



## Court Appointed Counsel System Login

Please log into the CAC website by clicking the link below or pasting it into your web browser.

<https://www.its.courts.state.co.us/cac/>

Enter Username and Password and select "Submit" to open the welcome screen.

**Username:**   
**Password:**

**Your security is important to us**  
**Password Rules:** Password **should** be a minimum of 8 characters.  
Password **must** contain at least  
- 1 Upper Case or Capital letter [A-Z]  
- 1 Lower Case letter [a-z]  
- 1 Number [0-9]  
Passwords will **not** be reusable for two years.  
Passwords **should** be changed every 60 days.

For Software Support Please Contact JBITS Customer Service 1-800-404-2857 Email: [softwaresupport@judicial.state.co.us](mailto:softwaresupport@judicial.state.co.us)

The system will be unavailable from 1am to 6am for scheduled maintenance.

## Problems Logging In

If you have problems logging in or setting your password please contact our ITS Group at 1-855-264-2237 or 720-625-5500 (select option 1) or email at: [e-FilingSupport@judicial.state.co.us](mailto:e-FilingSupport@judicial.state.co.us)

## Password rules

In 60 days, the system will prompt you to change this password again. Below are the guidelines/rules that need to be used when creating a new password:

1. Password must be a minimum of 8 characters long.
2. Must contain at least 1 capital letter
3. Must contain at least 1 number.
4. May not include symbols or punctuation (\*&, !, ?, \_ etc.).
5. Passwords should be changed every 60 days; old passwords are not re-usable for 2 years.

# Entering and Submitting Invoices

Once logged in, you will begin at the Welcome screen (your “home” screen). On the welcome screen, you have the authorization to pay a law firm form, Chief Justice Directive’s, SCAO contact names and other information, and the connection to your reports and billing.

To begin entering invoices, select “Counsel Options” from the upper right-hand part of the welcome screen. This will bring you to the page where you will be able to select flat fee or hourly invoices.

**COURT APPOINTED COUNSEL**

[Show Counsel Information](#) [Counsel Options](#)

**Welcome! Performing activities for DAVID TEST**

**Note to Attorneys:** To change your billing address please complete a new W9 and submit it to State Court Administrator's Office, Financial Services Division staff. Any invoices submitted prior to a new W9 being received and processed will result in your checks going to the old address that is currently on record. Changing your address with Attorney Registration will not change your billing information with the State of Colorado's accounting system.

If changing or leaving a law firm, please contact State Court Administrator's Office, Financial Services Division staff to revise your billing information as appropriate.

**Attention Respondent Parent Counsel:** Section 13-92-103, as amended, C.R.S. establishes the Office of the Respondent Parents' Counsel (ORPC) and requires that all existing appointments be transferred to the ORPC, effective July 1, 2016. All Respondent Parent Counsel (RPC) invoicing that includes service dates on or before June 30, 2016 must be submitted through the Court Appointed Counsel System no later than July 10, 2016. The Department will not be able to approve any RPC invoices after this date. All RPC invoicing that includes services on or after July 1, 2016 shall be submitted to the ORPC.

SCAO Contact Information			Forms
<i>Financial Services Division Attn: Court Appointed Counsel Processing State Court Administrator's Office 1300 Broadway Denver, 80203-5600</i>			<a href="#">Substitute W9 Form</a> <a href="#">Authorization To Pay Law Firm Form</a>
Contact	Direct	Email	<b>Banking</b> <a href="#">Direct Deposit Authorization Form</a>
CAC Payments	(720) 625-5873	<a href="mailto:CACpayments@judicial.state.co.us">CACpayments@judicial.state.co.us</a>	
Software Support	(720) 625-5500	<a href="mailto:customersupport@judicial.state.co.us">customersupport@judicial.state.co.us</a>	

# Flat Fee Invoices

1) Under “Functions”, select “Request Contract Payments by Appointment” and click on “Submit.” This will bring up the “Request Contract Payments” screen (next page) which lists all billable flat fee appointments.

**COURT APPOINTED COUNSEL**

**Counsel Options**

Counsel Name: Tax Id: SSN:  
Type: Both Attorney & Non-Attorney Bar#: Status: ACTV since 1981-12-08

Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.

