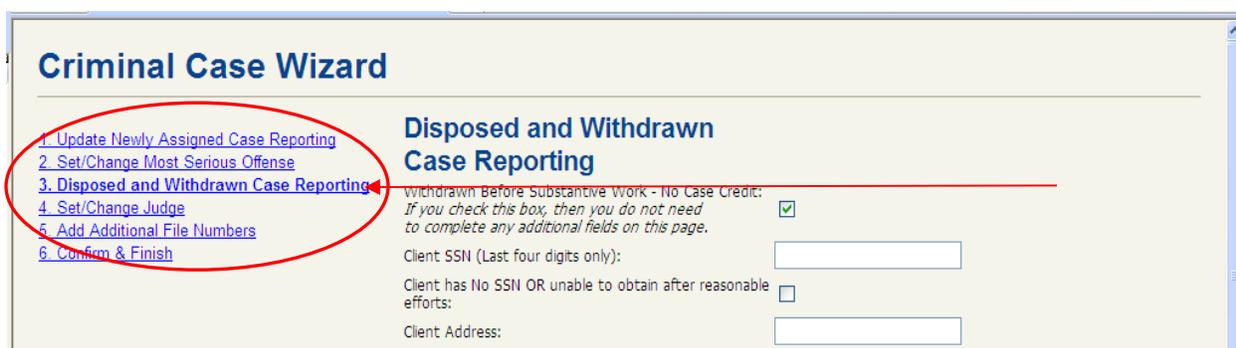


FIGURE 22.

### D. Case Locking Feature:

Once you have certified your monthly reporting for payment purposes (see Section VII. below), all of your cases with a disposition date **through the prior reporting period** will lock and you will no longer be able to edit them. This feature **affects closed cases only**, and **does not** affect your ability to enter new cases, even if the appointment date falls in a past reporting period.

*[Note: Cases with a disposition of “Deferral/Diversion (Other)” or “Deferral (90-96)” will be permanently exempt from the locking feature to allow contractors to edit the case to reflect the final disposition and date of disposition at the end of the deferral or diversion period.]*

For locked cases, a small lock icon will appear next to that record on the Cases Tab and the “Open and Recently Disposed Cases” table (See Figure 23 below). If you discover an error and need to edit a locked case, please contact IDS’ Contracts Administrator to unlock it.

The “Open and Recently Disposed Cases” table will default to show you only your pending cases and cases that have been disposed or from which you withdrew in the past 60 days (see red arrow in Figure 23 below), unless you select something different in your User Preferences (see Section V. above). To see all of your cases regardless of when they were disposed or withdrawn,

select the radio button for “Show All Cases”. You will now be able to see and scroll through all of your cases. Alternatively, you can access all your cases from the main Cases tab.

**Open and Recently Disposed Cases**

Hide Cases Disposed More Than 60 Days Ago
  Show All Cases
  Show Pending Cases Only

Select	Delete	Recoupment	Printed?	Recoupment Eligible?	Locked?	Case Age	Attorney	County	Client	Primary File
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>	No		132	Simpson, Lisa	Wayne	Blow, Joe	14-CR -00112
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>	Yes			Simpson, Lisa	Wayne	Dune, Tommy	12-CRS-0012
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>	No		72	Simpson, Lisa	Wayne	Formerly Known as P	14-CR -00012
<a href="#">Select</a>	<a href="#">Delete</a>		<input type="checkbox"/>	No			Simpson, Lisa	Wayne	Timberlake, Justin	14-CRS-00012

[New Criminal Case](#)

FIGURE 23.

### E. Exporting Entered Criminal Cases:

The system allows you to export information on your entered pending and disposed or withdrawn cases. The default application for this export is Microsoft Excel. Please note that the data included in the export will be limited to the results of any “Search Fields” you have entered at the top of the Cases Tab. To export all cases in the system, you should leave all of the search fields blank. To export, just hit the “Export Case Data” button on the Cases Tab (see Figure 24).

