



SUPREME COURT APPOINTED COUNSEL SYSTEM

ADMINISTRATIVE OFFICE OF THE COURTS

Supreme Court Appointed Counsel System (SCACS)

User's Guide

Version 1.3

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WELCOME

Introduction

Welcome to the *Supreme Court Appointed Counsel System (SCACS) User Guide*. This guide provides instructions and directions to enable you to use the SCACS website effectively. It also provides information on where to get more help, if needed. Using this guide, you will learn how to:

- **Setup your browser to operate the SCACS website effectively.**
- **Logon to the SCACS website.**
- **View your Case and Appointment Information.**
- **View your Payment Request History.**
- **Submit new Payment Requests, including:**
 1. Fixed Fee Payment Requests
 2. Time and Cost Payment Requests
 3. Habeas Corpus/Executive Clemency Reimbursement Requests
- **Update your SCACS Profile Information.**

Additional Resources

SCACS is consistent with the California Supreme Court policies and guidelines relating to capital cases. These policies and guidelines are available on the California Supreme Court website, www.courtinfo.ca.gov:

- [Supreme Court Policies Regarding Cases Arising From Judgments of Death](#)
- [Payment Guidelines for Appointed Counsel Representing Indigent Criminal Appellants in the California Supreme Court](#)
- [Guidelines for Fixed Fee Appointments, on Optional Basis, to Automatic Appeals and Related Habeas Corpus Proceedings in the California Supreme Court](#)
- [Description of Categories on the Cumulative Hours/Services and Expenses Compensation Form for Automatic Appeals and/or Related State Habeas Corpus/Executive Clemency Proceedings](#)
- [Memorandum on avoiding unnecessary delay in processing fee and expense applications and applications for reimbursement of habeas corpus investigation services and expenses.](#)

Additional Help

How to Use SCACS

For additional assistance on how to use SCACS, contact:
 LORI RITTWEGER
 350 McAllister Street
 San Francisco, CALIFORNIA 94102-4797
 415-865-7012
Lori.Rittweger@jud.ca.gov

Specific Case and Payment Related Questions

For specific case and payment related questions, contact the appropriate person below:

Automatic Appeals Monitor	ROBERT REICHMAN 350 McAllister Street San Francisco, CALIFORNIA 94102-4797 415-865-7016 Robert.Reichman@jud.ca.gov
Automatic Appeals Unit Supervisor	MARY JAMESON 350 McAllister Street San Francisco, CALIFORNIA 94102-4797 415-865-7013 Mary.Jameson@jud.ca.gov
Appointed Counsel Claims Administrator	LORI RITTWEGER 350 McAllister Street San Francisco, CALIFORNIA 94102-4797 415-865-7012 Lori.Rittweger@jud.ca.gov

Security Related Questions

For issues relating to your SCACS User ID, password and logging on, contact the SCACS Security Administrator:
 LORI RITTWEGER
 350 McAllister Street
 San Francisco, CALIFORNIA 94102-4797
 415-865-7012
Lori.Rittweger@jud.ca.gov

Website Operation

For issues relating to the operation of the website, email the Webmaster at scacs.support@jud.ca.gov.

GETTING STARTED

Browser Requirements

Browsers Supported

The SCACS website can be operated effectively using the following browsers:

- Internet Explorer: Version 6.0 and above.
- FireFox: Version 3.0 and above.

Please note that the SCACS Back option does not work in Firefox.

- Safari: Version 3.1 and above.
- Opera: Version 9.26 and above.

.pdf Viewer

The SCACS website generates documents and reports in .pdf format. In order to view these document and reports, the Adobe Reader must be installed. The current, free version of the Adobe Reader can be downloaded at:

<http://get.adobe.com/reader/>.

Browser Settings

The SCACS website requires the browser settings listed below. Please check to ensure that the following browser settings are set to the values indicated. Please refer to [Appendix A](#) for instructions on how configure the following settings for a particular browser.

Cookies: Should be enabled.

Javascript: Should be allowed.

Popup Blocker: Should be enabled.

Mixed Content: Should be enabled.

PDF: PDF support should be enabled.

SSL: SSL 2.0 and 3.0 should be enabled. This is the default setting.

HTTP Settings: HTTP 1.1 and HTTP 1.1 should be enabled. This is the default setting.

Website Address

The SCACS website can be accessed at the following address:

<https://scacs.courtinfo.ca.gov/>

User Accounts

The SCACS website is a secured website and requires that a user account be established with a valid email address and password in order to access the system. If you do not currently have a SCACS account established, contact the [SCACS Security Administrator](#).

There are two types of SCACS website accounts:

Attorney

If you are an attorney assigned to a California Supreme Court capital case, your SCACS account will be assigned an **Attorney** role. An **Attorney** account will have access to any cases that the attorney is assigned.

For **Attorney** accounts, the email address associated with the SCACS account is the same as the email address established in the California Supreme Court's Case Management System.

Attorney Proxy

If you provide administrative support to one or more attorneys assigned to California Supreme Court capital case, your SCACS account will be assigned an **Attorney Proxy** role. An **Attorney Proxy** account is associated with one or more attorneys. The **Attorney Proxy** account has the rights and privileges to perform the same functions for all cases assigned to the associated attorneys. To associate additional attorneys to an **Attorney Proxy** account, contact the [SCACS Security Administrator](#).

For **Attorney Proxy** accounts, the email address associated with the SCACS account is established at the time the SCACS account is created.

Logging In

To log in to the SCACS system, go to the [SCACS website address](#) via your browser. The SCACS Login page will be displayed:

The screenshot shows the SCACS Login page with the following elements and callouts:

- 1. Enter your SCACS Email address.** Points to the Email input field.
- 2. Enter your SCACS password.** Points to the Password input field.
- 3. Click the Login button.** Points to the Login button.

Additional details on the page include the State of California seal, the text "SUPREME COURT APPOINTED COUNSEL SYSTEM ADMINISTRATIVE OFFICE OF THE COURTS", a "Remember email" checkbox, a "* value required" error message, and footer links for "Guidelines | Privacy Policy | FAQ | Contact Us" and "© 2009 Judicial Council of California".

To log in to the SCACS website:

1. Enter your SCACS Email address.
 - If you are an attorney, this is the same email address that is established with the California Supreme Court's Case Management System.
 - If you are an attorney proxy, this is the email associated with your Supreme Court Appointed Counsel System (SCACS) user account at the time the account was established or subsequently updated.
 - If you have forgotten the email address that is currently associated with the Supreme Court Appointed Counsel System (SCACS) user account, contact the [SCACS Security Administrator](#).

2. Enter your SCACS Password.
 - SCACS information can only be accessed by using a password. It is your responsibility to keep your password confidential.

3. Click the **Login** button.
 - If you entered your email address and password correctly, the [SCACS Home page](#) will display.
 - If this is your first time logging in or your password has just been reset, you will be required to change your password. Refer to the [Change Password](#) section below.
 - If an error is encountered, an error message will be displayed in red at the top of the page.
 - After six login attempts with an invalid password, your account will be locked. To unlock your account and/or reset your password, contact the [SCACS Security Administrator](#).

Change Password

If this is your first time logging in to the SCACS website or your SCACS password has recently been reset, you are required to change your password. Upon logging in, the Change Password page is displayed:

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Password & Hint

To change your current password, you must enter your current password, enter your new password twice, and select the 'Save' button. [More Information](#)

Please note:

1. Your password is case-sensitive, meaning that when you log in, you are required to enter your password exactly as originally typed, with the correct upper and lower case characters.
2. Your password must not be a password you have previously used.
3. Your password must be at least 7 characters and no more than 14 characters.
4. Your password must contain at least one of the following special characters: ! @ # \$ % ^ & * () { or }.

* **Current Password:** **1. Enter your current (old) password.**

* **New Password:** **2. Enter your new password.**

* **Confirm New Password:** **3. Enter your new password again.**

To help you remember your password in the future, you may enter a hint below. This hint will be displayed if you forget your password. The password hint cannot be the same as your password.

Password Hint: **4. Enter a password hint.**

Save **5. Click the Save button.**

Security Question

In order for you to be able to reset your password in the future, you must enter the four security questions and answers below. [More Information](#)

Q1. Security Question:	<input type="text"/>
A1. Security Answer:	<input type="text"/>
Q2. Security Question:	<input type="text"/>
A2. Security Answer:	<input type="text"/>
Q3. Security Question:	<input type="text"/>
A3. Security Answer:	<input type="text"/>
Q4. Security Question:	<input type="text"/>
A4. Security Answer:	<input type="text"/>

Save

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To change your password:

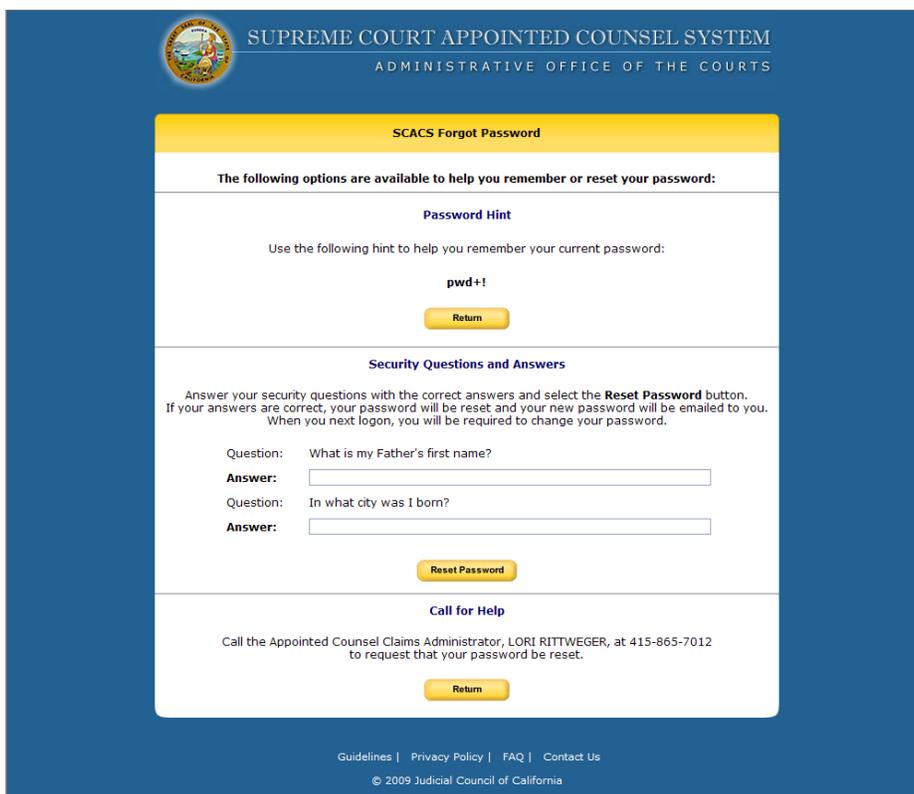
1. Enter your current (old) password.
2. Enter your new SCACS password.
 - Your password is case-sensitive, meaning that when you log in, you are required to enter your password exactly as originally typed, with the correct upper and lower case characters.
 - Your password must not be a password you have previously used.
 - Your password must be at least 7 characters and no more than 14 characters.
 - Your password must contain at least one of the following special characters: ! @ # \$ % ^ & * () { or }.
3. Enter your new SCACS password again.
 - It must be entered exactly as it was entered above.
4. Enter a password hint.
 - Your password hint is used to help you remember your password should you forget it.
 - You should provide a hint that will help you recall your password.
 - Your password hint cannot be the same as your password.
 - Should you forget your password, you will be provided an option to display your password hint.
5. Click the **Save** button.
 - If you entered your current and new password correctly, the password was changed and the [SCACS Home page](#) will display.
 - If an error is encountered, an error message will be displayed in red at the top of the page.
 - It is your responsibility to keep your password confidential.
 - Do not disclose your password to anyone. We will never ask you for your password or display it.
 - Never write your password on something others may see.