**Functions**

- Request Contract Payments by Appointment
- Request Hourly Payments by Appointment
- Close An Appointment

**Reports**

- List All Appointments
- List Open Appointments
- List Closed Appointments
- List Concurrent Appointments
- Request Contract Obligation Ending Report
- Request Unsubmitted Invoices Report
- Request Submitted Invoices Report
- Request COFRS Payment Report
- Request Payment History Report by Case Number

2) Find the appropriate case you would like to bill on, click on “Open Invoice” in the first column. This will bring you to the “Contract Payment Request” page (see examples of the mental health and truancy flat fee process below)

**\*\*\*Make sure that you are adding a payment to the correct case number/district since case sequence numbers are duplicated across districts\*\*\***



# COURT APPOINTED COUNSEL

### Quick Links

- Select -

### Help Documents

- Select -

### Tasks

- [Home](#)
- [ICON Eclipse](#)
- [Logoff](#)

## Request Contract Payments

Counsel Name: Tax Id: SSN:  
 Type: Both Attorney & Non-Attorney Bar#: Status: ACTV since 1981-12-08

### Counsel Options

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
<a href="#">Open Invoice</a>	3-18 Arapahoe (District)	2019-05-15	Open	2019 MH		CTA
	Mental Health	C (100%)	No	No	\$923.00	\$0.00
<a href="#">Open Invoice</a>	1-17 Adams (Brighton)	2019-05-14	Open	2019 MH		CTA
	Mental Health	C (100%)	Yes	No	\$923.00	\$0.00
<a href="#">Open Invoice</a>	3-18 Arapahoe (District)	2019-05-14	Open	2019 MH		CTA
	Mental Health	C (100%)	Yes	No	\$923.00	\$0.00
<a href="#">Open Invoice</a>	18-18 Douglas (Castle Rock)	2019-05-14	Open	2019 MH		CTA
	Mental Health	C (100%)	Yes	No	\$923.00	\$0.00
<a href="#">Open Invoice</a>	3-18 Arapahoe (District)	2019-05-13	Open	2019 MH		CTA
	Mental Health	C (100%)	Yes	No	\$923.00	\$0.00
<a href="#">Open Invoice</a>	3-18 Arapahoe (District)	2019-05-13	Open	2019 MH		CTA
	Mental Health	C (100%)	Yes	No	\$923.00	\$0.00

### Forms

- [Substitute W9 Form](#)
- [Auth2Pay Form](#)
- [ACH Form](#)

### Policies & Guidelines

[CJD](#)

If you have any questions regarding your appointments (i.e. appointment is not appearing on the Request Contract Payments List; appointment has incorrect appointment/start date; appointment is wrong case type; appointment is set up with the wrong respondent) please contact the court directly since they are responsible for entering appointments.

# Mental Health Contract Flat Fee Billing

- 1) Find the appropriate case you would like to bill on, click on "Open Invoice".
- 2) Enter the "Payment Service Date" (should be the appointment date for the initial or supplemental appointment).
- 3) Select the "Type of Payment Request" (Initial or Supplemental).
- 4) Make a selection in the "Client Meeting Section" – generally it will be the first selection whereas you'll enter the date you first met with client (either in person, by phone, or written correspondence).
- 5) Click on "Add Invoice Item" at the bottom of the page.

**Quick Links**  
- Select -

**Help Documents**  
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**Forms**  
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[ACH Form](#)

**Policies & Guidelines**  
[CJD](#)

Counsel Name: Tax Id: SSN:  
Type: Both Attorney & Non-Attorney Bar#: Status: ACTV since 1981-12-08

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100265244	Mental Health	2019-05-15	Arapahoe (District)	2019 MH		Contract

[Counsel Options](#) [View Prior Billing](#)

## Contract Payment Request

### New Invoice

Invoice Begin Date: 05/15/2019  
Invoice End Date: 05/15/2021

Payment Service Date: 05/15/2019  (Required) MM/DD/YYYY

Contract Type: Mental Health

Type of Payment Request:  Initial  Subsequent Payment

**Client Meeting Section**

Please select one:  I have met with my appointed client on: 05/15/2019

I have met with my client's representative  
Insert representative name here:

Insert date of meeting here:

I have NOT met with either of the above, and  
**do not expect to**, for the following reason: (max 200 characters)

*By entering this payment request, contractor attests that date indicated above is accurate and true and contractor has and will maintain records of all work and activities performed for this appointment and will make all such records available to SCAO when requested, subject to attorney/client privilege.*

[Add Invoice Item](#) [Cancel](#)

**\*\*\*Note:** If the CAC system does not accept a payment item as you expected, there is a problem with one of three things, all have to do with your dates:

1. Look at the numbering format you have used in all your dates (has to be MM/DD/YYYY)
2. Your invoice begin and end dates (cannot start before your appointment date)
3. Your Dates of Service (have to use dates that are within your invoice begin and end dates)\*\*\*

6) Confirm all data in the contract payment request. If you do wish to create the invoice, select "Submit".



