

CP FILEMAKER SYSTEM

Effective July 1, 2015 all Child Protection AC attorneys will be required to use the Filemaker system for all assignment and billing activity.

The URL for this program is <http://www.connacadmin.com>

You will be provided with a user name and password for the Filemaker system. If you have an Assigned Counsel criminal contract your user name and password is the same. If you need your password for the system reset please contact James.Bischoff@jud.ct.gov or Jaime.Delarosa@jud.ct.gov for assistance.

All questions concerning child protection appointments should be emailed to OCPDCP@jud.ct.gov. The paralegal handling your court will respond as appropriate. All general billing questions should be directed to Jaime.Delarosa@jud.ct.gov

All hourly billing requests for child protection should be directed to Alix.Walmsley@jud.ct.gov and Susan.Hamilton@jud.ct.gov please cc: Jaime.Delarosa@jud.ct.gov on these request

ASSIGNMENTS

CP attorneys will be notified of appointments via email. Any email that is marked high-priority(!) means the hearing date for that appointment is within the next five days. Please login to Filemaker and accept or decline the appointment within 24 hours from when the email was send to you. For all other cases, you must login the Filemaker system within 5 days of the email notification to accept the case.

To: Valeria Caldwell-Gaines ▾
Cc:
Bcc:
Subject: IMMEDIATE RESPONSE REQUIRED H12CP08-012210-A ! ▾
From: Daniel Weiss – danw@adatasol.com Signature: None ▾
Message Size: 105 KB
Click to add tags
<p>You have been assigned a case by the Superior Court For Juvenile Matters. Following is the information regarding the case. Please log in at http://connacadmin.com and review it and respond by clicking the Approve or Decline button within 24 hours.</p> <p>Court location: 920 Broad St., Hartford, CT 06106 Court phone: 860-244-7900 Party To Be Represented: MO In The Matter Of: Docket Number: H12CP08-012210-A Type Of Petition: Child Protection Filed On: 11/3/2008</p> <p>Child Protection Unit</p> <p>NOTICE This e-mail and any attachments/links transmitted with it are for the sole use of the intended recipient(s) and may be protected by the attorney/client privilege, work product doctrine, or other confidentiality provision. If you are not the intended recipient, you are hereby notified that any review, disclosure, copying, dissemination, distribution, use or action taken in reliance on the contents of this communication is STRICTLY PROHIBITED. Please notify the sender immediately by e-mail if you have received this in error and delete this e-mail and any attachments/links from your system. Any inadvertent receipt or transmission shall not be a waiver of any privilege or work product protection. The Connecticut Chief Public Defender does not accept liability for any errors or omissions in the content of this communication which arise as a result of e-mail transmission, or for any viruses that may be contained therein. If verification of the contents of this e-mail is required, please request a hard-copy version.</p>

You will login to Filemaker to accept or decline all appointments.

You will note there are two tabs when you open the program a View Criminal Assignments and View CP Assignments. Make sure you have the CP Assignment tab highlighted.

New cases that need to be accepted or declined will appear at the top of your caselist when you login.

Child Protection Assignments List Public Defenders Office						
Assignments By Status	PENDING	From	5/1/2015	To	9/30/2015	OR Last Name <input type="text"/> <input style="margin-left: 10px;" type="button" value="Go!"/>
View Criminal Assignments	View CP Assignments	New Mentor Entry	New Standby Entry	Billing Processes		
Name Docket	Judicial ID Capacity	Petition Type Stage Of Case	Date Assigned Petition Date			
Pending						
M08-CP15-012567-A	69939 Attorney	CP	9/2/2015 8/26/2015		<input type="button" value="Accept"/>	<input type="button" value="Decline"/>
H12-CP15-016137-A	42811 Attorney	CP-OTC	8/25/2015 8/25/2015		<input type="button" value="Accept"/>	<input type="button" value="Decline"/>
M08-CP15-012562-A	69863 Attorney	CP Plea	8/19/2015 8/18/2015	<input type="button" value="Download NOA"/>	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>
N05-JV15-1800035-A	69182 Attorney	DEL ICR	7/21/2015 6/29/2015		<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

If you are declining a case you must give OCPD the reason you cannot accept the appointment. After you hit decline you will be prompted to enter a reason: Client Conflict, Scheduling Conflict, Sibling Conflict, Privately Retained, or Other. If you choose Other you must provide a further explanation of what conflict you have that prevents you from taking the case. Filemaker will inform the paralegals that the case needs to be reassigned.