Forgot Password

If you have forgotten your password, enter your email address and select the Forgot Password button on the [Login page](#).



Once the Forgot Password button is selected, the Forgot Password page is displayed:



The Forgot Password page displays the options available if you forget your password:

1. Password Hint
 - This option is displayed if you entered a password hint at the time you changed your password.
 - Use this option to help you remember your current password.
2. Security Questions and Answers
 - This option is displayed if you established security questions and answers in your user profile.
 - Use this option to reset your password.
 - Two of your security questions are presented.
 - Answer your security questions and select the **Reset Password** button.
 - Your answers must be entered exactly as they were entered when they were established.
 - If your answers are correct, your password will be reset and your new password will be emailed to you.
 - The next time you log in, you will be required to change your password.
3. Call for Help
 - Use this option if the other options are not available and/or you are not able to remember or reset your password.

Logging Out

To log out of the SCACS system, click the [Logout](#) link on the top-left corner of the page. This link is available on all pages in the SCACS website. After selecting the [Logout](#) action, you will be returned to the [SCACS Login page](#).

The screenshot shows the SCACS user interface. At the top, there is a header with the logo of the Supreme Court Appointed Counsel System and the text "SUPREME COURT APPOINTED COUNSEL SYSTEM ADMINISTRATIVE OFFICE OF THE COURTS". Below the header, there is a navigation bar with links for "Home", "Back", "My Profile", and "Logout". The "Logout" link is circled in red. Below the navigation bar, there is a dropdown menu for "Attorney" set to "JOHN SMITH : CA-99999". Below that, there is an "Alerts" section with a message: "1. The status report for Case No. S900002 was due on 06/23/2008." Below the alerts, there is an "Assigned Cases" section with a table of cases. Below the table, there is a "Request History" section with a legend for various request types and actions.

Actions	Appellant	Case No	Case Category	Case Status	Appt Type	Lead
TC HC	JONES, JACK	S900001	Automatic Appeal	fully briefed	Dual	Lead
FF TC	OWENS, ROBERT	S900002	Automatic Appeal	record in preparation	AA	Lead
	JONES, JACK	S900003	Habeas Corpus (AA Concurrent)	in reference	Dual	Lead
TC	CAIN, JEFFREY	S900004	Automatic Appeal	closed; remittitur issued	Unknown	Lead
	DEVER, GREGORY	S900005	Habeas Corpus (AA Concurrent)	closed	Dual	Lead
FF TC HC	DEVER, GREGORY	S900006	Automatic Appeal	closed; remittitur issued	Dual	Lead

Legend:

- FF Fixed Fee Payment Request
- TC Time and Cost Payment Request
- HC HC/EC Expense Reimbursement Request
- ☆ View Request History
- View Case/Appointment Information
- ✕ Cancel Request
- ◆ View Details
- 📄 View Report

EXPLORE THE HOME PAGE

The Home page is the primary page that displays all of the relevant information for an attorney. From this page, details regarding appointments and request history for the selected attorney may be reviewed and the following payment requests may be initiated:

- **Time and Cost Payment Request** - used to request compensation for services for automatic appeals and/or related state habeas corpus/executive clemency proceedings and general expenses, such as travel expenses. Habeas corpus/executive clemency *investigative* expenses (i.e., Investigator, Expert and Paralegal Investigative Expenses) are not requested using the Time and Cost Payment Request; *investigative* expenses should be requested separately using a Habeas Corpus/Executive Clemency Expense Reimbursement Request.
- **Fixed Fee Payment Request** - used to request progress payments for fixed fee appointments.
- **Habeas Corpus Expense Reimbursement Request** - used to request compensation for habeas corpus/executive clemency *investigative* expenses (i.e., Investigator, Expert and Paralegal Investigative Expenses).

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Attorney Selection List - Allows the selection of an attorney, if more than one attorney is associated with your SCACS user account.

Page Header - Standard list of options available on all pages.

Page Help Option - Displays help specific for the current page.

Home | My Profile | Logout | ?

Attorney: JOHN SMITH : CA-99999

Alerts

- The status report for Case No. S900002 was due on 06/23/2008.

Assigned Cases

This section lists the cases assigned to the selected attorney. For each appointment, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. [More Information](#)

Actions	Appellant	Case No	Case Category	Case Status	Appt Type	Lead
★ FF HC	JONES, JACK	S900001	Automatic Appeal	fully briefed	Dual	Lead
★ FF HC	OWENS, ROBERT	S900002	Automatic Appeal	record in preparation	AA	Lead
★	JONES, JACK	S900003	Habeas Corpus (AA Concurrent)	in reference	Dual	Lead
★ HC	CAIN, JEFFREY	S900004	Automatic Appeal	closed; remittitur issued	Unknown	Lead
★	DEVER, GREGORY	S900005	Habeas Corpus (AA Concurrent)	closed	Dual	Lead
★ FF HC	DEVER, GREGORY	S900006	Automatic Appeal	closed; remittitur issued	Dual	Lead

Draft Requests

This section lists the requests that have been started but not yet submitted. For each request, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. [More Information](#)

Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount
✗ FF	Fixed Fee	1223	S900002	PEOPLE v. OWENS, BONDS & CLARK	01-21-2009		\$53,320.00

Request History

Legend:

- FF Fixed Fee Payment Request
- HC/EC Expense Reimbursement Request
- Time and Cost Payment Request
- ★ View Request History
- ★ View Case/Appointment Information
- ★ View Details
- ✗ Cancel Request
- ★ View Report

Section Help Options - Displays help information specific for the selected section.

Action Icons - Available actions for the selected item. A description of the action displays if you hover your cursor over the icon.

Section Expand/Collapse Arrows - Selecting the arrow expands or collapses the section.

Sortable Columns - Clicking on a column title sorts a list in ascending or descending order based on the selected column.

Page Footer - Standard list of options available on all pages.

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Page Features

Each feature of the Home page is detailed below:

Page Header

[Home](#) | [Back](#) | [My Profile](#) | [Logout](#)

The Page Header options are available in the upper-right corner of a page. The Page Header contains the following list of options available on all pages:

Home	Returns you to the Home page (this option is on all pages except the Home page).
Back	Returns you to the previous page. This option performs the same action as your Browser's back button.
My Profile	Displays your user profile information. From this page, you may initiate changes to your user profile information.
Logout	Safely logs you off from the Supreme Court Appointed Counsel System (SCACS). Using this option prevents unauthorized use of your account from your workstation.

Page Help Option



The Page Help option is available in the upper-right corner of a page. The Page Help option provides a description and usage of the current page. When selected, a new Help page is displayed in a separate window.

Section Help Options



or



The Section Help options are available for each tabbed section on a page. The Section Help options provide a description and usage of the selected section. When selected, a new Help page is displayed in a separate window.

Action Icons



The Action Icons initiate the actions that are available for the selected list item. A description of the action displays if you hover your cursor over the icon. In addition, a legend of all of the available actions is listed on the bottom of the page.

Sortable Columns

Appellant ▼	Case No	Case Category	Case Status	Appt Type	Lead
-------------	---------	---------------	-------------	-----------	------

Clicking on a column title sorts a list in ascending/descending order based on the selected column. When a column title is selected, an up or down arrow is displayed next to the column indicating the sort column and sort sequence.

Section Expand and Collapse Arrows



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.



Action Legend

Legend:					
	Fixed Fee Payment Request		View Request History		Copy Application
	HC/EC Expense Reimbursement Request		View Case/Appointment Information		Edit Application
	Time and Cost Payment Request		View Request/Application		Submit Application
	View Request Details		Cancel Request/Application		

The Action Legend at the bottom of the page provides a description of each action icon available on the page.

Page Footer



The Page Footer contains a list of reference options available at the bottom of the page. When you select an option, the selected information is displayed on a new page.

Guidelines	Displays the "SUPREME COURT POLICIES REGARDING CASES ARISING FROM JUDGMENTS OF DEATH" Document on the www.courtinfo.ca.gov website.
Privacy Policy	Outlines the Privacy Policy for users of the SCACS website.
FAQ	Provides answers to frequently asked questions regarding the SCACS website.
Contact Us	Provides contact information should you require further assistance.

Page Sections

The Home page is divided into four tabbed sections described below:

- Alerts Section
- Assigned Cases Section
- Draft Requests Section
- Request History Section
- Applications for Appointment Section

Alerts Section



The Alerts section of the Home page provides notification of any overdue or upcoming actions required. This section is not displayed if there are no alerts for the selected attorney. The features provided in this section are described below:

Section Expand and Collapse Arrows



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.



Section Help Option



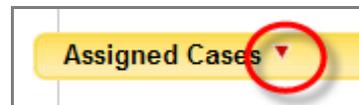
The Section Help options provide a description and usage of the selected section. When selected, a new Help page is displayed in a separate window.

Assigned Cases Section

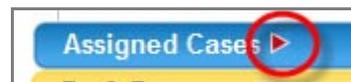
Assigned Cases ▾						
This section lists the cases assigned to the selected attorney. For each appointment, the available actions are indicated in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. More Information						
Actions	Appellant	Case No	Case Category	Case Status	Appt Type	Lead
★ TC HC	JONES, JACK	S900001	Automatic Appeal	fully briefed	Dual	Lead
★ FF TC	OWENS, ROBERT	S900002	Automatic Appeal	record in preparation	AA	Lead
	JONES, JACK	S900003	Habeas Corpus (AA Concurrent)	in reference	Dual	Lead
★ TC	CAIN, JEFFREY	S900004	Automatic Appeal	closed; remittitur issued	Unknown	Lead
	DEVER, GREGORY	S900005	Habeas Corpus (AA Concurrent)	closed	Dual	Lead
★ FF TC HC	DEVER, GREGORY	S900006	Automatic Appeal	closed; remittitur issued	Dual	Lead

The Assigned Cases section of the Home page lists the cases assigned to the selected attorney. The features provided in this section are described below:

Section Expand and Collapse Arrows



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.



Action Icons

The available actions for each assigned case are listed in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. The available actions include:

●	Display case and appointment information for the selected case.
★	Display the request history for the selected case. The Request History page is organized by request type and includes all requests previously submitted to and/or processed by the California Supreme Court for the selected case. This action is available only for automatic appeals; all payment requests are processed using the automatic appeals case number.
FF	Initiate a new Fixed Fee payment request. All Fixed Fee payment requests must be submitted by lead counsel using the automatic appeal case number. This option is available if the payment method established is "Fixed Fee." If this option is selected, the Fixed Fee Payment Request Wizard is presented. To complete the request, walk through each screen using the Next>> button.
TC	Initiate a new Time and Cost payment request. All Time and Cost payment requests must be submitted by lead counsel using the automatic appeal case number. This option is available if the payment method established is "Time and Cost." If this option is selected, the Time and Cost Payment Request Wizard is presented. To complete the request, walk through each screen using the Next>> button.
HC	Initiate a new Habeas Corpus/Executive Clemency Expense reimbursement request. All Habeas Corpus/Executive Clemency Expense reimbursement requests must be submitted by lead counsel using the automatic appeal case number. This option is available if your appointment type is either "HC/EC" or "Dual." If this option is selected, the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard is presented. To complete the request, walk through each screen using the Next>> button.

Sortable Columns

Appellant ▼	Case No	Case Category	Case Status	Appt Type	Lead
-------------	---------	---------------	-------------	-----------	------

Clicking on a column title sorts the list in ascending/descending order based on the selected column. When a column title is selected, an up or down arrow is displayed next to the column indicating the sort column and sort sequence.

Draft Requests Section

Draft Requests ▾
?