# COURT APPOINTED COUNSEL

**Quick Links**  
- Select -

**Help Documents**  
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Counsel Name: \_\_\_\_\_ Tax Id: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Type: Both Attorney & Non-Attorney Bar#: \_\_\_\_\_ Status: ACTV since 1981-12-08

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100229018	Mental Health	2017-09-05	Broomfield County	2017 MH		Contract

**Confirm Contract Payment Request**

[Counsel Options](#)

Invoice: 2137541455- 1

Payment Number: 2139709889

Begin Date: 2017-09-05

End Date: 2019-09-05

Service Date: 2019-05-15

Service Type: **Mental Health**

Payment: **Subsequent Mental Health**

Indigency: Yes, Indigent

**Status: Pending Submission**

Maximum Allowed: \$ 865.00

Counsel Owes State: \$ 0.00

Payment amount to date: \$ 273.00

Payment requests pending approval: \$ 0.00

Remaining balance before this request: \$ 592.00

Current Invoice Amount: \$ 198.00

**This Appointment has a previously submitted invoice.**

Submit Pending Invoice for Payment?  Yes  No

**Forms**  
[Substitute W9 Form](#)  
[Auth2Pav Form](#)  
[ACH Form](#)

**Policies & Guidelines**  
[CJD](#)

## Truancy Contract Flat Fee Billing

- 1) Find the appropriate case you would like to bill on, click on "Open Invoice".
- 2) Enter the "Payment Service Date" (should be the appointment date).
- 3) Select Initial under "Type of Payment Request" (initial) **\*\*\*Truancy Contract Flat Fee billing does not allow for a supplemental or subsequent fees as MH contract billing does\*\*\*.**
- 4) Make a selection in the "Client Meeting Section" – generally it will be the first selection whereas you'll enter the date you first met with client (either in person, by phone, or written correspondence).
- 5) Click on "Add Invoice Item" at the bottom of the page.

Counsel Name: \_\_\_\_\_  
 Type: Both Atton \_\_\_\_\_

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100121453	Truancy	2013-06-18	Denver (Juvenile)			Contract

**Contract Payment Request**

**New Invoice**

Invoice Begin Date: 06/18/2013  
 Invoice End Date: 06/18/2014  
 Payment Service Date:   \*(Required) MM/DD/YYYY

Contract Type: Truancy  
 Type of Payment Request:  Initial

**Client Meeting Section**

Please select one:

I have met with my appointed client on:

I have NOT met with my client, *and do not expect to*, for the reason indicated below. Pursuant to my contract, I understand that I can instead bill for *up to one hour* of my time, at the rate authorized by the Supreme Court. (max 200 characters)

My payment request is for  hour. (ex. .25, .5, 1, etc.)  
 Total request: \$ 0

By entering this payment request, contractor attests that date indicated above is accurate and true and contractor has and will maintain records of all work and activities performed for this appointment and will make all such records available to SCAO when requested, subject to attorney/client privilege.

6) Confirm all data in the contract payment request. If you wish to create invoice, select "Submit".

**COURT APPOINTED COUNSEL**

Counsel Name: JAMES, PHILIP  
 Type: Both Attorney & Non-Attor

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100121453	Truancy	2013-06-18	Denver (Juvenile)			

**Confirm Contract Payment Request**

Invoice: 2137290455-0  
 Payment Number: 2138456785  
 Begin Date: 2013-06-18  
 End Date: 2014-06-18  
 Service Date: 2013-06-18  
 Service Type: **Truancy**  
 Payment: **Initial Contract**  
 Indigency: Yes, Indigent

**Status: Pending Submission**

Maximum Allowed: \$ 750.00  
 Counsel Owes State: \$ 0.00  
 Payment amount to date: \$ 0.00  
 Payment requests pending approval: \$ 0.00  
 Remaining balance before this request: \$ 750.00  
 Current Invoice Amount: \$ 146.00

Submit Pending Invoice for Payment?  Yes  No

**Submit** **Reset**

## Contract Period Expiration

If your contract period has expired, the system will update your contract appointment to hourly automatically. Simply enter the case in your "Request Contract Payment by Appointment" screen. Enter the date of activity (which is now after the contract end date), select an option in the "Client Meeting Section" and select "Add Invoice Item". The system will generate a message that says, "You have entered a date after the contract period, do you want to convert this case to hourly?" select "Yes" and "Submit". You will now be able to bill the case as hourly.

**COURT APPOINTED COUNSEL**

Counsel Name: Tax Id: SSN:  
 Type: Both Attorney & Non-Attorney Bar#: Status: ACTV since 1981-12-08

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100164633	Mental Health	2015-01-27	Adams (Brighton)	2015 MH		Contract

**Change Contract Appointment to Hourly**

**Service Date 05/15/2019 is beyond valid contract dates**  
 By selecting "Yes" pending contract Payment Request (not yet submitted) will be removed. Appointment will be changed to Hourly. You will be able to request a final hourly bill. After requesting the final hourly bill, return to close appointment.

Continue to Submit?  Yes  No

**Submit**

# Hourly Invoices

- 1) Under Functions on the Counsel Options page, select “Request Hourly Payments by Appointment” and click submit. This will bring up the “Request Hourly Payments” screen which lists all billable hourly appointments.