CASELIST

The caselist defaults to show the appointments for the past six months.

Name Docket	Judicial ID Capacity	Petition Type Stage Of Case	Date Assigned	Petition Date		
M08-CP15-012567-A	69939 Attorney	CP	9/2/2015	8/26/2015	Accept	Decline
H12-CP15-016137-A	42811 Attorney	CP-OTC	8/25/2015	8/25/2015	Accept	Decline
M08-CP15-012562-A	69863 Attorney	CP Plea	8/19/2015	8/18/2015	Download NOA	Accept Decline
N05-JV15-1800035-A	69182 Attorney	DEL ICR	7/21/2015	6/29/2015	Accept	Decline

To view more of your cases change the date range in the box in the middle of the upper row:

From 2/1/2015 To 6/30/2015

You may also search for a specific client by typing the last name of the client in the search box in the upper right hand corner of the screen.

OR Last Name padilla Go!

NOA

Click on the Download the NOA button to save and/or print the Notice of Appointment.

NOTICE OF APPOINTMENT

C.G.S §§ 46b-129a, 46b-136 PA 11-51, Sec 17
Pr.Bk. Sec. 32a-1
rev: 5June13

Office of the Chief Public Defender State of Connecticut Child Protection

NAME AND ADDRESS OF ATTORNEY OR GUARDIAN AD LITEM	NAME AND ADDRESS OF PARTY TO BE REPRESENTED
TO: Caldwell-Gaines, Valeria 65 Wintonbury Ave. Bloomfield, CT 06002	
Telephone No. of Attorney or Guardian Ad Litem 860-242-3426	Telephone No. of Above Party

SUPERIOR COURT FOR JUVENILE MATTERS AT (Address of Court) 920 Broad St., Hartford, CT 06106		860-244-7900
PARTY TO BE REPRESENTED MO	DOCKET NO. H12CP08-01441-01	
IN THE MATTER OF (Case Name)	OTHER	
TYPE OF PETITION Child Protection	FILED ON (Date) 11/3/2008	

NOTICE TO COUNSEL	NOTICE TO PERSON BEING REPRESENTED
The chief Public Defenders Office has appointed you as: Atty For the party named above. File your appearance upon request of this notice. If you are unable to accept this appointment or appear at the above address on the date and time indicated below, please contact the Chief Public Defender's office or the Court Clerk immediately. Consult your client before plea or hearing when you must provide the last date of contact.	The court has appointed the Attorney or Guardian ad litem named above to represent you. Contact this person at the address and telephone number shown above immediately upon receipt of this notice. Parents: If you move, notify the Attorney or Guardian ad litem; if you do not do so, there maybe no further notice of proceedings and the court may take action against you.

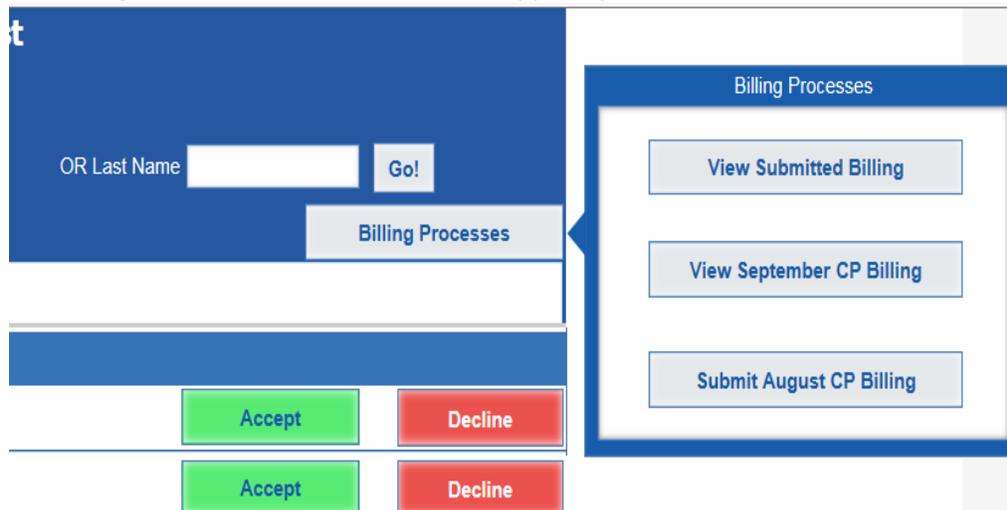
A HEARING ON THIS MATTER IS SCHEDULED FOR	
PURPOSE OF HEARING	
NAME OF PARALEGAL	DATE OF THIS NOTICE 11/3/2008

Billing

It is important to note for CP the system will only allow you to submit one bill per month per court. Your bill must be submitted by the 20th day of the following month via Filemaker.