This section lists the requests that have been started but not yet submitted. For each request, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. [More Information](#)

Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount
✕ FF	Fixed Fee	1223	S900002	PEOPLE v. OWENS, BONDS & CLARK	01-21-2009		\$53,320.00

The Draft Request section of the Home page lists any requests previously started but not yet submitted to the California Supreme Court. This section will be displayed only if you currently have draft requests that are not yet cancelled or submitted. The features provided in this section are described below:

Section Expand and Collapse Arrows



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.



Section Help Options



or



The Section Help options provide a description and usage of the selected section. When selected, a new Help page is displayed in a separate window.

Action Icons

The available actions for each draft request are listed in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. The available actions include:

	Cancel the draft request.
	Complete the Fixed Fee draft payment request. If this option is selected, the Fixed Fee Payment Request Wizard is presented with all the information previously entered.
	Complete the Time and Cost draft payment request. If this option is selected, the Time and Cost Payment Request Wizard is presented with all the information previously entered.
	Complete the Habeas Corpus/Executive Clemency Expense draft reimbursement request. If this option is selected, the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard is presented with all the information previously entered.
	Display the draft request details. If this action is chosen, the draft request details are displayed in .pdf format in a separate window, suitable for printing.

Sortable Columns

Actions	Type ▾	ID	Case No	Case Name	Request Date	Status	Requested Amount
	 Fixed Fee	1223	S900002	PEOPLE v. OWENS, BONDS & CLARK	01-21-2009		\$53,320.00

Clicking on a column title sorts a list in ascending/descending order based on the selected column. When a column title is selected, an up or down arrow is displayed next to the column indicating the sort column and sort sequence.

Request History Section

Request History ▾								
This section lists all requests previously submitted to and/or processed by the California Supreme Court. For each request, the available actions are indicated in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. More Information								
Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount	Paid Amount
◆	Fixed Fee	1197	S900002	PEOPLE v. OWENS, BONDS & CLARK	12-16-2008	New/Requires Review	80,000.00	0.00
◆	HC/EC Expenses	741	S900001	PEOPLE v. JONES (JACK)	12-16-2008	New/Requires Review	1,700.00	0.00
◆	Time and Cost	3224	S900001	PEOPLE v. JONES (JACK)	12-16-2008	New/Requires Review	1,703.00	0.00
◆	HC/EC Expenses	686	S900001	PEOPLE v. JONES (JACK)	01-29-2008	Completed	8,516.42	3,150.00
◆	Time and Cost	3059	S900001	PEOPLE v. JONES	01-29-2008	Completed	15,019.34	15,019.34

The Request History section of the Home page lists the payment requests previously submitted to and/or processed by the California Supreme Court for **all** cases assigned to the selected attorney. To view the Request History **for a specific case**, use the action icon next to the case in the [Assigned Cases Section](#). The features provided in this section are described below:

Section Expand and Collapse Arrows



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.



Section Help Options



or



The Section Help options provide a description and usage of the selected section. When selected, a new Help page is displayed in a separate window.

Action Icons

The available actions for a request are listed in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. The available actions include:

	<p>View the request detail. If this action is chosen, the request detail is displayed in a format suitable for printing.</p>
	<p>Display the Submitted Request Form. If this action is chosen, the Submitted Request form is displayed in .pdf format in a separate window. This option is available if the status of the request is "New/Requires Review." This option allows you to reprint the request submission form, if needed. Once the California Supreme Court begins to process the request, this option is no longer available.</p>

Sortable Columns

Actions	Type	ID	Case No 	Case Name	Request Date	Status	Requested Amount	Paid Amount
	HC/EC Expenses	741	S900001	PEOPLE v. JONES	12-16-2008	New/Requires Review	1,700.00	0.00

Clicking on a column title sorts a list in ascending/descending order based on the selected column. When a column title is selected, an up or down arrow is displayed next to the column indicating the sort column and sort sequence.

Applications for Appointment Section

Applications for Appointment ▾
?

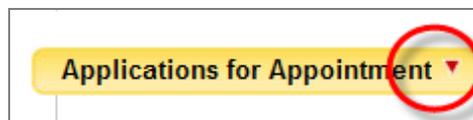
This section lists the applications for appointment submitted by the selected attorney. For each application, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. [More Information](#)

Actions	Appl ID	Date Submitted
	4	09-17-2009

[+](#) Create a New Application

The Application for Appointment section of the Home page lists the applications for appointment submitted by the selected attorney. The features provided in this section are described below:

Section Expand and Collapse Arrows



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.



Section Help Options



or



The Section Help options provide a description and usage of the selected section. When selected, a new Help page is displayed in a separate window.

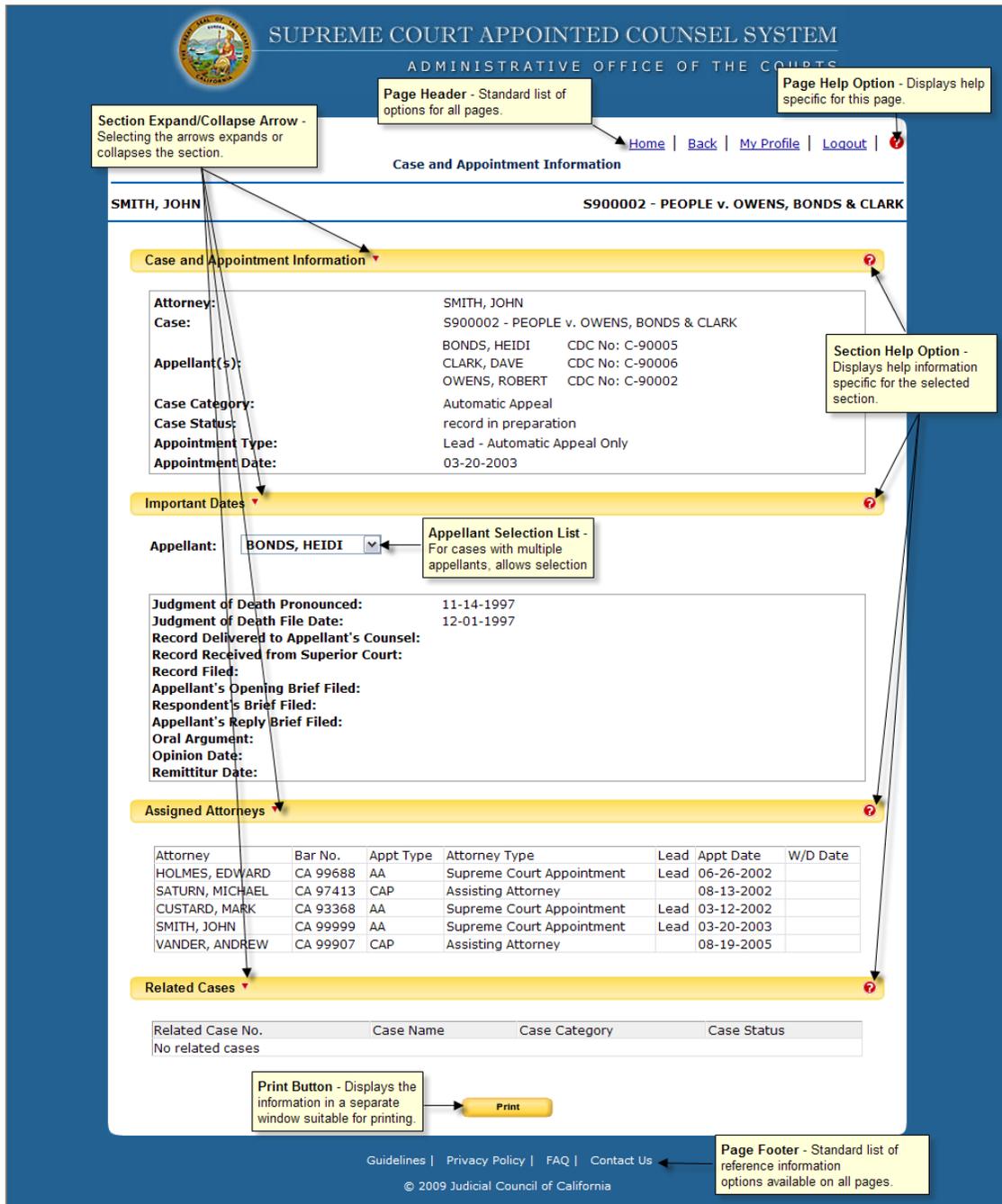
Action Icons

The available actions for each application are listed in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. The available actions include:

	<p>Copy the application for appointment. This option copies the information from the selected application to a new application, and a new application id is assigned. Once this action is selected, the new application with the copied information will be available in the list for editing and submitting.</p>
	<p>Display the application for appointment form. Displays the application for appointment in .pdf format in a separate window. The application can then be viewed and/or printed using the .pdf viewer.</p>
	<p>Edit the application for appointment. Displays the tabbed pages which allow the application to be edited. This option is available if the Supreme Court has not yet submitted the application to the Court with their recommendation. Once the application for appointment has been submitted, changes cannot be made to the application by the attorney.</p>
	<p>Submit the application for appointment. Jumps to the last page of the tabbed application pages which provides the option to submit the application for appointment to the California Supreme Court. If there are any errors detected, the errors are displayed at the top of the page. Once submitted, a confirmation page is displayed and a confirmation message with the application for appointment attached is emailed.</p>
	<p>Cancel the application for appointment. Cancels the selected application for appointment. This option is available if the Supreme Court has not yet submitted the application to the Court with their recommendation. Once the application for appointment has been submitted, the application cannot be cancelled by the attorney.</p>
	<p>Create a new application for appointment. Displays the tabbed pages that allow entry of a new application for appointment from scratch. Once the application for appointment has been completed using the Next and Previous buttons, it must be submitted to the California Supreme Court using the Submit button on the last tab.</p>

REVIEW CASE AND APPOINTMENT INFORMATION

To Review Case and Appointment Information for an assigned case, select the  action icon from the [Assigned Cases Section](#) of the [Home page](#). When the  action icon is selected, the Case and Appointment Information page is displayed.



SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

Page Header - Standard list of options for all pages. [Home](#) | [Back](#) | [My Profile](#) | [Logout](#) | 

Section Expand/Collapse Arrow - Selecting the arrows expands or collapses the section.

Page Help Option - Displays help options specific for this page. 

Case and Appointment Information

SMITH, JOHN S900002 - PEOPLE v. OWENS, BONDS & CLARK

Case and Appointment Information 

Attorney: SMITH, JOHN
Case: S900002 - PEOPLE v. OWENS, BONDS & CLARK
Appellant(s): BONDS, HEIDI CDC No: C-90005
 CLARK, DAVE CDC No: C-90006
 OWENS, ROBERT CDC No: C-90002
Case Category: Automatic Appeal
Case Status: record in preparation
Appointment Type: Lead - Automatic Appeal Only
Appointment Date: 03-20-2003

Section Help Option - Displays help information specific for the selected section. 

Important Dates 

Appellant:  **Appellant Selection List** - For cases with multiple appellants, allows selection

Judgment of Death Pronounced: 11-14-1997
Judgment of Death File Date: 12-01-1997
Record Delivered to Appellant's Counsel:
Record Received from Superior Court:
Record Filed:
Appellant's Opening Brief Filed:
Respondent's Brief Filed:
Appellant's Reply Brief Filed:
Oral Argument:
Opinion Date:
Remittitur Date:

Assigned Attorneys 

Attorney	Bar No.	Appt Type	Attorney Type	Lead	Appt Date	W/D Date
HOLMES, EDWARD	CA 99688	AA	Supreme Court Appointment	Lead	06-26-2002	
SATURN, MICHAEL	CA 97413	CAP	Assisting Attorney		08-13-2002	
CUSTARD, MARK	CA 93368	AA	Supreme Court Appointment	Lead	03-12-2002	
SMITH, JOHN	CA 99999	AA	Supreme Court Appointment	Lead	03-20-2003	
VANDER, ANDREW	CA 99907	CAP	Assisting Attorney		08-19-2005	

Related Cases 

Related Case No.	Case Name	Case Category	Case Status
No related cases			

Print Button - Displays the information in a separate window suitable for printing.