### Counsel Options

Counsel Name:

Type: Both Attor

**Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.**

**Functions**

Request Contract Payments by Appointment

Request Hourly Payments by Appointment

Close An Appointment

**Reports**

List All Appointments

List Open Appointments

List Closed Appointments

List Concurrent Appointments

Request Contract Obligation Ending Report

Request Unsubmitted Invoices Report

Request Submitted Invoices Report

Request COFRS Payment Report

Request Payment History Report by Case Number

- 2) For the appropriate case, click on “Open Invoice” in the first column. This will bring you to the “Current Unsubmitted Invoice” page. **\*\*\*Make sure that you are adding a payment to the correct case number/district since case sequence numbers are duplicated across districts\*\*\***

**Quick Links**

- Select -

**Help Documents**

- Select -

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[Substitute W9 Form](#)

### Request Hourly Payments

Counsel Name:

Type: Both Attor

Counsel Options

Action	County & District	Start Date	Closed Date	Case Number	Party Name	Role
	Appt Type	Payment Type	Payments Entered	Bills Paid	Max Amount	Amount Approved
<a href="#">Open Invoice</a>	69-2 Denver (Juvenile)	2013-12-03	Open	2013 JV 625		CTA
	Truancy	H (100%)	No	No		\$0.00
<a href="#">Open Invoice</a>	69-2 Denver (Juvenile)	2013-11-13	Open	2007 JV 367		CTA
	Paternity Support	H (100%)	No	No		\$0.00
<a href="#">Open Invoice</a>	69-2 Denver (Juvenile)	2013-11-12	Open	2010 JV 2309		CTA
	Truancy	H (100%)	Yes	Yes		\$97.50

If you have any questions regarding your appointments (i.e. appointment is not appearing on the Request Hourly Payments screen; appointment has incorrect appointment/start date; appointment is wrong case type; appointment is set up as contract status and should be hourly or appointment is set up as hourly status and should be contract, appointment is set up with the wrong respondent) please contact the court directly since it is only at the court level that appointments may be created and modified.

- 3) Confirm information in the header (entered by the Courts) to ensure correct court location and appointment type.
- 4) Enter the “Invoice Begin Date” and “Invoice End Date”, using the format of MM/DD/YYYY (if you use any other format you’ll receive a validation error message)

**\*\*\*Note that the invoice begin date is the first date of your activity for this invoice and the invoice end date is the last date of activity for this invoice\*\*\***

**Validation Error**  
 You must correct the following error(s) before proceeding:  
 • Service Date should be a valid date within the invoice dates

**Quick Links**  
 - Select -

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 Contract Maintenance  
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 Substitute W9 Form  
 Auth2 Pay Form  
 ACH Form  
**Policies & Guidelines**  
 CJD

Counsel Name: [Redacted]  
 Type: Both Attorney & Non-Attorney Bar#: 9781 Status: ACTIVE since 1981-12-08

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
33168372	Probate	1998-01-27	Denver (Probate)			Hourly

[Counsel Options](#) [View Prior Billing](#)

### Current Unsubmitted Invoice

Maximum Allowed:	\$ 2,650.00	Payment amount to date:	\$ 601.65
Counsel Owe State:	\$ 0.00	Payment requests pending approval:	\$ 0.00
Current Invoice Amount:	\$ 0.00	Remaining balance before this request:	\$ 2,048.35

Invoice Begin Date: 11/10/2013  **BB** \*(Required) MM/DD/YYYY Invoice End Date: 12/05/2013  **BB** \*(Required) MM/DD/YYYY

**Add new payment:**

Date of Service: 11/01/2013  **BB**  
 Service Type: In Court (qty in hours )  
 Service Sub-Type: Hearing: Probation  
 Quantity: 1

[Counsel Options](#) [Add Invoice Item](#)

Select	Service Date	Payment Type	Quantity	Units	Base Rate	Total
There are no pending payments for this appointment						

5) Enter "Date of Service" **\*\*\*This must be within the invoice begin and end date\*\*\*.**

**COURT APPOINTED COUNSEL**

Counsel Name: [Redacted]  
 Type: Both Atton

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
33168372	Probate	1998-01-27	Denver (Probate)			Hourly

[Counsel Options](#) [View Prior Billing](#)

### Current Unsubmitted Invoice

Maximum Allowed:	\$ 2,650.00	Payment amount to date:	\$ 601.65
Counsel Owe State:	\$ 0.00	Payment requests pending approval:	\$ 0.00
Current Invoice Amount:	\$ 65.00	Remaining balance before this request:	\$ 2,048.35

Invoice Begin Date: 11/10/2013  **BB** \*(Required) MM/DD/YYYY Invoice End Date: 12/05/2013  **BB** \*(Required) MM/DD/YYYY