Hourly entries and mentor entries can be entered at any time throughout the month. You must make all hourly entries under the respective client prior to going to submit your monthly invoice. Each entry for the month will appear on the hourly screen and you must check off each entry in order to submit it.

The **Billing Processes** tab is located in the upper right hand corner.



Under this tab you will have three options.

View Submitted Billing – Select this tab to view all prior submissions made to OCPD. Click on the specific invoice to see details of bill.

Child Protection / Juvenile Monthly Billing: Manko, Peter							Return to Assignments
	Month / Year Submitted	Appeals Count \$ Amt.	Standby Count \$ Amt.	Mentor Count \$ Amt.	Hourly Count \$ Amt.	Flat Count \$ Amt.	
PAID Current Bills: Middletown PD598929 Voucher: 6152015	April - 2015 4/17/2015 - 4/28/2015 6/15/2015 9:49:28 AM		1 \$150		5 \$315	8 \$4,000	View Details
TOTAL AMOUNT: \$4,465							
PAID Current Bills: New Haven PD598931 Voucher: 87654321	April - 2015 4/1/2015 - 4/27/2015 6/15/2015 9:49:28 AM		1 \$150		11 \$840	4 \$2,000	View Details
TOTAL AMOUNT: \$2,990							
PAID Current Bills: Middletown PD598929 Voucher: 198982	July - 2015 7/10/2015 - 7/28/2015 8/3/2015 5:07:35 PM		1 \$175		5 \$500	4 \$2,000	View Details
TOTAL AMOUNT: \$2,675							
PAID Current Bills: New Haven PD598931 Voucher: 198983	July - 2015 7/2/2015 - 7/31/2015 8/3/2015 5:07:35 PM		1 \$175		3 \$415	8 \$4,000	View Details
TOTAL AMOUNT: \$4,590							

View (Current Month) CP Billing- Select this tab to view hourly activities that have been entered for the current month to date. (Hourly Dashboard) During the month you can enter your hourly billable activities under the client's name. When you go to bill for the month you will need to check off all the activities in order to submit them for billing.

Submit (Prior Month) CP Billing – Select to submit your bill for the prior month. All submissions will be completed for the month at one time. First flat fees, then standby, mentoring activities and finally

hourly submissions. There are several steps in this process and your bill is not submitted until you hit the final "Submit Bill" button.

Flat Rate Assignments

You will choose whether or not you are eligible for a flat rate payment for each "new" appointment you received for the month. **Refer to the CP Billing Procedures for flat rate cases for clarification of flat rate cases based on client type.** Click "Yes" to submit a bill for the \$500 flat fee payment or "No" if you have already been paid a flat fee for this case type. Note: for parent clients with multiple children, you will receive notice on each child. You should only be requesting payment or marking "yes" on one of the docket no and mark "no" for the additional children's cases.



Child Protection / Juvenile Monthly Billing
 May Billing

Change Month
PETER K MANKO ATTORNEY AT LAW Billing for 5/1/2015 to 5/31/2015
Back To Assignments

STEP 1 of 4: Accepted Assignments

	Name / Docket	Judicial ID / Stage Of Case	Court Location	Capacity / Petition Type	Fee	Date Assigned Petition Date	Next Court Date Next Court Time
<input checked="" type="radio"/> Yes <input type="radio"/> No	M08JV15111001	48741 ICR	Middletown Juvenile Court	GAL DEL	\$500 Juvenile Flat	5/1/2015 4/24/2015	6/17/2015 1000:00am
<input type="radio"/> Yes <input checked="" type="radio"/> No	M08-CP15-012475-A	44660	M08	Attorneys CP	\$500 Juvenile Flat	05/11/2015 05/06/2015	? :pm

Total To Be Paid: \$500
DONE - Continue to Step 2

Log Off

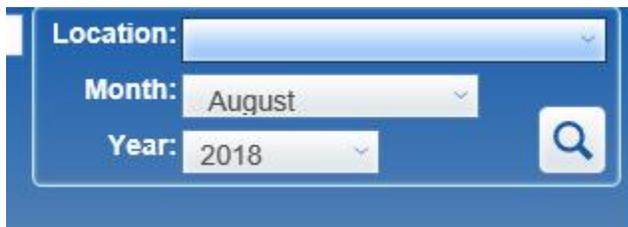
STANDBY

Standby availability and scheduling is done via Filemaker. To enter availability or to check dates you are scheduled for click the View Standby Dates box in the upper right hand corner of the home screen.