Page Footer - Standard list of reference information options available on all pages. [Guidelines](#) | [Privacy Policy](#) | [FAQ](#) | [Contact Us](#)

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The Case and Appointment Information page displays case and appointment information, including the important dates associated with the case and appellant. The features provided on this page are described below:

Page Sections

The Review Case and Appointment Information page is divided into the following sections:

- **Case and Appointment Information** - Displays key information relating to the selected case and appointment.
- **Important Dates** - Displays key dates relating to the selected case and appellant.
- **Assigned Attorneys** - Lists all of the attorneys currently and previously assigned to the selected case.
- **Related Cases** - Lists all of the California Supreme Court cases related to the selected case.

Each section can be collapsed/expanded using the  arrow next to the section title on each section header bar. Help for each section is displayed using the  button on the right side of each section header bar.

Page Header

[Home](#) | [Back](#) | [My Profile](#) | [Logout](#)

The Page Header options are available in the upper-right corner of the page. The Page Header contains the following list of options:

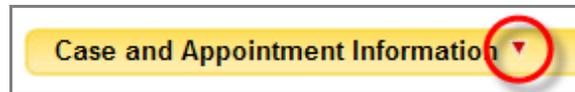
Home	Returns you to the Home page.
Back	Returns you to the previous page. This option performs the same action as your Browser's back button.
My Profile	Displays your user profile information. From this page, you may initiate changes to your user profile information.
Logout	Safely logs you off from the Supreme Court Appointed Counsel System (SCACS). Using this option prevents unauthorized use of your account from your workstation.

Page Help Option

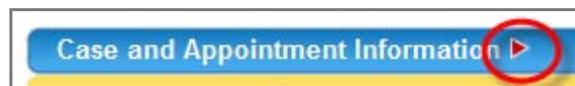


The Page Help option is available in the upper-right corner of the page. The Page Help option provides a description and usage of the page. When selected, a new Help page is displayed in a separate window.

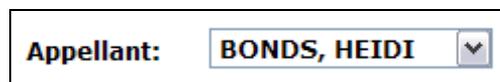
Section Expand and Collapse Arrows



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.



Appellant Selection List



For cases with multiple appellants, the appellant selection list allows selection of the appellant; the dates differ by appellant.

Print Button



The Print Button displays the case and appointment information in a separate window suitable for printing.

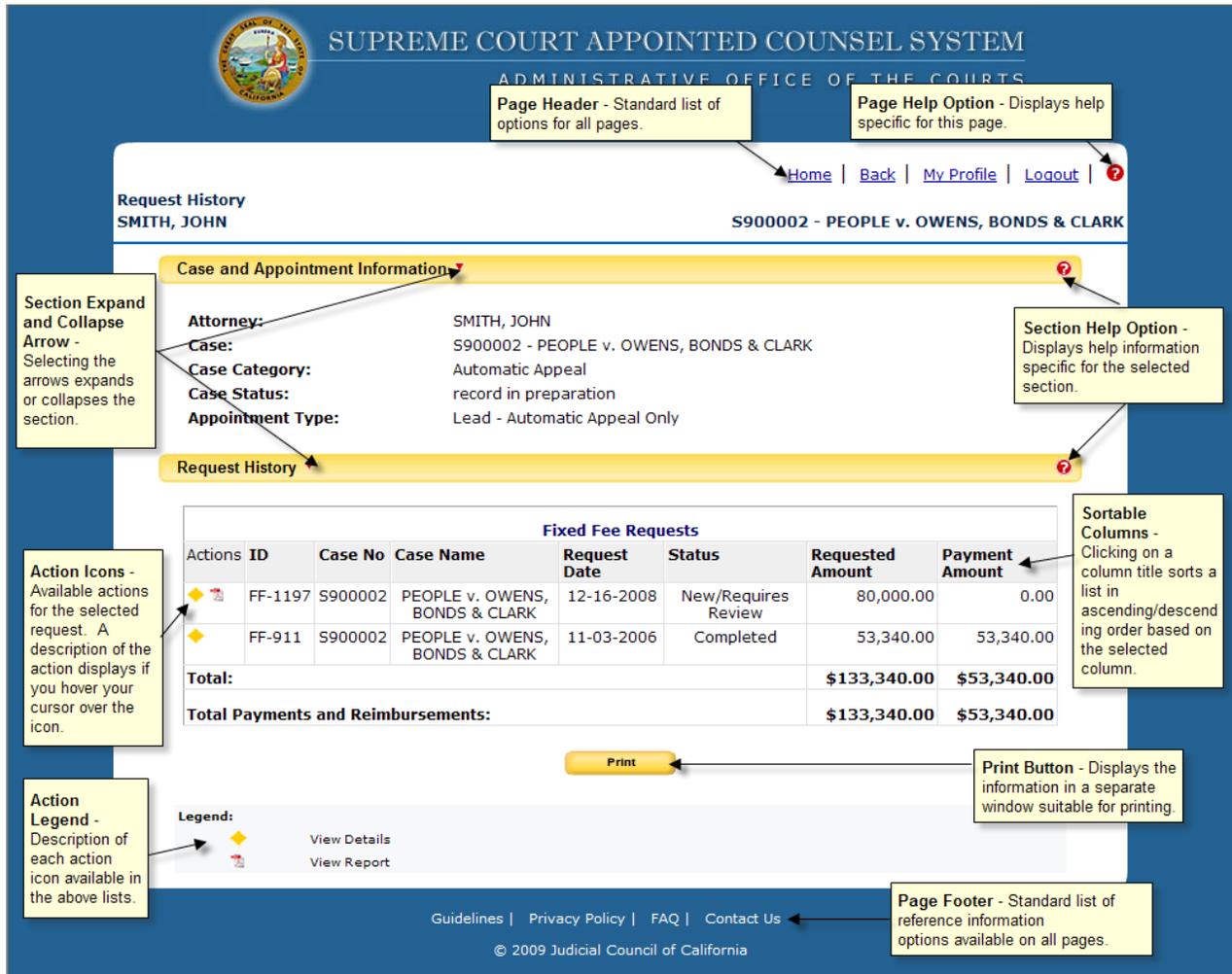
Page Footer[Guidelines](#) | [Privacy Policy](#) | [FAQ](#) | [Contact Us](#)

The Page Footer contains a list of reference options available at the bottom of the page. When you select an option, the selected information is displayed on a new page.

Guidelines	Displays the "SUPREME COURT POLICIES REGARDING CASES ARISING FROM JUDGMENTS OF DEATH" Document on the www.courtinfo.ca.gov website.
Privacy Policy	Outlines the Privacy Policy for users of the SCACS website.
FAQ	Provides answers to frequently asked questions regarding the SCACS website.
Contact Us	Provides contact information should you require further assistance.

REVIEW REQUEST HISTORY

To review the Request History for an assigned case, select the  action icon from the [Assigned Cases Section](#) of the [Home page](#). When the  action icon is selected, the Request History page is displayed.



SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

Request History
SMITH, JOHN S900002 - PEOPLE v. OWENS, BONDS & CLARK

Case and Appointment Information

Attorney: SMITH, JOHN
Case: S900002 - PEOPLE v. OWENS, BONDS & CLARK
Case Category: Automatic Appeal
Case Status: record in preparation
Appointment Type: Lead - Automatic Appeal Only

Request History

Fixed Fee Requests							
Actions	ID	Case No	Case Name	Request Date	Status	Requested Amount	Payment Amount
	FF-1197	S900002	PEOPLE v. OWENS, BONDS & CLARK	12-16-2008	New/Requires Review	80,000.00	0.00
	FF-911	S900002	PEOPLE v. OWENS, BONDS & CLARK	11-03-2006	Completed	53,340.00	53,340.00
Total:						\$133,340.00	\$53,340.00
Total Payments and Reimbursements:						\$133,340.00	\$53,340.00

Legend:

- View Details
- View Report

Print

The Request History page lists the payment requests previously submitted to or processed by the California Supreme Court. The features provided on this page are described below:

Page Sections

The Request History page is divided into the following sections:

- **Case and Appointment Information** - Displays key information relating to the selected case and appointment.
- **Request History** - Lists the payment requests previously submitted to and/or processed by the California Supreme Court, for the selected case and appointment. From this list, the available actions for each request are listed in the Actions column

Each section can be collapsed/expanded using the  arrow next to the section title on each section header bar. Help for each section is displayed using the  button on the right side of each section header bar.

Page Header



The Page Header options are available in the upper-right corner of the page. The Page Header contains the following list of options:

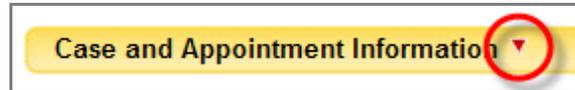
Home	Returns you to the Home page.
Back	Returns you to the previous page. This option performs the same action as your Browser's back button.
My Profile	Displays your user profile information. From this page, you may initiate changes to your user profile information.
Logout	Safely logs you off from the Supreme Court Appointed Counsel System (SCACS). Using this option prevents unauthorized use of your account from your workstation.

Page Help Option

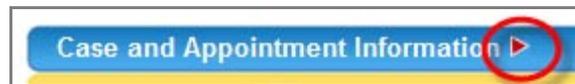


The Page Help option is available in the upper-right corner of the page. The Page Help option provides a description and usage of the page. When selected, a new Help page is displayed in a separate window.

Section Expand and Collapse Arrows



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.



Sortable Columns

Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount	Paid Amount
	HC/EC Expenses	741	S900001	PEOPLE v. JONES	12-16-2008	New/Requires Review	1,700.00	0.00

Clicking on a column title sorts a list in ascending/descending order based on the selected column. When a column title is selected, an up or down arrow is displayed next to the column indicating the sort column and sort sequence.

Action Icons

The available actions for a request are listed in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. The available actions include:

	<p>View the request detail. If this action is chosen, the request detail is displayed in a format suitable for printing.</p>
	<p>Display the Submitted Request Form. If this action is chosen, the Submitted Request form is displayed in .pdf format in a separate window. This option is available if the status of the request is "New/Requires Review." This option allows you to reprint the request submission form, if needed. Once the California Supreme Court begins to process the request, this option is no longer available.</p>

Print Button



The Print Button displays the payment history information in a separate window suitable for printing.

Action Legend



The Action Legend at the bottom of the page provides a description of each action icon available on the page.

Page Footer



The Page Footer contains a list of reference options available at the bottom of the page. When you select an option, the selected information is displayed on a new page.

Guidelines	Displays the "SUPREME COURT POLICIES REGARDING CASES ARISING FROM JUDGMENTS OF DEATH" Document on the www.courtinfo.ca.gov website.
Privacy Policy	Outlines the Privacy Policy for users of the SCACS website.
FAQ	Provides answers to frequently asked questions regarding the SCACS website.
Contact Us	Provides contact information should you require further assistance.

REQUEST A FIXED FEE PAYMENT

The Fixed Fee Payment Request Wizard walks you through the steps of submitting a Fixed Fee payment request to the California Supreme Court. A Fixed Fee payment request allows you to request progress payments for fixed fee appointments. All Fixed Fee payment requests must be submitted by lead counsel using the automatic appeals case number.

Step 1: Select a Case

To initiate the Fixed Fee Payment Request Wizard, a case or an existing draft request must first be selected:

To initiate a new request:

Select the **FF** action icon from the [Assigned Cases section](#) of the [Home page](#).