**Add new payment:**

Date of Service: 11/10/2013  **BB**  
 Service Type: Copies (qty in copies )  
 Service Sub-Type: Other  
 Quantity:

[Counsel Options](#) [Add Invoice Item](#) [Delete Payment](#) [Invoice Pre-Submission](#) [Update Invoice Dates](#)

Select	Service Date	Payment Type	Quantity	Units	Base Rate	Total
<input checked="" type="checkbox"/>	2013-11-10	In Court - Hearing: Probation	1.00	hours	\$65.00	\$65.00

[Counsel Options](#) [Delete Payment](#) [Invoice Pre-Submission](#)

6) Enter "Service Type" from drop-down list (See "Billing Options" document for a full list of Service Types and Service Sub-Types by appointment).

**COURT APPOINTED COUNSEL**

Counsel Name: TEST, DAVID SCAO Tax Id: 000034505 SSN: 000034505  
 Type: Both Attorney & Non-Attorney Bar#: 34505 Status: ACTV since 2003-04-04

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100139181	Domestic Relations	2015-12-14	Adams (Brighton)	2012 DR 30066	MICKI TEST	Hourly

[Counsel Options](#) [View Prior Billing](#)

### Current Unsubmitted Invoice

Maximum Allowed:	\$ 1,440.00	Payment amount to date:	\$ 0.00
Counsel Owes State:	\$ 0.00	Payment requests pending approval:	\$ 75.00
Current Invoice Amount:	\$ 0.00	Remaining balance before this request:	\$ 1,365.00

Invoice Begin Date: 12/15/2015  **MM/DD/YYYY** \*(Required)  
 Invoice End Date: 12/15/2015  **MM/DD/YYYY** \*(Required)

**Add new payment:**

Date of Service: 12/15/2015  **MM/DD/YYYY** \*(Required)

Service Type: Attorney Child Family Investigator (qty in hours )

Service Sub-Type: Attorney Child Family Investigator (qty in hours )

Quantity:

[Counsel Options](#) [Add Invoice Item](#)

Select	Service Date	Payment T	Total
There are no p			

[Counsel Options](#)

Local intranet | Protected Mode: Off

**\*\*\*Please do not use Miscellaneous Expenses category for anything other than pre-approved overnight/out-of-state travel expenses such as air fare, lodging, per diem, etc. All other CAC appropriate expenses have their own categories: copies, travel mileage, postage, and long distance. Court costs such as Transcript Fees, Discovery, CBI, Subpoena Fees, Medical Records, etc. are billed directly to the court and not through the CAC system. If you are charged Efiling Fees, contact CCE to request a reimbursement for those expenses.\*\*\***

7) Enter "Service Sub Type" from the drop-down list (click on arrow for list of dropdowns). The option you receive will be based on the Service Type selected. If none of the subtype categories matches the activity you performed, you can use "Other". When this category is selected, you must enter a free form description.

**COURT APPOINTED COUNSEL**

Counsel Name: JA  
 Type: Both Attorney

Appointment	Appointment Type	Start Date
33168572	Probate	11/10/2013

[Counsel Options](#) [View Prior Billing](#)

Maximum Allowed:		Payment amount to date:	\$ 601.65
Counsel Owes State:		Payment requests pending approval:	\$ 0.00
Current Invoice Amount:		Remaining balance before this request:	\$ 2,048.35

Invoice Begin Date: 11/10/2013  **MM/DD/YYYY** \*(Required)

**Add new payment:**

Date of Service:

Service Type:

Service Sub-Type: Other

Sub-Type "Other" Reason:

Quantity:

Attend Facilitation  
 Attend Hearing  
 Attend Mediation  
 Conference: Assistant County/City Attorney  
 Conference: Attorney  
 Conference: Case Worker  
 Conference: Court Staff  
 Conference: DA  
 Conference: Family  
 Conference: GAL  
 Conference: Guardian or Conservator  
 Conference: Home Visit  
 Conference: Intervenor  
 Conference: Mental Health Staffing  
 Conference: Other  
 Conference: Pre-trial  
 Conference: Probation Officer  
 Conference: Resource Coordinator  
 Conference: Social Worker  
 Conference: Special Respondent  
 Conference: Staffing  
 Conference: Team Decision Meeting  
 Conference: Victim  
 Conference: Witness  
 Conference: Opposing Counsel  
 Conference/Visit: Client  
 Prepare Acceptance of Office  
 Prepare Certificates of Service  
 Prepare Letter/Email: ACA  
 Prepare Letter/Email: Case Worker

- 8) Enter "Quantity" in hours or tenths of an hour (one-tenth of an hour = 6 minutes – i.e. 12 minutes is charged as 0.2 hours).
- 9) Click "Add Invoice Item". The entry will appear towards the bottom of the invoice screen.

