

Introduction

The CCD Claims Portal accepts claims for criminal cases.

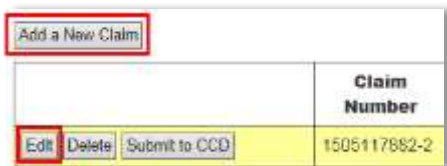
Getting Started

To log in, you need:

- California Bar Association ID
- PIN number

Contact CCD for assistance with your PIN.

Click Add New Claim or Edit an existing claim in your list.



Assigned Attorney Claim Form

The online claim form is based on the legacy paper forms. Click to expand or collapse each section.



Save Draft

A client **must** be selected under Client Information to save the claim as a draft.

WARNING: The system times out after **20 minutes of inactivity**.

Click the **Save Draft** button periodically to keep your session active. Clicking Save Draft resets the 20 minute time out.

Errors

If a section is shaded red and has the word Error then information must be entered to either save a draft or submit the form.

Log out and re-login after a period of inactivity before entering claim information.



A claim number will be generated after the draft is successfully saved.



Submit to CCD

- A client must be selected.
- At least one line item of any kind must be entered under Itemized Activity, Review and Redaction, and/or Itemized Expenses.
- A Statement of the Nature of the Case must be entered.
- The Declaration must be completed including the City, State and Declarant's full name.
- All other errors must be resolved.

Return to Claims List

When you click Return to Client List, a warning box will appear.



To *discard* any changes made since your last save: click OK. You must click the Return to Client List again.

To *save* any changes made since your last save: click OK and then Save Draft. Click Return to Client List again. The warning box will appear again. Click OK, then click Return to Client List again.

Attorney Information

This field is populated by CCD based on the login account. Contact CCD to make changes.

Client Information

Select a client from the list. If you select the wrong case, click Deselect and the list will reappear.

Note: For attorneys representing the same client on multiple cases, each case is listed separately.

Select the appropriate case for the claim.

Select	20341H	KELLY	652
Select	203220	HERRERA	651
Select	200967	HERRERA	651

Claim Information

This section contains four questions. The system defaults to 'No'. For some questions, if 'Yes' is selected you must enter information in the corresponding text box.

Itemized Activity

Click Add New Activity Item or Edit an existing activity. Complete the required fields. Select Activity Type.

- In Court: services performed while Court is in session either in court or in chambers. If entered then Department is required.
- Out of Court: all other billable time.

No more than 24 hours of activity may be entered for any date.

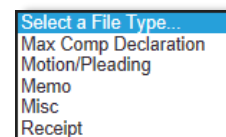
System arranges activities in chronological order.

Important: Activities are not saved to the claim until you click Save Draft or Submit to CCD.

Add Attachments

Activity Type	Specific Activity	Sub	Department	In Court (Hours)	Out of Court (Hours)	ATTORNEY(S)
File	Out of Court	Prepaid Invoice	01000270	0	0	ADD ATTORNEY(S)

After activities or expenses are added, you may add one or more files. Click Add Attachment. Select the file type and type a description.



Click Browse to select a file; the system will accept any file type.

Important: Files are not saved to the claim until you click Save Draft or Submit to CCD.

Review and Redaction Activity

Click Add New Review Item. Select the review type from the dropdown list and complete the fields.



Page Numbers should be a numeric range: e.g. 1-120.

Total Pages must be a whole number: e.g. 25.

Hours must be a number; decimal points are allowed: e.g. 1.3.

No more than 24 hours of activity may be entered for any date.

Record Review: Enter **either** the total pages or hours **or both**. At least one field is required, both are recommended.

- Amount is based on either the current page or hourly rate.
- If both total pages and hours are entered, the system displays the lesser amount.

Redaction: Enter **both** the total pages and hours. Both are required.

- Amount is based on the current hourly redaction rate and page per hour benchmark.

Jail Tape Review: Enter hours spent reviewing tapes.

- Amount based on the current hourly review rate.

Current rates can be found in the CCD Policy and Procedures.

The system arranges activities in chronological order.

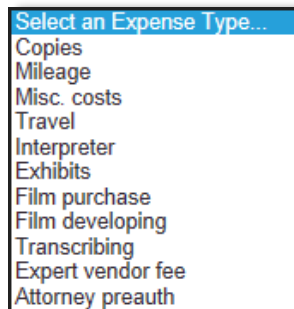
Add attachments once activities are added to the Itemized Activity list.

Important: Activities can be added to the claim, but are not saved to the claim until you click Save Draft or Submit to CCD.

Itemized Expenses

Add itemized expenses and attach invoices or receipts to them. To process the claim, CCD must receive either the original or a scanned copy of any invoice(s) or receipt(s).

Click Add New Expense Item. Select expense type from the dropdown list and complete the fields.



Copies: Enter quantity and authorized rate to calculate amount. If amount is entered, quantity and rate will reset. All three fields must be numbers. Decimals are allowed.

Mileage: Enter the miles traveled and the County mileage rate in effect on the day the mileage was claimed. All three fields must be numbers. Decimals are allowed.

Travel: Meals must be listed separately: breakfast, lunch, dinner.

All other expense types: Enter the claim amount which must be a number. Decimals are allowed.

Expense items are listed in chronological order. Click Add Attachment to upload scanned invoices or receipts.

Important: Expenses and attachments can be added to the claim, but are not saved to the claim until you click Save Draft or Submit to CCD.

Statement

A statement of the nature of the case is required to submit the online claim form. Reference the CCD Policy and Procedures for details on what to include.

Calculations and Costs

CALCULATIONS AND COST - SUMMARY (\$230.00)					
	Hours	Times	Rate	Equals	Claim Amount
In Court	0.00	X	\$50.00	=	\$0.00
Out of Court	3.00	X	\$50.00	=	\$150.00
Total Fees					\$150.00
Total Expenses					\$35.00
Review/Redaction Fees					\$15.00
Grand Total					\$230.00

This section provides a summary of:

- Billable hours
- Total expenses
- Review and redaction fees

The rate for billable hours is based on the case selection made in Client Information and CCD Policies and Procedures.

Ensure that the total hours, rates, fees, etc., are correct before submitting the claim.

If the Portal does not allow for correction of a particular field, contact the CCD office for guidance.

Files Attached to the Claim

Attach only general case files in this section of the claim. Attach files, invoices, or receipts associated with a specific expense or activity to the appropriate, previous section.

Declaration

This section is required to submit the claim form to CCD.

- Enter City and State; required.
- Enter the full name of the Declarant; required.
- The date populates when the claim is saved and updates when submitted.

After Submittal to CCD, all claims are subject to review and approval by CCD staff prior to processing. If there are any discrepancies or details needing clarification, CCD will reach out to you and work with you to finalize the claim.