Actions	Appellant	Case No	Case Category	Case Status	Appt Type	Lead
	JONES, JACK	S900001	Automatic Appeal	fully briefed	Dual	Lead
	OWENS, ROBERT	S900002	Automatic Appeal	record in preparation	AA	Lead
	JONES, JACK	S900003	Habeas Corpus (AA	in reference	Dual	Lead

When the **FF** action icon is selected, the Fixed Fee Payment Request Wizard is displayed. Proceed to [Step 2: Submit a Request using the Fixed Fee Payment Request Wizard](#).

To complete a draft request which was started but not submitted:

Select the **FF** action icon from the [Draft Requests section](#) of the [Home page](#).

Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount
	Fixed Fee	1223	S900002	PEOPLE v. OWENS, BONDS & CLARK	01-21-2009		\$53,320.00

When the **FF** action icon is selected, the Fixed Fee Payment Request Wizard displays the request information previously entered. Proceed to [Step 2: Submit a Request using the Fixed Fee Payment Request Wizard](#).

Step 2: Submit a Request using the Fixed Fee Payment Request Wizard

The Fixed Fee Payment Request Wizard will guide you, step-by-step, to collect the information needed to submit a Fixed Fee payment request.

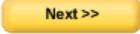
Use the **Next >>** button on the bottom of each page to step through the wizard. On the last page of the wizard, use the **Submit** button to submit the completed request to the California Supreme Court. Each step of the wizard is explained in detail below.

Step 2.1 Enter General Request Information

The first tab in the Fixed Fee Payment Request Wizard is the Request Info tab. This tab collects general information for the request.

The usage of this tab is described below.

To complete this tab:

1. Enter general request information, including:
 - **Habeas corpus evidentiary hearing indicator** - Indicates that this request is related to habeas corpus evidentiary hearing activities. This option is available only if your payment method chosen for habeas corpus evidentiary hearing activities is "Fixed Fee." If this option is available and you indicate that this request is related to habeas corpus evidentiary hearing activities, only the evidentiary hearing fixed fee steps will be available for payment.
 - **Related habeas corpus/executive clemency case** - Indicates the habeas corpus case number associated with the requested fees and expenses, if appropriate. This option is available only if there are related habeas corpus/evidentiary hearing cases associated with the selected automatic appeal.
 - **Note** - Optional explanatory note included with the payment request.
2. When you have finished your entry, select the Next >>  button at the bottom right of the tab to continue. The information entered is saved and the [Fees](#) tab is presented to allow you to select the fixed fee payments step(s) that you are requesting.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The information entered is saved and the selected tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the [Home page](#).

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.2: Enter Fees

The second tab in the Fixed Fee Payment Request Wizard is the Fees tab. The Fees tab allows the selection of the fixed fee payment step(s) that you are requesting:

- The current fixed fees paid to date for this case/appellant are displayed at the top of the page, as well as information regarding your last fixed fee progress payment.
- Only those fixed fee steps with a remaining balance to be paid are listed and available for payment. For each step selected, the remaining balance amount for that step will be included in your request.
- If there are no fixed fee steps available for payment, this payment request cannot be completed. To remove it from your pending request list on the [Home page](#), the request must be cancelled.

Request Fixed Fee Payment

SMITH, JOHN S900006 - PEOPLE v. DEVER (GREGORY)

Request Info **Fees** Training Copying Payee Review Request Submit Request

Select the payment step(s) that you are requesting by checking the box next to the step(s). Only those steps with a balance remaining to be paid are displayed. [More Information](#)

To date, for this case/appellant, you have been paid \$232,660.01. [View Request History](#)

Your last payment was approved on 06-01-2006 for the amount of \$31,830.00 for step 6.

Request	Step	Description	Remaining Balance
<input type="checkbox"/>	2	First Motion to Correct Record	\$7,003.33
<input type="checkbox"/>	3	Trial Court Disposal Order and Record Filed	\$7,003.34
<input type="checkbox"/>	4d	AOB Filed	\$1,758.33
<input type="checkbox"/>	7	Clemency Petition Filed	\$10,000.00

Cancel << Previous Next >>

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The usage of this tab is described below.

To complete this tab:

1. Select one or more fixed fee steps by clicking the check boxes next to the steps. If a step is selected successfully, a check box will appear in the box. Please note:
 - o Some steps are divided into sub-steps to allow payment for either the full step or for interim milestones within the step. For example, step 3 - *Trial Court Disposal Order and Record Filed* is divided into interim milestones, *3a - Trial Court Disposal Order and Record Filed* and *3b - Record Filed*. You may either request payment for step 3 - *Trial Court Disposal Order and Record Filed* **or** for sub-steps *3a - Trial Court Disposal Order and Record Filed* and/or *3b - Record Filed*.
 - o If you request or have requested payment for a full step, you may not request payment for any of the sub-steps.
 - o Likewise, once you request or have requested payment for a sub-step, you may not request payment for the full step. To complete payment for the step, you must request payment for the remaining sub-steps.
2. When you have finished your selection, select the Next >>



button at the bottom right of the tab to continue.

The fees selected are saved and the [Training](#) tab is presented to allow you to enter any authorized training expenses incurred, if appropriate.

To view the payment history for this case appellant:

Select the Payment History link [View Request History](#). The Payment History information will display in a separate window suitable for printing.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. [Training](#). The fees selected are saved and the selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The fees selected are saved and the prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the [Home page](#).

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.3: Enter Training Expenses

The third tab in the Fixed Fee Payment Request Wizard is the Training tab. The Training tab allows the entry of any authorized training expenses incurred, if any:

- To assist counsel in taking advantage of training programs concerning habeas corpus representation, the court has expanded payment for training programs to include training at various sessions for a pre-determined number of individuals recommended by CAP or HCRC.
- Only those pre-determined individuals recommended by CAP or HCRC are authorized to request payment for expenses to attend training sessions.
- If authorized, the requested amount below may include both transportation and lodging expenses.

Supreme Court Appointed Counsel System
 ADMINISTRATIVE OFFICE OF THE COURTS

Request Fixed Fee Payment

SMITH, JOHN S900006 - PEOPLE v. DEVER (GREGORY)

Request Info ✓ Fees ✓ **Training ✓** Copying Payee Review Request Submit Request

Note: Tabs that you have visited as you progress through the wizard will be noted with a check.

Enter the amount of **authorized** training expenses incurred, if any. To assist counsel in taking advantage of training programs concerning habeas corpus representation, the court has expanded payment for training programs to include training at various sessions for a pre-determined number of individuals **recommended by CAP and HCRC**. Only those pre-determined individuals recommended by CAP and HCRC are authorized to request payment for expenses to attend training sessions. If authorized, the requested amount below may include both transportation and lodging expenses. [More Information](#)

Authorized training expenses:

Cancel << Previous Next >>

1. Enter the amount of the authorized training expense incurred. If you did not incur any authorized training expense, leave the field blank or enter 0.

2. Select the Next button at the bottom right of the tab to continue to the next tab.

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The usage of this tab is described below.

To complete this tab:

1. Enter the amount of the authorized training expense incurred. If you did not incur any authorized training expense, please leave the field blank or enter 0.
2. When you have finished your entry, select the Next >>



button at the bottom right of the tab to continue. The training expenses are saved and the [Copying tab](#) is presented to allow you to enter any expenses related to trial file photocopying, if appropriate.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The training expenses are saved and the selected tab is displayed.



To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The training expenses are saved and the prior tab is displayed.



To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.



To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.4: Enter Copying Expenses

The fourth tab in the Fixed Fee Payment Request Wizard is the Copying tab. The Copying tab allows the entry of any expenses related to photocopying of the trial files, if any:

- Photocopying of the trial files is considered a reimbursable expense, if in compliance with the time and cost guidelines.
- Other photocopying expenses are not considered reimbursable.

Supreme Court of California
SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

Request Fixed Fee Payment

Home | Back | My Profile | Logout | ?

SMITH, JOHN S900006 - PEOPLE v. DEVER (GREGORY)

Request Info ✓ Fees ✓ Training ✓ Copying ✓ Payee Review Request Submit Request

Enter the amount of trial file photocopying expenses incurred, if any. Photocopying of the trial files is considered a reimbursable expense, if in compliance with the time and cost guidelines. [More Information](#)

Trial file photocopying expenses:

Cancel << Previous Next >>

1. Enter the amount of the expenses you incurred related to photocopying of the trial files. If you did not incur any expenses related to photocopying of the trial files, leave the field blank or enter 0.

2. Select the Next button at the bottom right of the tab to continue to the next tab.

Contact Us
California

The usage of this tab is described below.

To complete this tab:

1. Enter the amount of the expenses you incurred related to photocopying of the trial files. If you did not incur any expenses related to photocopying of the trial files, please leave the field blank or enter 0.
2. When you have finished your entry, select the Next>>



button at the bottom right of the tab to continue.

The copying expenses are saved and the [Payee tab](#) is presented to allow you to review the lead counsel payee name and address to whom the approved payment will be sent.

To go directly to another tab:

Select the tab by clicking the tab title, e.g.



The copying expenses are saved and the selected tab is displayed.

To return to the previous tab:

Select the <<Previous



button at the bottom right of the tab. The copying expenses are saved and the prior tab is displayed.

To cancel the request:

Select the Cancel



button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

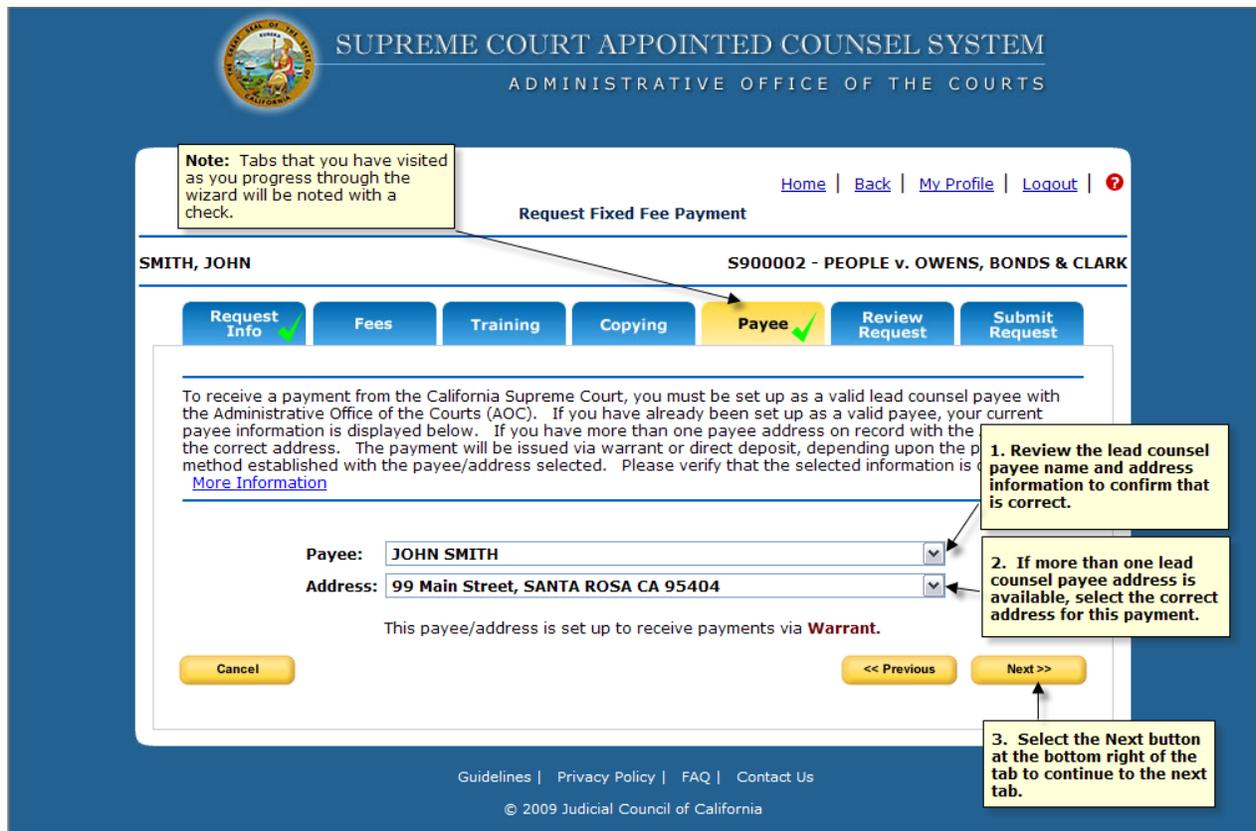
To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.5: Confirm the Payee Information

The fifth tab in the Fixed Fee Payment Request Wizard is the Payee tab. The Payee tab allows you to review the lead counsel payee name and address to whom the approved payment will be sent:

- To receive a payment from the California Supreme Court, you must be set up as a valid lead counsel payee with the Administrative Office of the Courts (AOC).
- If you have already been set up as a valid payee, your current payee information is displayed.
- If you have more than one payee address on record with the AOC, all addresses available will be included in the address select list and the first address will be selected by default.
- The payment will be issued via warrant or direct deposit, depending upon the payment method established with the payee/address selected.
- If you are not set up as a valid payee or the payee information is not correct, your request cannot be completed. You should contact the Appointed Counsel Claims Administrator, **LORI RITTWEGER**, at **415-865-7012** or Lori.Rittweger@jud.ca.gov for assistance. Once you have been set up successfully as a valid payee with the correct information, your request can be completed. To complete the request at a later time, select the **Home** option at the top of the page. The request will remain in draft status and be listed on your [Home page](#), until the request is completed or cancelled.