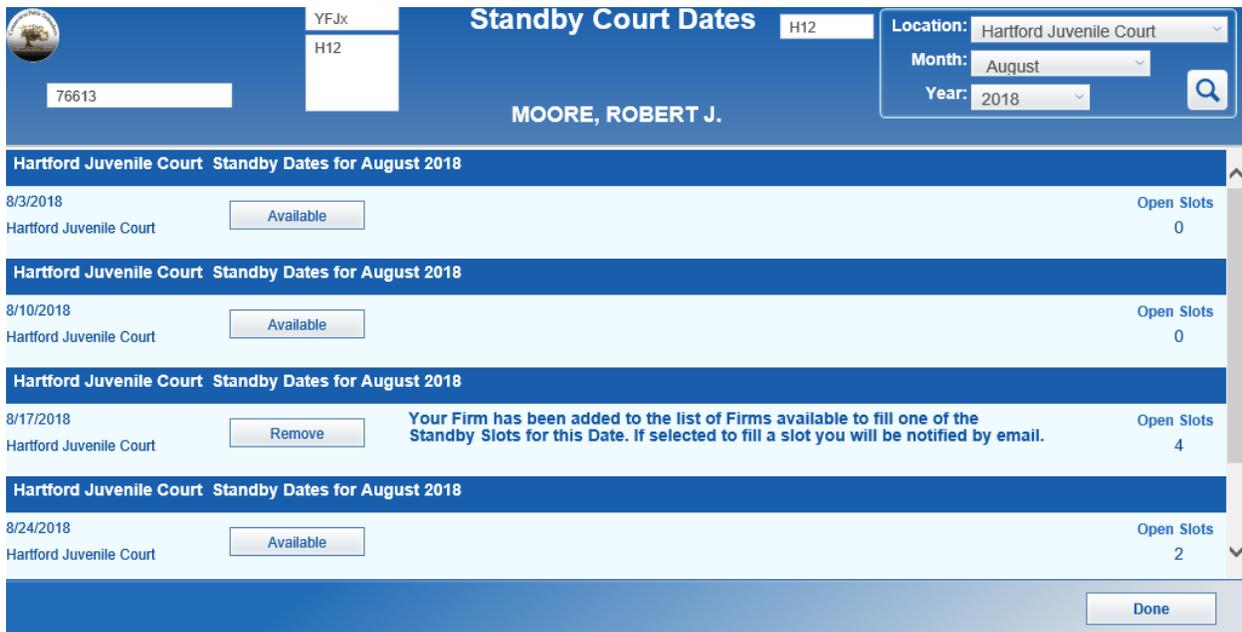
A screenshot of a software interface with a blue background. At the top right is a button labeled "View Standby Dates". Below it, on the left, is a text input field labeled "OR Last Name" followed by a "Go!" button. At the bottom are two buttons: "New Mentor Entry" on the left and "CP Billing Processes" on the right.

You must choose the court location (even if you are assigned only one location) the month and date and then hit the search button (magnifying glass icon) to view dates for availability or scheduling.



A screenshot of a search filter box with a blue border. It contains three dropdown menus: "Location:" (empty), "Month:" (set to "August"), and "Year:" (set to "2018"). To the right of the "Year:" dropdown is a magnifying glass search icon.

Choose the dates you are available by clicking the box. If you are no longer available for a date before the scheduled has been made simply click the remove box to remove availability.



A screenshot of the "Standby Court Dates" screen. At the top, there is a header with a logo on the left, a user ID "YFJx" and "H12" in the middle, and the title "Standby Court Dates" with a "H12" button on the right. Below the header, there is a search filter box with "Location:" set to "Hartford Juvenile Court", "Month:" set to "August", and "Year:" set to "2018". The main content area shows a list of dates for "Hartford Juvenile Court Standby Dates for August 2018". Each row includes a date, a court name, an "Available" or "Remove" button, a message, and the number of "Open Slots".