**COURT APPOINTED COUNSEL**

Counsel Name: [Redacted]  
 Type: Both Attorneys

Appointment	Appointment Type	Date	Location	Case	Name	Payment Type
33168572	Probate	1998-01-27	Denver (Probate)			Hourly

[Counsel Options](#) [View Prior Billing](#)

### Current Unsubmitted Invoice

Maximum Allowed:	\$ 2,650.00	Payment amount to date:	\$ 601.65
Counsel Owes State:	\$ 0.00	Payment requests pending approval:	\$ 0.00
Current Invoice Amount:	\$ 65.00	Remaining balance before this request:	\$ 2,048.35

Invoice Begin Date: 11/10/2013  MM/DD/YYYY \*  
 Invoice End Date: 12/05/2013  MM/DD/YYYY \*

Add new payment:

Date of Service: 11/10/2013  MM/DD/YYYY  
 Service Type: Out of Court/Appellate (qty in hours )  
 Service Sub-Type: Conference: Family  
 Quantity: .75

[Counsel Options](#) [Add Invoice Item](#) [Delete Payment](#) [Invoice Pre-Submission](#) [Update Invoice Dates](#)

Select	Service Date	Payment Type	Quantity	Units	Base Rate	Total
<input checked="" type="checkbox"/>	2013-11-10	In Court - Hearing: Probation	1.00	hours	\$65.00	\$65.00

[Counsel Options](#) [Delete Payment](#) [Invoice Pre-Submission](#)

**\*\*\*Note:** If the CAC system does not accept a payment item as you expected, there usually is a problem with one of three things, all having to do with your dates:

1. Look at the numbering format you have used in all your dates (has to be MM/DD/YYYY)
2. Your invoice begin date cannot start before your appointment date
3. Your dates of service are not within your invoice begin and end dates

- 10) Repeat Steps 5 through 9 until you have entered all billing activities for the invoice period.
- 11) Click on "Invoice Pre-Submission" (either location):

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Maintenance  
Create/Update Counsel Appointment Maintenance  
Contract Maintenance  
Checks Received

Forms  
Substitute W9 Form  
Auth2Pay Form  
ACH Form

Policies & Guidelines  
CJD

Counsel Name: [Redacted]  
Type: Both Attor: [Redacted]

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
33168572	Probate	1998-01-27	Denver (Probate)	1998 PR 1859	[Redacted]	Hourly

[Counsel Options](#) [View Prior Billing](#)

### Current Unsubmitted Invoice

Maximum Allowed:	\$ 2,650.00	Payment amount to date:	\$ 601.65
Counsel Owes State:	\$ 0.00	Payment requests pending approval:	\$ 0.00
Current Invoice Amount:	\$ 282.50	Remaining balance before this request:	\$ 2,048.35

Invoice Begin Date: 11/10/2013   \*(Required) MM/DD/YYYY  
Invoice End Date: 12/05/2013   \*(Required) MM/DD/YYYY

Add new payment:

Date of Service:	12/05/2013 <input type="button" value="BB"/>
Service Type:	Copies (qty in copies)
Service Sub-Type:	Other
Quantity:	<input type="text"/>

[Counsel Options](#)

Select	Service Date	Payment Type	Quantity	Units	Base Rate	Total
<input checked="" type="radio"/>	2013-11-10	In Court - Hearing: Probation	1.00	hours	\$65.00	\$65.00
<input type="radio"/>	2013-11-10	Out of Court/Appellate - Conference: Family	0.75	hours	\$65.00	\$48.75
<input type="radio"/>	2013-11-10	Travel Mileage - Mileage: Court	25.00	miles	\$0.51	\$12.75
<input type="radio"/>	2013-11-10	Out of Court/Appellate - Travel Time: Client	0.50	hours	\$65.00	\$32.50
<input type="radio"/>	2013-12-01	Out of Court/Appellate - Telephone Call: Clients Mother	0.20	hours	\$65.00	\$13.00
<input type="radio"/>	2013-12-02	Out of Court/Appellate - Review Petition	0.50	hours	\$65.00	\$32.50
<input type="radio"/>	2013-12-05	Out of Court/Appellate - Prepare for Hearing	1.20	hours	\$65.00	\$78.00

[Counsel Options](#)

12) Confirm the bill is correct **\*\*\* This is your last chance to change the information on your hourly bill! \*\*\*** If everything looks good, click on "Submit Invoice". If there is a problem, click on Return to Itemization to make corrections to your invoice.