The usage of this tab is described below.

To complete this tab:

1. Review the lead counsel payee name and address information to confirm that is correct.
2. If more than one lead counsel payee address is available, select the correct address for this payment.
3. When you have finished your review and selection, select the Next>>  button at the bottom right of the tab to continue. The payee information is saved and the [Review tab](#) will then be presented to allow you to review the Fixed Fee Progress Payment Request information you have entered/selected prior to submission.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The payee information is saved and the selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The payee information is saved and the prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.6: Review the Request

The sixth tab in the Fixed Fee Payment Request Wizard is the Review Request tab. The Review Request tab allows you to review the Fixed Fee Progress Payment Request information you have entered/selected prior to submission to the California Supreme Court:

- It is important that you review the request information to verify that it is correct before you submit it. Once a request is submitted, you may not make changes to the request.
- If the information is incorrect, you may go directly to any prior tab to make corrections, and return to this tab to review your changes.
- You may print the DRAFT request information, if desired. This is for your records only, as a final request document will be printed with the necessary declarations in the next step.

SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

Note: Tabs that you have visited as you progress through the wizard will be noted with a check.

Request Fixed Fee Payment

SMITH, JOHN S900002 - PEOPLE V. OWENS, BONDS & CLARK

Request Info ✓ Fees ✓ Training ✓ Copying ✓ Payee ✓ **Review Request ✓** Submit Request

DRAFT

ID: 1230
Request Date: 01-22-2009
AA Case: S900002 - PEOPLE V. OWENS, BONDS & CLARK
Attorney: JOHN SMITH
Payee: JOHN SMITH
99 Main Street SANTA ROSA CA 95404

Requested For:

Name: JOHN SMITH	State Bar: CA 99999
Email: appeals@test.net	Phone: (707) 999-9999
Address: 199 Main Street, Santa Rosa CA 95404	
Firm Name: Attorney at Law	Fax: (707) 999-9999

1. Review the request information entered to verify that it is correct before you submit it. If the information is incorrect, you may go directly to any prior tab to make corrections, and return to this tab to review your changes.

Fixed Fee Step	Requested Amount
3b Record Filed	\$26,670.00
4 Draft SOF/SOC, Guilt, Penalty; AOB Filed	\$53,320.00
Total Fees	\$79,990.00

Expenses	Requested Amount
Training	\$456.50
Trial File Photocopying	\$25.56
Total Expenses	\$482.06

Total Fees and Expenses **\$80,472.06**

Note:
Thank you in advance for your speedy payment!

(500 max characters)

2. Optionally, print the draft copy of the request (for your records only).

3. Select the Next button at the bottom right of the tab to continue to the next tab.

Print << Previous Next >>

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The usage of this tab is described below.

To complete this tab:

1. Review the request information to verify that it is correct before you submit it. If the information is incorrect, you may go directly to any prior tab to make corrections, and return to this tab to review your changes.
2. Print the DRAFT request information, if desired. This is for your records only, as a final request document will be printed with the necessary declarations in the next step. When the Print button is selected, the DRAFT request information is displayed in a separate window suitable for printing.
3. When you have finished your review, select the **Next>>**



button at the bottom right of the tab to continue. The [Submit Request tab](#) will then be presented to allow you submit the request to the California Supreme Court.

To go directly to another tab to make corrections:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.



To print the DRAFT request:

Select the Print  button at the bottom left of the tab. The DRAFT request information is displayed in a separate window suitable for printing.



To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The prior tab is displayed.



Step 2.7: Submit the Request

The seventh and final tab in the Fixed Fee Payment Request Wizard is the Submit Request tab.

- The Submit Request tab validates your request. If all the necessary information was entered, you may submit your request electronically to the California Supreme Court.
- If any errors were encountered that prevent the request from being submitted, the errors will be displayed so that you may take corrective action. You may go directly to any prior tab to make corrections, and return to this tab to submit your corrected request.
- Once submitted, your request will be assigned an ID that can be used to track the request through completion. This ID will be printed on the printed version of the request. The status of the request can be tracked using the [Request History tab](#) on the [Home page](#). The request that was just submitted will be at the top of the request history list.
- After submitting the request, [a printable version of the request](#), including the necessary declarations, will be displayed in a separate window.
- After printing the document, there are steps which must be completed before the California Supreme Court can process it. Proceed to [Step 3: Complete the Request](#) for additional instructions.

[Home](#) | [Back](#) | [My Profile](#) | [Logout](#) | [?](#)

Request Fixed Fee Payment

SMITH, JOHN **S900002 - PEOPLE v. OWENS, BONDS & CLARK**

Request Info ✓ Fees ✓ Training ✓ Copying ✓ Payee ✓ Review Request ✓ **Submit Request ✓**

Congratulations! One final step to go!

Now that your entry is complete, this request can be submitted electronically to the California Supreme Court using the Submit button below.

After submitting the request, a printable version of the request, including the necessary declarations, will be displayed in a separate window.

Once submitted, your request will be assigned an ID that can be used to track the request through completion. This ID will be printed on the printed version of the request. The status of the request can be tracked using the Request History tab on the home page.

The following steps must be completed for the court to process your submitted request:

- Print the request.
- Sign and date the printed declaration pursuant to Penal Code section 1241.
- Provide proof of service on assisting counsel and any appointed associate counsel.
- Provide separate confidential declarations, if required.
- Provide a current status report, if required.
- Attach the necessary supporting documentation.
- Mail the hardcopy to the California Supreme Court address printed on the request.

Once the **signed copy** of the request is received, the California Supreme Court will begin processing your request.

Cancel << Previous Submit

1. Submit the Request to the California Supreme Court. If no errors are encountered, a printable version of the request is displayed in a separate window suitable for printing. Once printed, proceed to Step 3: Complete Request.

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The usage of this tab is described below.

To complete this tab:

1. Review the completion instructions and select the  button at the bottom right of the tab.
 - When the Submit button is selected, the request is validated. If all the necessary information was entered, the request is submitted electronically to the California Supreme Court.
 - If any errors were encountered that prevent the request from being submitted, the errors will be displayed so that you may take corrective action. You may go directly to any prior tab to make corrections, and return to this tab to submit your corrected request.
 - After submitting the request, a printable version of the request, including the necessary declarations, will be displayed in a separate window.
 - After printing the document, there are steps which must be completed before the California Supreme Court can process it. Proceed to [Step 3: Complete the Request](#) for additional instructions.

To go directly to another tab to make corrections:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To reprint the printable version of the request:

Select the  action icon from the [Request History section](#) of the [Home page](#). The request you just submitted should be at the top of the list.

Request History								
This section lists all requests previously submitted to and/or processed by the California Supreme Court. For each request, the available actions are indicated in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. More Information								
Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount	Paid Amount
	Fixed Fee	1197	S900002	PEOPLE v. OWENS, BONDS & CLARK	12-16-2008	New/Requires Review	80,000.00	0.00

When the  action icon is selected, the printable version of the request is displayed in .pdf format in a separate window. This option is available as the status of the request is "New/Requires Review." This option allows you to reprint the request submission document, if needed.

Step 3: Complete the Request

Once your Fixed Fee Payment Request has been submitted electronically and printed, **you must also complete the following steps** in order for your request to be processed by the California Supreme Court:

- Sign and date the printed declaration pursuant to Penal Code section 1241.
- Provide proof of service on assisting counsel and any appointed associate counsel.
- Provide separate confidential declarations, if required.
- Provide a current status report, if required.
- Attach the necessary supporting documentation.
- Mail the hardcopy to the California Supreme Court address printed on the request.

The above completion steps are provided on the final page of the printed document, for your convenience. Once your hardcopy request is completed and received by the California Supreme Court, the request will be processed.

Sample Fixed Fee Payment Request Document

Page 1

**FIXED FEE SERVICES AND EXPENSES COMPENSATION FORM FOR AUTOMATIC APPEALS
AND/OR RELATED STATE HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS**

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900002	AA Case Name:	PEOPLE v. OWENS, BONDS & CLARK
Request Date:	01-26-2009	ID:	1237

Attorney Fees and Expenses

	Amount
Fixed Fee Step	
3b Record Filed	26,670.00
4 Draft SOF/SOC, Guilt, Penalty, AOB Filed	53,320.00
Total Fees	79,990.00
Expense	
Training	456.50
Trial File Photocopying	25.56
Total Expenses	482.06
Total Fees and Expenses	\$80,472.06

Additional Note:
Thank you in advance for your speedy payment!

Page 2

**FIXED FEE SERVICES AND EXPENSES COMPENSATION FORM FOR AUTOMATIC APPEALS
AND/OR RELATED STATE HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS**

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900002	AA Case Name:	PEOPLE v. OWENS, BONDS & CLARK

Request Date:	01-26-2009	ID:	1237
---------------	------------	-----	------

Declaration pursuant to Penal Code section 1241

I, John Smith, was appointed by the Supreme Court of California as lead counsel in the above-entitled matter, and have completed the requisite tasks set forth in Fixed Fee Guideline 5 ("Progress Payments").

I have not received, nor have I been promised, any compensation for the above fees and expenses from any other source whatsoever.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed at: _____

Dated: _____

Signature: _____

Sample Fixed Fee Payment Request Document - Page 2

**FIXED FEE SERVICES AND EXPENSES COMPENSATION FORM FOR AUTOMATIC APPEALS
AND/OR RELATED STATE HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS**

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900002	AA Case Name:	PEOPLE v. OWENS, BONDS & CLARK

Request Date:	01-26-2009	ID:	1237
---------------	------------	-----	------

Additional Instructions:

- Sign the printed declaration pursuant to Penal Code section 1241.
- Provide proof of service on assisting counsel and any appointed associate counsel.
- Provide separate confidential declarations, if required.
- Provide current status report, if required.
- Mail printed request and additional supporting documentation to :

**Automatic Appeals Monitor
 California Supreme Court
 350 McAllister Street
 San Francisco, CALIFORNIA 94102-4797**

Sample Fixed Fee Payment Request Document - Page 3
(This page is for your use only and can be discarded)

REQUEST A TIME AND COST PAYMENT

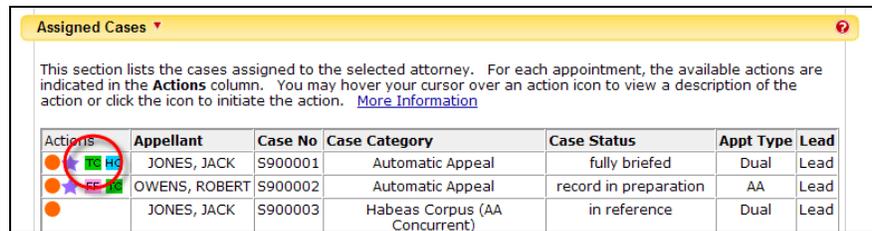
The Time and Cost Payment Request allows you to request compensation for services and general expenses for Automatic Appeals and/or related state Habeas Corpus/Executive Clemency proceedings. Please note, however, that Habeas Corpus/Executive Clemency *investigative* expenses are not requested using this wizard, but should be requested separately using a [Habeas Corpus/Executive Clemency Expense Reimbursement Request](#). Fixed Fee appointments should use a [Fixed Fee Payment Request](#) to request progress payments for services and expenses. All Time and Cost payment requests must be submitted by lead counsel using the automatic appeals case number.