Date	Court	Action	Message	Open Slots
8/3/2018	Hartford Juvenile Court	Available		0
8/10/2018	Hartford Juvenile Court	Available		0
8/17/2018	Hartford Juvenile Court	Remove	Your Firm has been added to the list of Firms available to fill one of the Standby Slots for this Date. If selected to fill a slot you will be notified by email.	4
8/24/2018	Hartford Juvenile Court	Available		2

At the bottom right of the screen is a "Done" button.

Once the schedule has been completed you will see an indication next to the dates you have been assigned. If you are no longer available for the date scheduled you may switch coverage dates with someone, find coverage for your date or ask OCPD to find coverage. In all instances you MUST notify OCPD at OCPDCP@jud.ct.gov of the change in the schedule.

Hartford Juvenile Court Standby Dates for July 2018		
7/6/2018 Hartford Juvenile Court		Open Slots 0
7/13/2018 Hartford Juvenile Court		Open Slots 0
7/20/2018 Hartford Juvenile Court	Your Firm has now been assigned to a slot for this date and location.	Open Slots 0
7/27/2018 Hartford Juvenile Court		Open Slots 0

Payments for OTC standby coverage

All payments for standby coverage are automatically carried over to your monthly invoice based on the schedule in the program. If you notice you are missing a date you provided coverage for please contact OCPD prior to submitting your bill. Each date will automatically generate the \$175 fee.

MENTOR BILLING

If OCPD requests you serve as a mentor for a new contact attorney you may bill hourly for mentoring activities. The hourly rate is \$50 an hour. You must provide the name of your mentee and brief description of work done

 **New Mentor Entry**
PETER K MANKO ATTORNEY AT LAW

Attorney*:

Date of Activity*:

Court Location*:

Name of Person Being Mentored*:

Number Of Hours*:

Choose Attorney from dropdown. Enter the Date; Start and End Time (must include AM/PM); choose "Entry Type" and enter the "Purpose" or description of hourly work done.

Attorney*:

Date of Activity*:

Start Time*: ENTER AM OR PM

End Time*: ENTER AM OR PM

Entry Type*: Administrative Case review Appeal To Supreme Court Client Visit RSVP Treatment Planning Confere
 Appellate Review Appeal To Appellate Court Considered Removal Hearing Travel Trial

Purpose*:

The system will automatically check for records with the same date and time. If a record for the same time exists Filemaker will reject your newest submission and give you the name of the case for which you already entered that specific time.

Filemaker will list all hourly submissions entered for the month. **Click the small button on the left to submit the entries on the bill.**

Child Protection / Juvenile Monthly Billing
 May Billing
 PETER K MANKO ATTORNEY AT LAW Billing for 5/1/2015 to 5/31/2015

STEP 4 of 4: Hourly Billing

Accused / Docket	Date / Attorney	Purpose	Start / End Time	Total Time / Rate	Sub Total	Created Timestamp	
<input type="checkbox"/>	5/4/2015 Manko, Peter	detention review	10:00 AM 12:15 PM	135 \$75.00	\$172.50	5/11/2015 2:50:39 PM	<input type="checkbox"/>
<input type="checkbox"/>	5/12/2015 Manko, Peter	Test	1:00 PM 2:00 PM	60 \$50.00	\$50.00	5/12/2015 12:18:23 PM	<input type="checkbox"/>
48741							
<input type="checkbox"/>	5/12/2015 Manko, Peter	Test	1:00 PM 2:00 PM	60 \$50.00	\$50.00	5/12/2015 8:49:54 PM	<input type="checkbox"/>
48741							
<input type="checkbox"/>	5/4/2015 Manko, Peter	Test	8:00 AM 9:00 AM	60 \$50.00	\$50.00	5/12/2015 9:24:43 PM	<input type="checkbox"/>
90683							
<input type="checkbox"/>	5/7/2015 Manko, Peter	ACR DCF Meriden via phone	1:00 PM 1:59 PM	59 \$50.00	\$50.00	5/13/2015 7:42:40 AM	<input type="checkbox"/>
90683							
<input type="checkbox"/>	5/7/2015 Manko, Peter	neglect trial	2:00 PM 3:00 PM	60 \$50.00	\$50.00	5/13/2015 7:45:28 AM	<input type="checkbox"/>
5893							
<input type="checkbox"/>	5/6/2015 Manko, Peter	motion to modify trial	2:00 PM 3:00 PM	60 \$50.00	\$50.00	5/14/2015 7:26:17 AM	<input type="checkbox"/>
52051							
<input type="checkbox"/>	5/19/2015 Manko, Peter	neglect trial	2:00 PM 4:00 PM	120 \$50.00	\$100.00	5/14/2015 7:38:38 AM	<input type="checkbox"/>
67900							
<input type="checkbox"/>	5/13/2015 Manko, Peter	motion to modify trial	10:00 AM 11:00 AM	60 \$50.00	\$50.00	5/14/2015 7:47:07 AM	<input type="checkbox"/>
88749							
					Total: \$1422.50	Total To Be Paid:	<input type="text"/>

SUBMIT BILLS

To submit your bill hit the green DONE-SUBMIT BILLING button in the lower right corner of the hourly billing screen.