Users   Contracts   Contract Positions   **Cases**

Search Fields

Attorney First Name:   
 Attorney Last Name:   
 Contract Category:   
 County:   
 Client First Name:   
 Client Last Name:   
 Disposition Date Between:  And   
 Case Status:

[Find Now](#)  
[New Search](#)

1 Matching Cases Cases Per Page

Select	Delete	Recoupment	Recoupment Eligible?	Printed?	Mark As Printed	Locked?	Contractor File No.	Case Age	Contract Category	Attorney	County
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	Yes	Yes			test		Adult Misdemeanor	Simpson, Bart	Wayne

[Export Case Data](#)

FIGURE 24.

## VII. CERTIFYING YOUR MONTHLY REPORTING FOR PAYMENT:

After you have completed all of the required data entry each month, you need to certify for payment purposes. ***IDS will not release your monthly payment until you have certified that all of your data entry is complete.***

**IMPORTANT:** Note that in order to certify, the following information must be entered into the database prior to certification:

1. All of cases to which you were appointed to within that reporting period; and
2. All of the disposition information for those cases which disposed, or from which you withdrew, from the month before the prior reporting period.

For example, if you are certifying for the January 2014 reporting period, what must be in the database prior to certification are:

1. All of the newly assigned cases from January 2014; and
2. All of the disposed or withdrawn cases from December 2013.

To certify for payment purposes, click on the Contract Positions Tab and then the “select” link to the left of the applicable “Contract Position.” Scroll down to the “Payment Schedule” table, and click the “select” button to the left of the “Payment Period” that you are certifying. The system will not allow you to certify payment periods that are in the future, and you cannot certify the current month until after the 15<sup>th</sup> day.

Payment Schedule								
	Payment Period	Date Certified	Sched Pmt Amt	Total Extraordinary Expense	Total Extraordinary Pay	Penalty Amount	Approved Pmt Amt	Release Date
Select	Jan 2014		1,958.33					
Select	Feb 2014		1,958.33					
Select	Mar 2014		1,958.33					
Select	Apr 2014		1,958.33					
Select	May 2014		1,958.33					
Select	Jun 2014		1,958.33					
Select	Jul 2014		1,958.33					
Select	Aug 2014		1,958.33					
Select	Sep 2014		1,958.33					
Select	Oct 2014		1,958.33					
Select	Nov 2014		1,958.33					
Select	Dec 2014		1,958.33					
Select	Jan 2015		1,958.33					
Select	Feb 2015		1,958.33					
Select	Mar 2015		1,958.33					
Select	Apr 2015		1,958.33					
Select	May 2015		1,958.33					
Select	Jun 2015		1,958.33					
Select	Jul 2015		1,958.33					
Select	Aug 2015		1,958.33					
Select	Sep 2015		1,958.33					
Select	Oct 2015		1,958.33					
Select	Nov 2015		1,958.33					
Select	Dec 2015		1,958.33					

**Tip:** The “Payment Period” is the month in which the work is done, so it will be the month before the current month!

FIGURE 25.

Once you have selected the “Payment Period,” you will see a screen like that shown in Figure 26 below. In addition to showing your regular monthly payment, this is where you will be able to see any extraordinary amounts that have been approved by IDS, either for an extraordinary case or expense, as well as any penalties that have been applied, such as a percentage penalty for late data reporting.

**Tip:** You will not be able to see any extraordinary amounts or penalties until after IDS has processed your certification. You will need to check back after the 7<sup>th</sup> day of the month to view any adjustments to your payment!

Please note that you cannot use the online system to request extraordinary pay or reimbursement of an extraordinary expense. Instead, you must complete either form IDS-041, IDS-042, or IDS-043 depending on the circumstance. All the previously listed forms are available at <http://www.ncids.org/RFP/Forms/Contractor.htm>.