## COURT APPOINTED COUNSEL

Quick Links  
- Select -

Help Documents  
- Select -

Tasks  
Home  
ICON Eclipse  
Logoff

Create/Update Appointment  
Work With Counsel  
Payment Approval

Reports  
FSD Reports  
Court Locations

### Invoice Charges by Service Code

**Status: (Pending Submission)**

Beginning date of activity: 2013-11-10 Ending date of activity: 2013-12-05

Service	Hours/Quantity	Billed
In Court	1	\$65.00
Travel Mileage	25	\$12.75
Out of Court/Appellate	3.15	\$204.75
<b>Total Billed:</b>		<b>\$282.50</b>

[Counsel Options](#)

Screen after hitting submit.

**COURT APPOINTED COUNSEL**

### Invoice Charges by Service Code

**Status: Invoice 2137300413 has been Submitted.**  
Payments are pending approval: 12-15-2015 12:37 PM

Beginning date of activity: 2015-12-15 Ending date of activity: 2015-12-15

Service	Hours/Quantity	Billed
Attorney Child Family Investigator	1	\$37.50
		<b>Total Billed: \$37.50</b>

[Counsel Options](#) [Return to Remization](#)

## Editing Hourly Invoices

You can edit your own invoice before the point at which you click "Submit Invoice". After that, no edit functions are available to you. Please reach out to the local court CAC approver if you would like adjustments made after submitting the invoice \*\*\*Note: We are only able to revise quantities. We cannot add or delete entries or change Service Types or Service Sub Types or dates to an invoice that has been submitted. These kinds of changes would necessitate us denying the entire invoice, and requesting a new/corrected invoice be submitted\*\*\*

## Reports

There are several report options available. Please experiment with these reports and email us with any questions at [CACpayments@judicial.state.co.us](mailto:CACpayments@judicial.state.co.us)

**COURT APPOINTED COUNSEL**

### Counsel Options

Counsel Name:   
Type: Both Attor

Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.

**Functions**

- Request Contract Payments by Appointment
- Request Hourly Payments by Appointment
- Close An Appointment

**Reports**

- List All Appointments
- List Open Appointments
- List Closed Appointments
- List Concurrent Appointments
- Request Contract Obligation Ending Report
- Request Unsubmitted Invoices Report
- Request Submitted Invoices Report
- Request COFRS Payment Report
- Request Payment History Report by Case Number

[Submit](#) [Reset](#)

**List All Appointments** – Shows all open and closed hourly/contract appointments (once a case is closed and you have received your final payment, please email [CACpayments@judicial.state.co.us](mailto:CACpayments@judicial.state.co.us) the case number, district, and name of respondent to request appointment be closed).

**List Open Appointments** – Shows all open hourly/contract appointments.

**List Closed Appointments** – Shows all hourly/contract appointments that have been closed.

**List Concurrent Appointments** - Shows appointments that are set up as concurrent status – you will only see the primary/original appointments in your hourly/contract payments request so this report is helpful to decipher what secondary/concurrent cases are set up as you will be unable to access them for billing.

**Request Contract Obligation Ending Report** – Mental Health Contract Flat Fee appointments expire in 2 years from the date of appointment; Truancy Contract Flat Fee appointments expire in 1 year from the date of appointment. This report will show the appointments' contractual periods that are nearing expiration or have expired depending on the date parameters you enter into the date fields of the report.

**Request Unsubmitted Invoices Report** – Shows all invoices that have not been submitted to the court for payment.

**Request Submitted Invoices Report** – Shows all invoices that have been submitted and are awaiting court approval.

**Request COFRS Payment Report** – Shows what invoices have been submitted to COFRS/State Controller's Office for check or EFT processing based on dates entered into the submission parameters. COFRS receives the invoice after the final approval is submitted at which point a voucher number is assigned.

**Request Payment History Report by Case Number** – This report will allow you to view all billing and itemizations, adjustments, credits, payments on a specific case.

# Frequently Asked Questions

1. The appointment is not showing in my appointment screen?
  - Contact the local court.
2. The invoice will not let me bill from the start of the case?
  - Verify the appointment start date listed on your appointment. The system will not let you enter activity prior to that date. If the date is incorrect, contact the local court to have them update your appointment start date.
3. When I enter an invoice item, the amount is showing as \$0?
  - This is most common in CFI appointments and it happens when the percentage of state paid costs is removed from the appointment screen. Please contact the local court **prior to submitting any invoice activity on this case** to have them update the appointment to reflect a state paid percentage.
4. How do I bill CAC for a private/state paid split CFI case?
  - If the Judge orders the payment for a CFI to be a split between state paid and private paid, the court staff will enter that in the system when they create the appointment. So, the system is already programmed to bill the state for the portion of the case that is state paid. Since a CFI is appointed to a case and not a specific party in a case, the CFI must submit 100% of their time and activity on the case into the CAC system. The system will modify the hourly amount based on the portion of the case that is state paid. In a 50% state paid case, if an hour of time is billed, the invoice will reflect a payment for thirty minutes, since only 50% of the time is state paid. The CFI is responsible for billing the private paid party for the other 50% of the case.
  - If you have any issues with the system splitting the state paid portion correctly, contact the court to verify that the appointment was set up correctly.
5. Billing questions: How much have I billed on a case, why was my payment not the same amount as my invoice total, what invoices were included on the check I received, etc.?
  - For any billing, invoice, or case history records, please reference the "Reports" section in your appointment screen. There are several different reports that can be utilized to help you navigate through many of your billing questions.
  - If you are unable to resolve your questions by reviewing these reports, contact the local court for assistance.