Step 1: Select a Case

To initiate the Time and Cost Payment Request Wizard, a case or an existing draft request must first be selected:

To initiate a new request:

Select the  action icon from the [Assigned Cases section](#) of the [Home page](#).

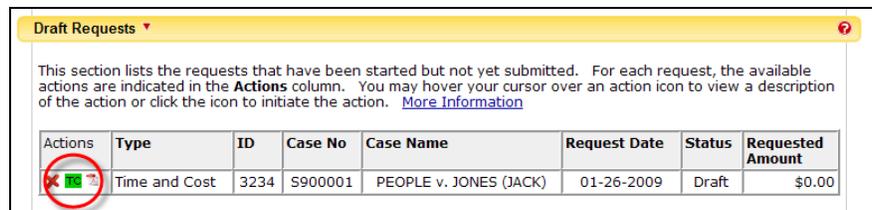


Actions	Appellant	Case No	Case Category	Case Status	Appt Type	Lead
	JONES, JACK	S900001	Automatic Appeal	fully briefed	Dual	Lead
	OWENS, ROBERT	S900002	Automatic Appeal	record in preparation	AA	Lead
	JONES, JACK	S900003	Habeas Corpus (AA Concurrent)	in reference	Dual	Lead

When the  action icon is selected, the Time and Cost Payment Request Wizard displays. [Proceed to Step 2: Submit a Request using the Time and Cost Payment Request Wizard.](#)

To complete a draft request which was started but not submitted:

Select the  action icon from the [Draft Requests section](#) of the [Home page](#).



Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount
	Time and Cost	3234	S900001	PEOPLE v. JONES (JACK)	01-26-2009	Draft	\$0.00

When the  action icon is selected, the Time and Cost Payment Request Wizard displays with the request information previously entered. [Proceed to Step 2: Submit a Request using the Time and Cost Payment Request Wizard.](#)

Step 2: Submit a Request using the Time and Cost Payment Request Wizard

The Time and Cost Payment Request Wizard will guide you, step-by-step, to collect the information needed to submit a Time and Cost payment request.

Use the **Next>>** button on the bottom of each page to step through the wizard. On the last page of the wizard, use the **Submit** button to submit the completed request to the California Supreme Court. Each step of the wizard is explained in detail below.

Step 2.1 Enter General Request Information

The first tab in the Time and Cost Payment Request Wizard is the Request Info tab. This tab collects general information for the request.

Note: Tabs that you have visited as you progress through the wizard will be noted with a check.

Request Time and Cost Payment

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info Fees Paralegal Expenses General Expenses Payee Review Request Submit Request

Welcome to the Time and Cost Payment Request Wizard! This wizard will walk you through the steps of submitting a Time and Cost Payment Request to the California Supreme Court. The Time and Cost Payment Request allows you to request compensation for services and general expenses for Automatic Appeals and/or related state Habeas Corpus/Executive Clemency proceedings by lead counsel using the automatic appeal case number. Please note, however, that Habeas Corpus/Executive Clemency *investigative* expenses are not requested using this wizard, but should be requested separately using a Habeas Corpus/Executive Clemency Expense Reimbursement Request. Fixed Fee appointments should use a Fixed Fee Payment Request to request progress payments for services and expenses.

Follow the instructions on each tab and hit the **Next>>** button at the bottom of the page to continue. At any time, you may cancel the request using the **Cancel** button, back up to a previous tab using the **<<Previous** button, or go directly to a tab by clicking the tab title. The final step in submitting a request to the California Supreme Court is to select the **Submit** button on the last tab. [More Information](#)

Please enter the billing period or click the calendar to choose dates related to this request:

From: To:

If this payment applies to a Habeas Corpus Petition Case, please select the Habeas Corpus Petition Case to which this payment applies: --Select HC Case No--

Please check if this is a final fee request:

If needed, enter explanatory notes to be included with your payment request (optional):

(500 max characters)

Cancel Next >>

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1. Enter general request information.

2. Select the Next button at the bottom right of the tab to continue to the next tab.

The usage of this tab is described below.

To complete this tab:

1. Enter general request information, including:
 - **Billing Period** - The time period that the services related to the requested hours were performed and/or expenses were incurred:
 - The billing period will determine the effective rates used to calculate the payment amount.
 - The billing period should not overlap with the billing period of any prior Time and Cost Payment Request.
 - Should your requested billing period overlap a date when a rate change became effective, the billing period is divided into separate rate periods; each rate period is associated with the rates effective at that time. You must enter requested hours for each rate period, so the correct rate is used to calculate the payment amount.
 - **Final Fee Request** - Indicates that this is the last payment request for the selected appointment:
 - For appellate counsel, this means the request is submitted after the court's opinion is final, unless either party files a petition for writ of certiorari, in which case it is the request submitted after counsel files the petition or opposition thereto, if that petition is denied.
 - For habeas corpus/executive clemency counsel, this means the request is submitted after execution or reversal of the judgment of death.
 - **Related Habeas Corpus/Executive Clemency** - Indicates that this payment request is related to activities performed for the selected habeas corpus/executive clemency case. This option is available only if there are related habeas corpus/evidentiary hearing cases associated with the selected automatic appeal.
 - **Note** - Optional explanatory note to be included with the payment request.
2. When you have finished your entry, select the Next >>  button at the bottom right of the tab to continue. The information entered is saved and the [Fees tab](#) will be presented to allow you to enter the hours you are requesting for appointed lead counsel, all appointed associate counsel, and all non-appointed supervised counsel.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The information entered is saved and the selected tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the [Home page](#).

Step 2.2: Enter Fees

The second tab in the Time and Cost Payment Request Wizard is the Fees tab. The Fees tab allows entry of hours for appointed lead counsel, all appointed associate counsel, and all non-appointed supervised counsel:

- The current Time and Cost total paid to date for this case/appellant are displayed at the top of the page, as well as information regarding your last Time and Cost progress payment.
- If the entered hours cause the total cumulative hours for the selected fee category to exceed the published benchmark, a warning will be displayed; you must provide a detailed explanation on the [Request Info](#) tab.

Supreme Court Appointed Counsel System
 ADMINISTRATIVE OFFICE OF THE COURTS

Request Time and Cost Payment

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info **Fees** Paralegal Expenses General Expenses Payee Review Request Submit Request

Note: Tabs that you have visited as you progress through the wizard will be noted with a check.

Home | Back | My Profile | Logout | ?

Enter the hours that you are requesting for appointed lead counsel, all appointed associate counsel, and all non-appointed supervised counsel. Attorney hours must be entered separately by rate period, fee category and timekeeper. [More Information](#)

To date, you have been paid \$454,838.64 of Time and Cost fees and \$34,326.79 of Time and Cost expenses for this case/appellant.

Rate Period: 10/01/2007 - 01/31/2009
 Fee Category: --Select One--
 Timekeeper: LAA - Lead Appointed Attorney
 Hours:
 Add To List

Rate Period	Fee Category	Timekeeper	Rate	Hours	Amount
10/01/2007 - 01/31/2009	2 - Record Correction & Augmentation	LAA - Lead Appointed Attorney	\$145.00	4.0	\$580.00
TOTAL				4.0	\$580.00

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1. Enter requested hours and select the Add to List button. You must enter hours separately for each rate period/fee category/timekeeper combination.

2. To remove attorney hours already entered, select the Delete from List button.

3. To update an item already entered, delete the item from the list and re-enter it.

4. Select the Next button at the bottom right of the tab to continue to the next tab.

The usage of this tab is described below.

To complete this tab:

- 1) Select the appropriate rate period, fee category, and timekeeper; enter requested hours and select the **Add to List**  button. You must enter hours separately for each rate period/fee category/timekeeper combination.
 - a) **Rate Period** - The rate period that the services related to the requested hours were performed:
 - i) The rate period will determine the effective rate used to calculate the payment amount for the hours entered.
 - ii) Should your requested billing period overlap a date when a rate change became effective, the billing period is divided into separate rate periods; each rate period is associated with the rates effective at that time. You must enter requested hours for each rate period, so the correct rate is used to calculate the payment amount.
 - b) **Fee Category** - Indicates the fee category associated with the entered hours:
 - i) For a detailed description of the scope and coverage of each fee and expense category, refer to the ["Description of Categories on the Cumulative Hours/Services and Expenses Compensation Form for Automatic Appeals and/or Related State Habeas Corpus/Executive Clemency Proceedings"](#) on the California Supreme Court website.
 - ii) Total cumulative hours for a fee category should not exceed the current published benchmarks, unless a detailed explanation is provided. Benchmarks are an estimate of the time an attorney experienced in the handling of criminal appeals might devote to the various stages of capital litigation. For the specific benchmarks of allowable hours per fee category, refer to part II.1.3. of the ["Payment Guidelines for Appointed Counsel Representing Indigent Criminal Appellants in the California Supreme Court"](#) on the California Supreme Court website.
 - iii) If the entered hours cause the total cumulative hours for the selected fee category to exceed the published benchmark, a warning will be displayed; you must provide a detailed explanation on the [Request Info tab](#).
 - iv) If a fee category of "Other" is selected, a description of the fee must be entered.
 - c) **Timekeeper** - The attorney who performed the services for the entered hours:
 - i) Timekeepers include appointed lead counsel, appointed associate counsel, and non-appointed supervised counsel.
 - ii) The selected timekeeper and rate period will determine the effective rate used to calculate the payment amount for the hours entered.
 - d) **Hours** - The hours provided performing services in the selected fee category, by the selected timekeeper, during the selected rate period:
 - i) Hours should be entered to the nearest tenth of an hour.
 - ii) If the entered hours cause the total cumulative hours for the selected fee category to exceed the published benchmark, a warning will be displayed; you must provide a detailed explanation on the [Request Info tab](#).
- 2) To remove attorney hours already entered, select the **Delete from List** button on the left of the list item.

Rate Period	Fee Category	Timekeeper	Rate	Hours
 10/01/2007 - 01/31/2009	2 - Record Correction & Augmentation	LAA - Lead Appointed Attorney	\$145.00	4.0
TOTAL				4.0

 Delete from List

- 3) To update an item already entered, delete the item from the list and re-enter it.
- 4) When you have finished your entry of attorney hours, select the Next>>  button at the bottom right of the tab to continue. The entered attorney hours are saved and the [Paralegal Expenses tab](#) is presented to allow you to request hours for paralegal services.

To go directly to another tab:



Select the tab by clicking the tab title, e.g. . The attorney hours are saved and the selected tab is displayed.

To return to the previous tab:



Select the <<Previous  button at the bottom right of the tab. The attorney hours are saved and the prior tab is displayed.

To cancel the request:



Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the [Home page](#).

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.3: Enter Paralegal Expenses

The third tab in the Time and Cost Payment Request Wizard is the Paralegal Expenses tab. The Paralegal Expenses tab allows entry of paralegal hours.