The screenshot shows a 'Payment' certification form. At the top, there is a title 'Payment' and a certification statement: 'I certify that I have entered all data required by Section 6 of my contract with IDS—including, as applicable, newly assigned cases, disposed and withdrawn cases, substantive hearings, and/or sessions—for the time period required by my contract. I further certify that I have submitted or will submit recoupment applications to the presiding judge in all recoupment-eligible cases.' Below this are 'Certify' and 'Cancel' buttons. The form contains several fields: 'Period Start Date' (1/1/2014), 'Certified Complete' (No), 'Date Certified', and 'Certified By' (with a red arrow pointing to it). A table of amounts follows: 'Session Payment Amount', 'Scheduled Payment Amount' (1958.33), '+ Total Extraordinary Pay', '+ Total Extraordinary Expense', and '- Penalties & Adjustments'. Below the table are 'Calculated Payment Amount', 'Approved Payment Amount', 'Approved by IDS' (No), and 'Release Date'. Three summary boxes are at the bottom: 'Extraordinary Amounts' (No extraordinary amounts have been added to this payment.), 'Penalties & Adjustments' (No penalties or payment adjustments have been deducted from this payment.), and a third empty box. A red tip box on the right contains the text: 'Tip: Please note that you are certifying for your monthly payment within a Contract Position. That means that, if you have multiple Contract Positions, you have to go into each one of them and certify them individually!' A red arrow points from this tip box to the 'Certified By' field.

FIGURE 26.

When you click the “Certify” button, the system will fill in the “Date Certified” and the “Certified By” fields. You should then click the “Close” button that appears.

*When you certify, you are not preventing yourself from entering or closing out any cases that you may have misplaced or forgotten to enter. The certification is merely to prevent contractors from not reporting any data, but still getting paid. When you certify, you are just saying that “to the best of your knowledge, all of the required cases are entered into the system at this time.”*

Once you certify that you have fulfilled your reporting requirements for the payment period, you will be sent a confirmation e-mail from the system acknowledging that IDS has received your certification for that contract position. This e-mail will be sent to the attorney assigned to that contract position, and will also be sent to the certifying user, if this user is different from the assigned attorney (e.g., a paralegal certifying on behalf of an attorney).

Please note that if you have more than one contract position, you must certify for each position.

## VIII. PRINTING RECOUPMENT APPLICATIONS:

### A. Determining Which Cases are Recoupment Eligible:

Section 6.5 of your contract governs your obligation to submit recoupment applications to the presiding judge for entry of a civil judgment for attorney fees and the attorney appointment fee pursuant to G.S. 7A-455 and 7A-455.1. It provides that you must do so in all adult criminal contract cases that result in a conviction or a plea of guilty or no contest, or a finding of probation violation, as well as all non-child support contempt cases that result in a finding of criminal contempt.

The system tells you if a case is recoupment eligible based on the reported disposition of that case in the “Recoupment Eligible?” column on the Cases Tab (see Figure 27 below) or on the “Open and Recently Disposed Cases” table under the Contract Positions Tab (Figure 28 below).

### B. Pre-filled Recoupment Applications:

Once you have entered all of the required data into the online system, you can print pre-filled recoupment applications at the touch of a button. You can do from the Cases Tab (Figure 27 below) or from the “Open and Recently Disposed Cases” table under the Contract Positions Tab (Figure 28 below).

Search Fields

Attorney First Name:

Attorney Last Name:

Contract Category:

County:

Client First Name:

Client Last Name:

Disposition Date Between:  And

Case Status:

Find Now

New Search

34 Matching Records

Select	Delete	Recoupment	Recoupment Eligible?	Printed?	Mark As Printed	Locked?	Contractor File No.	Case Age	Contract Category	Attorney	County
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes					Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes				192	Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	Yes	Yes					Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	Yes	Yes					Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes					Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes			sp1		Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes			sp2		Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes			sp3		Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>		Yes			sp3		Adult Misdemeanor	Simpson, Bart	Dare
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	Yes	Yes			sp4		Adult Misdemeanor	Simpson, Bart	Dare

FIGURE 27.

Open and Recently Disposed Cases						
<input checked="" type="radio"/> Hide Cases Disposed More Than 60 Days Ago <input type="radio"/> Show All Cases						
Select	Delete	Recoupment	Printed?	Recoupment Eligible?	Locked?	Contractor Internal File No.
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			sp2
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>			
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			TEST-0624A
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			TEST-0624B
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>			322341
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>			
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>	Yes		
<a href="#">Select</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<input type="checkbox"/>			43223

[New Criminal Case](#)

FIGURE 28.

When you click on the “print” link, you will see the screen shown in Figure 29 below.

To print a recoupment form for this case, fill in the client's SSN number and then click the "Download CR-225 PDF" button.

Client SSN:

Default File Name:

FIGURE 29.