# COURT APPOINTED COUNSEL

## Counsel Options

Counsel Name: \_\_\_\_\_ Tax Id: \_\_\_\_\_ SSN: \_\_\_\_\_  
Type: Both Attorney & Non-Attorney Bar#: \_\_\_\_\_ Status: ACTV since 1981-12-08

Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.

### Functions

- Request Contract Payments by Appointment
- Request Hourly Payments by Appointment
  
- Close An Appointment

### Reports

- List All Appointments
- List Open Appointments
- List Closed Appointments
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- Request Contract Obligation Ending Report
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- Request Submitted Invoices Report
- Request COFRS Payment Report
- Request Payment History Report by Case Number

6. How do I change an appointment from contract to hourly?
  - Reach out to [CACpayments@judicial.state.co.us](mailto:CACpayments@judicial.state.co.us).
7. I changed my address and firm, who do I contact?
  - Email [CACpayments@judicial.state.co.us](mailto:CACpayments@judicial.state.co.us) an updated W-9.
8. If I have entered activity into the CAC system, but have not yet submitted it, what report would I look at to find my unsubmitted activity?
  - The Unsubmitted Invoices report.
9. How can I find where my invoice is in the approval process?
  - Look at one of the following reports – “Unsubmitted Invoice Report”, “Submitted Invoices Report”, “COFRS Payment Report” or the “Payment History Report by Case Number”.
10. If the CAC system does not accept a payment item as expected, what should I do?
  - Usually, this means that there is a problem with one of three things – all relating to the dates:
    - a. Look at the numbering format used in all the dates, as the format has to be MM/DD/YYYY.
    - b. The invoice begin and/or end date starts before the appointment/start date.

- c. The “Dates of Service” are not within the invoice begin and invoice end dates.
11. Can I charge each case the full mileage and travel time when working multiple cases during the same trip?
    - No, travel mileage and travel time needs to be split out amongst multiple court/client/research trips in a single day (e.g., on 1/15/15, you traveled 30 miles to a client conference for case 15JV123 and then traveled 15 miles from the conference to the court for a hearing on case 14MH13 and from there 15 miles to the DA’s office for case 13CR25 for a total of 60 miles and 1.2 travel time hours – you would bill 20 travel miles per case number and .40 travel time hours per case number for 1/15/15).
  12. How can I change my submitted bill?
    - Email the local court to have quantities adjusted, or to have the incorrect invoice denied so that you may submit a corrected one.
  13. If I am billing for more than one appointee, will my login process be any different than those that are not billing for more than one appointee?
    - Yes, you will have an “intermediate” screen that asks you to select the appointee that you are billing for at that time. To change the appointee without logging off, select “Counsel Selections” from the left-header.
  14. When entering a request for your initial contract payment, what date should you enter at the “Payment Service Date”?
    - Enter the date of your appointment. Furthermore, when entering for any subsequent contract payments, you will need to enter the date of the associated filing (Short term certification, long term certification, and/or extensions to either of those).
  15. When I obtain a signed/approved order for excess fees, who do I direct it to so that my maximum amount is increased, and my invoice is approved/processed?
    - Submit a copy of the signed order of excess fees to the court staff that approves the CAC billing.
    - **Please note, you may not bill for the time it takes to draft and submit the motion of excess fees.**
    - CJD 04-04 and 04-05 states that the orders should be preapproved prior to submitting an invoice that will exceed the maximum amount and that the motion must include a dollar amount you are requesting in excess.
- 

## **Reminders:**

- \*\* **If you are appointed to the same client, in the same court location and hearings/activities are being held at the same time, you need to set up these appointments as concurrent status and bill under one case (primary or originating case): Email your case numbers/district/respondent name to the local CAC court approver to have the cases combined and billed concurrently.**
- \*\* If you enter billing but do not submit, the unsubmitted invoice remains until you submit or delete it - but no hourly or contract payments can be processed until you submit the invoice.

You may choose to enter billing daily/weekly/monthly (build invoices) and submit at chosen later intervals but please remember there is a **2-month limit for contract billing (your invoice submittal date must be within 2 months of your appointment or event dates) and hourly billing requires you to submit all dates of service within 6 months of the activity date.**