Total:	\$1422.50	Total To Be Paid:	
DONE - SUBMIT BILLING			

You may export your monthly bill to excel and save and/or print a copy for your records. Bills for child protection are monthly by court. If you have more than one assigned court location you will have to submit a separate bill for each court location in Filemaker.

Payments for bills submitted will be received by the 45th day from your submissions. If you have not received payment by the 46th day from your submission you may submit a billing inquiry to Lynn.Damora@jud.ct.gov.

FEE SCHEDULE

I FLAT FEE PAYMENTS

Cases are billable based on the date of acceptance in the program and not by the date of appointment. If a case is missing at the end of the month notify Jaime.delarosa@jud.ct.gov and it will be added for the next month.

CHILD

When representing a CHILD as Attorney or GAL each petition type is a \$500 flat rate payment. (Petition types: Neglect, TPR, Co-terms (\$1000 flat fee payment), PCGs, PCTs, RPG, Adoption {no GALs on adoption unless it is contested petition- prior approval required}, Motions for permanent legal guardianship in closed cases)

PARENTS/LEGAL GUARDIANS

When representing a PARENT/LG one \$500 flat fee per petition type per party regardless of the number of children as long as one of the initial appointments is still open

If parent has five children you get one \$500 payment for each petition type. If mother/father has five children you mark yes on one assignment and no on the other four.

If parent has another child while the original appointment is still open this is NOT a new payment

If the parent is non-custodial parent with two separate cases open but not being heard together you may bill a flat rate for both cases

If you are appointed for two parties on the same case (i.e. both parents, two legal guardians) it is one flat rate payment. You **may not** bill \$500 for each client.

DELINQUENCY GAL

For all delinquency GAL appointments it is **one** \$500 flat fee per child regardless of the number of cases open.

IOJ and STATE RATE APPOINTMENTS

If your appointment is a State Rate or IOJ appointment this does not affect your payment. Please refer to the category the client fits into above and bill accordingly.

STANDBY

A flat rate of \$175 for each standby date.

II HOURLY BILLING -

All categories are mandatory and must be filled out. Please put a description of activity under Purpose.

Attorney*:

Date of Activity*:

Start Time*: ENTER AM OR PM

End Time*: ENTER AM OR PM

Entry Type*: Administrative Case review Appellate Review Appeals Approved hourly Client Visit
 Considered Removal Hearing RSVP Travel Treatment Planning Conference Trial

Purpose*:

Hourly Billing Types:

Administrative Case Review – attendance at ACR hearings, case review meetings

Appeal Review – ONLY when you have been appointed to do the appeal review on a case

Appeal – When you are representing a client in a case on appeal at AC or SC (rate is generated at \$75 hr)

Approved Hourly – ONLY when you have been granted permission for hourly billing on a case by Alix Walmsley and Susan Hamilton.

Client Visit - visit to client, meeting with client at office or other location

Considered Removal Hearings – attendance at removal hearings

RSVP – Specifically for cases assigned to Judicial’s RSVP program

Travel – Time you travel to meeting/visit/court location outside of jurisdiction

Treatment Planning Conference – attendance of treatment planning conferences

Trial – hourly payment for court time while on trial.

You MUST break down trial time into sessions and must indicate if you worked during lunch if you are billing for that hour

(WRONG ENTRY: 9:00a.m. – 5:00 p.m. - Trial

CORRECT ENTRY: 9:00 a.m.-1:00 p.m. trial – trial a.m. session

1:01 p.m. to 1:59p.m. – Trial – (Worked over lunch break to prepare witness, etc.)

2:00 p.m. to 5:00p.m. – Trial - trial p.m. session

Activities that are not covered under hourly billing: correspondence with DCF, client, providers or other parties to case; drafting of motions, pleading, replies, etc. on non-appellate proceedings. If you have been granted “hourly billing” on a case by Attorneys Walmsley and Hamilton you may submit these under Approved Hourly with the description of the activity under “Purpose”