The system does not store complete social security numbers for security reasons. You previously entered the last four digits (see Figures 14 and 19 above). Now, you need to enter the remaining digits and then click the “Download CR-225 PDF” button. If you previously indicated that the client does not have a social security number or that you were unable to obtain one after reasonable efforts, just click the “Download CR-225 PDF” button. A pre-filled recoupment form will appear on your screen, which you can save and/or print, sign, and submit to the court.

Once you select the “Download PDF” button, “Yes” will automatically display in the “Printed?” column on the Cases Tab and will also appear as a checked box in the “Open and Recently Disposed Cases” table under the Contract Positions Tab.

For those disposed cases for which you have already printed a recoupment before this feature was added, the system will allow you to manually mark those cases as having already been printed. On the Cases Tab, simply click “Mark as Printed” links (see Figure 30 below). “Yes” will now appear in the “Printed?” column.

Select	Delete	Recoupment	Recoupment Eligible?	Printed?	Mark As Printed	Locked?	Contractor File No.	Case Age	Contract Category	Attorney	County	
Select	Delete	Print		Yes					Adult Misdemeanor	Simpson, Bart	Dare	Mumford
Select	Delete	Print		Yes			192		Adult Misdemeanor	Simpson, Bart	Dare	Simms, S
Select	Delete	Print	Yes	Yes					Adult Misdemeanor	Simpson, Bart	Dare	Thumb, T
Select	Delete	Print	Yes	Yes					Adult Misdemeanor	Simpson, Bart	Dare	Hannah, H
Select	Delete	Print		Yes					Adult Misdemeanor	Simpson, Bart	Dare	Mooney, M
Select	Delete	Print		Yes			sp1		Adult Misdemeanor	Simpson, Bart	Dare	Richards, R
Select	Delete	Print		Yes			sp2		Adult Misdemeanor	Simpson, Bart	Dare	Lomax, L
Select	Delete	Print		Yes			sp3		Adult Misdemeanor	Simpson, Bart	Dare	Davis, AI
Select	Delete	Print		Yes			sp3		Adult Misdemeanor	Simpson, Bart	Dare	Davis, AI
Select	Delete	Print	Yes	Yes			sp4		Adult Misdemeanor	Simpson, Bart	Dare	Smith, A
Select	Delete	Print	Yes	Yes			sp4		Adult Misdemeanor	Simpson, Bart	Dare	Smith, A
Select	Delete	Print	Yes	Yes			sp4		Adult Misdemeanor	Simpson, Bart	Dare	Smith, A
Select	Delete	Print	Yes	Yes			sp4		Adult Misdemeanor	Simpson, Bart	Dare	Smith, A
Select	Delete	Print		No	Mark As Printed			132	Adult Misdemeanor	Simpson, Bart	Dare	Mahe, T
Select	Delete	Print		Yes					Adult Misdemeanor	Simpson, Bart	Dare	John, JI
Select	Delete	Print		No	Mark As Printed				Adult Misdemeanor	Simpson, Bart	Dare	Tom, JO
Select	Delete	Print		Yes			TEST-0624A	108	Adult Misdemeanor	Simpson, Bart	Dare	Testing, T
Select	Delete	Print		Yes			TEST-0624B	108	Adult Misdemeanor	Simpson, Bart	Dare	Testing, T

FIGURE 30.

## IX. EVALUATING PROGRESS TOWARD YOUR CASELOAD OBLIGATIONS:

The system provides both you and IDS with tools to monitor your progress toward the caseload for which you contracted.

In Figure 31, you can see that Lisa Simpson has four contracts. Each contract is for two units of work total – one unit in Year 1 of the contract and a second unit in Year 2. The total obligation minimum and total obligation maximums listed are the total caseload obligations over the entire term of the contract, or 2 years.

Contract	
Contract No.:	NEW TEST
Contractor:	Simpson, Lisa
Districts:	District 08B
Payee:	Simpson Law LLC
Payee Phone:	work phone tes
Payee Tax ID:	99-9999999
Contract Categories:	Adult High-Level Felony Adult Low-Level Felony Adult Misdemeanor
Authorized Attorneys/GALS:	Simpson, Lisa Simpson, Bart

**Tip:** Remember, all of the target figures are based on the life of the contract, which is typically two years, not one!

Select	Contract Category	Counties	Attorney	Total Units	Total Obligation Min	Total Obligation Max	No. Open Cases to Date (Weighted)	No. Case Credits to Date	No. of Sessions	No. of Sessions Rpt to Date	Payment Status
Select	Adult Low-Level Felony	Wayne	Simpson, Lisa	2.00	112	136		1.00			0 Normal
Select	Adult Misdemeanor	Wayne	Simpson, Bart	2.00	204	248		1.00			0 Normal
Select	Adult High-Level Felony	Wayne	Simpson, Lisa	2.00	42	50					0 Normal
Select	Adult Misdemeanor	Wayne	Simpson, Lisa	2.00	204	248					0 Normal

Close Home

FIGURE 31.

For each contract, the “No. Case Credits to Date” column shows that Lisa has disposed of one misdemeanor case and Bart has disposed of one low-level felony case. If you withdraw from a case after substantive work, the system will automatically calculate that as .5 credit. The system will also calculate the partial case credits as outlined in Section 7.2 of your contract.

The “No. Open Cases to Date (Weighted)” column, for criminal cases, each newly assigned case within a contract category will generally receive one case weight.

To gauge your overall progress toward your contractual obligations, you should **add together** the figures in the “No. Case Credits to Date” column and the “No. Open Cases to Date (Weighted)” column, and then compare the total to the figures in the “Total Obligation Min.” and “Total Obligation Max.” columns. Remember, the disposition obligation figures are for the life of the contract, which is typically two years, not one.

In addition, each Contract Position is equipped with programmed graphs to tell you how many causes you currently have relative to how many you “should have” at that point in the contract term. This section is called the “Contractor Progress” section, and is shown in Figure 32 below. The text above the graphs tells you how many cases you roughly should have at this point, and tells you how many are currently entered into the system. It then tells you how far away you are from meeting your minimum and maximum obligations.

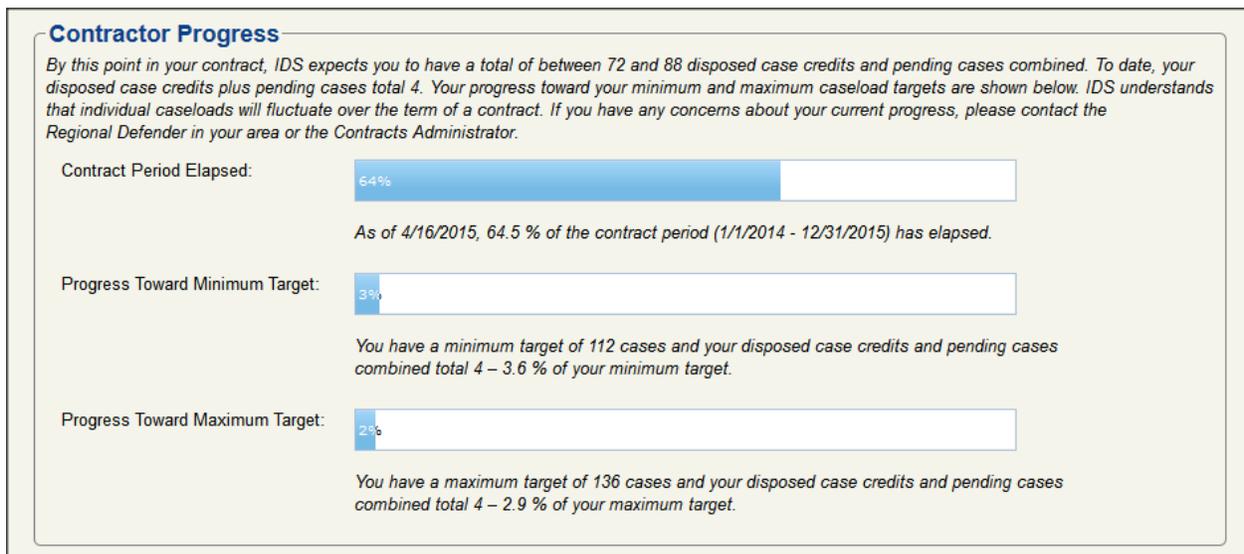


FIGURE 32.

## X. QUESTIONS:

If you have questions, please contact IDS at (919) 354-7200.