Supreme Court of California
SUPREME COURT APPOINTED COUNSEL SYSTEM
 ADMINISTRATIVE OFFICE OF THE COURTS

Request Time and Cost Payment

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info ✓ Fees ✓ **Paralegal Expenses** ✓ General Expenses Payee Review Request

Note: Tabs that you have visited as you progress through the wizard will be noted with a check.

Home | Back | My Profile | Logout | ?

Enter the paralegal expenses that you are requesting by entering the paralegal hours by rate period and fee category. [More Information](#)

Rate Period: 10/01/2007 - 01/31/2009 Fee Category: --Select One-- Rate: 40.00 Hours: Add To List

Rate Period	Fee Category	Timekeeper	Rate	Hours	Amount
10/01/2007 - 01/31/2009	3 - Other Motions/Requests/Applications	PLC - Paralegal/Law Clerk	\$40.00	5.0	\$200.00
TOTAL				5.0	\$200.00

Cancel Delete from List << Previous Next >>

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The usage of this tab is described below.

To complete this tab:

- 1) Select the appropriate rate period and fee category; enter the appropriate rate; enter requested hours and select the **Add to List** button. You must enter hours separately for each rate period/fee category/rate combination.
 - a) **Rate Period** - The rate period that the services related to the requested hours were performed:
 - i) The rate period will determine the effective rate used to calculate the payment amount for the hours entered.
 - ii) Should your requested billing period overlap a date when a rate change became effective, the billing period is divided into separate rate periods; each rate period is associated with the rates effective at that time. You must enter requested hours for each rate period, so the correct rate is used to calculate the payment amount.
 - b) **Fee Category** - Indicates the fee category associated with the entered hours:
 - i) For a detailed description of the scope and coverage of each fee and expense category, refer to the "[Description of Categories on the Cumulative Hours/Services and Expenses Compensation Form for Automatic Appeals and/or Related State Habeas Corpus/Executive Clemency Proceedings](#)" on the California Supreme Court website.
 - ii) If a fee category of "Other" is selected, a description of the fee must be entered.
 - c) **Rate** - **The hourly rate of the paralegal who provided the services.**
 - i) The maximum allowable hourly rate for a paralegal is provided by default.
 - ii) Enter the actual hourly rate paid; this rate may not exceed the maximum allowable hourly rate.
 - d) **Hours** - The hours provided performing services in the selected fee category, during the selected rate period:
 - i) Hours should be entered to the nearest tenth of an hour.
- 2) To remove paralegal hours already entered, select the **Delete from List** button on the left of the list item.

Rate Period	Fee Category	Rate	Hours	
10/01/2007 - 01/31/2009	--Select One--	40.00		Add To List
<input type="checkbox"/>	Rate Period	Fee Category	Timekeeper	Rate
<input checked="" type="checkbox"/>	10/01/2007 - 01/31/2009	3 - Other Motions/Requests/Applications	PLC - Paralegal/Law Clerk	\$40.00
				5.0
			TOTAL	5.0

- 3) To update an item already entered, delete the item from the list and re-enter it.
- 4) When you have finished your entry of paralegal hours, select the **Next >>** button at the bottom right of the tab to continue. The entered paralegal hours are saved and the **General Expenses tab** is presented to allow you to enter other types of expenses that you incurred, such as postage or travel expenses.

To return to the previous tab:

Select the **<< Previous** button at the bottom right of the tab. The paralegal hours are saved and the prior tab is displayed.

To cancel the request:

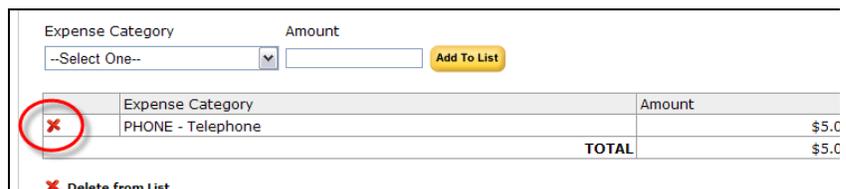
Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

To complete this tab:

- 1) Select a general expense category, enter the amount of the expense incurred related to that category, and select the **Add to List**  button. You must enter expenses separately for each expense category.
 - a) **Expense Category** - Indicates the general expense category associated with the entered amount:
 - i) General expenses include such allowable, non-investigation ("incidental") expenses, such as photocopying, postage and delivery, telephone, computerized legal research and travel costs.
 - ii) General expenses do not include supplies, word processing, overtime, or personal items for the appellant/petitioner.
 - iii) General expenses do not include habeas corpus investigation expenses. To request a payment for habeas corpus investigation expenses, please submit a separate Habeas Corpus/Executive Clemency Expense Reimbursement Request.
 - iv) If a general expense category of "Other" is selected, you must also provide a description of the requested expense.
 - v) For a detailed description of general expenses, refer to the ["Description of Categories on the Cumulative Hours/Services and Expenses Compensation Form for Automatic Appeals and/or Related State Habeas Corpus/Executive Clemency Proceedings"](#) on the California Supreme Court website.
 - vi) In addition, a detailed discussion of reimbursement for general expenses is included in memorandum ["Avoiding unnecessary delay in processing fee and expense applications and applications for reimbursement of habeas corpus investigation services and expenses"](#) on the California Supreme Court website.
 - b) **Amount** - The amount of the expense incurred related to the selected expense category.
- 2) To remove general expenses already entered, select the **Delete from List** button on the left of the list item.



Expense Category	Amount
--Select One--	<input type="text"/>
 Expense Category	
PHONE - Telephone	\$5.0
TOTAL	\$5.0



- 3) To update an item already entered, delete the item from the list and re-enter it.
- 4) When you have finished your entry of general expenses, select the **Next>>**  button at the bottom right of the tab to continue. The entered general expenses are saved and the [Payee tab](#) is presented to allow you to review the lead counsel payee name and address to whom the approved payment will be sent.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The general expenses are saved and the selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The general expenses are saved and the prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.5: Confirm the Payee Information

The fifth tab in the Time and Cost Payment Request Wizard is the Payee tab. The Payee tab allows you to review the lead counsel payee name and address to whom the approved payment will be sent:

- To receive a payment from the California Supreme Court, you must be set up as a valid lead counsel payee with the Administrative Office of the Courts (AOC).
- If you have already been set up as a valid payee, your current payee information is displayed.
- If you have more than one payee address on record with the AOC, all addresses available will be included in the address select list and the first address will be selected by default.
- The payment will be issued via warrant or direct deposit, depending upon the payment method established with the payee/address selected.
- If you are not set up as a valid payee or the payee information is not correct, your request cannot be completed. You should contact the Appointed Counsel Claims Administrator, **LORI RITTWEGER**, at **415-865-7012** or Lori.Rittweger@jud.ca.gov for assistance. Once you have been set up successfully as a valid payee with the correct information, your request can be completed. To complete the request at a later time, select the **Home** option at the top of the page. The request will remain in draft status and be listed on your [Home page](#), until the request is completed or cancelled.

Supreme Court Appointed Counsel System
ADMINISTRATIVE OFFICE OF THE COURTS

Note: Tabs that you have visited as you progress through the wizard will be noted with a check.

Request Time and Cost Payment

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info ✓ Fees ✓ Paralegal Expenses ✓ General Expenses ✓ **Payee ✓** Review Request Submit Request

To receive a payment from the California Supreme Court, you must be set up as a valid lead counsel payee with the Administrative Office of the Courts (AOC). If you have already been set up as a valid payee, your current payee information is displayed below. If you have more than one payee address on record with the AOC, select the correct address. The payment will be issued via warrant or direct deposit, depending upon the payment method established with the payee/address selected. Please verify that the selected information is correct. [More Information](#)

Payee: **JOHN SMITH**

Address: **99 Main Street, SANTA ROSA CA 95404**

This payee/address is set up to receive payments via **Warrant**.

Cancel << Previous Next >>

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1. Review the lead counsel payee name and address information to confirm that is correct.
2. If more than one lead counsel payee address is available, select the correct address for this payment.
3. Select the Next button at the bottom right of the tab to continue to the next tab.

The usage of this tab is described below.

To complete this tab:

4. Review the lead counsel payee name and address information to confirm that is correct.
5. If more than one lead counsel payee address is available, select the correct address for this payment.
6. When you have finished your review and selection, select the Next >>  button at the bottom right of the tab to continue. The payee information is saved and the [Review tab](#) will then be presented to allow you to review the Time and Cost Progress Payment Request information you have entered/selected prior to submission.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The payee information is saved and the selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The payee information is saved and the prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.6: Review the Request

The sixth tab in the Time and Cost Payment Request Wizard is the Review Request tab. The Review Request tab allows you to review the Time and Cost Progress Payment Request information you have entered/selected prior to submission to the California Supreme Court:

- It is important that you review the request information to verify that it is correct before you submit it. Once a request is submitted, you may not make changes to the request.
- If the information is incorrect, you may go directly to any prior tab to make corrections and return to this tab to review your changes.
- You may print the DRAFT request information, if desired. This is for your records only, as a final request document will be printed with the necessary declarations in the next step.

Supreme Court Appointed Counsel System
ADMINISTRATIVE OFFICE OF THE COURTS

Request Time and Cost Payment

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info ✓ Fees ✓ Paralegal Expenses ✓ General Expenses ✓ Payee ✓ **Review Request ✓** Submit Request

DRAFT

Note: Tabs that you have visited as you progress through the wizard will be noted with a checkmark.

1. Review the request information entered to verify that it is correct before you submit it. If the information is incorrect, you may go directly to any prior tab to make corrections and return to this tab to review your changes.

ID: 3234
Request Date: 01-26-2009
Billing Period: 01-01-2009 - 01-31-2009
AA Case: S900001 - PEOPLE v. JONES (JACK)
HC Case: S900003 - JONES (JACK) ON H.C.
Attorney: JOHN SMITH
Final Request? No
Payee: JOHN SMITH
 99 Main Street SANTA ROSA CA 95404

Requested For:

Name: JOHN SMITH	State Bar: CA 99999
Email: appeals@test.net	Phone: (707) 999-9999
Address: 199 Main Street, Santa Rosa CA 95404	
Firm Name: Attorney at Law	Fax: (707) 999-9999

Fees

Rate Period	Fee Category	Timekeeper	Rate	Hours	Amount
10/01/2007 - 01/31/2009	2 - Record Correction & Augmentation	LAA - Lead Appointed Attorney	\$145.00	5.00	\$725.00
Total Fees					5.00 \$725.00

Paralegal Expenses

Rate Period	Fee Category	Timekeeper	Rate	Hours	Amount
10/01/2007 - 01/31/2009	3 - Other Motions/Requests/Applications	PLC - Paralegal/Law Clerk	\$40.00	5.00	\$200.00
Total Paralegal Expenses					5.00 \$200.00

Other General Services and Expenses

Expense Category	Amount
PHONE - Telephone	\$5.00
Total Expenses	\$5.00

Total Fees and Expenses \$930.00

Note:
 Thanks in advance for your prompt payment!

(500 max characters)

2. Optionally, print the draft copy of the request (for your records only).

3. Select the Next button at the bottom right of the tab to continue to the next tab.

Print << Previous Next >>

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The usage of this tab is described below.

To complete this tab:

- 1) Review the request information to verify that it is correct before you submit it. If the information is incorrect, you may go directly to any prior tab to make corrections and return to this tab to review your changes.
- 2) Print the DRAFT request information, if desired. This is for your records only, as a final request document will be printed with the necessary declarations in the next step. When the Print button is selected, the DRAFT request information is displayed in a separate window suitable for printing.
- 3) When you have finished your review, select the Next >>



button at the bottom right of the tab to continue. The [Submit Request tab](#) will then be presented to allow you submit the request to the California Supreme Court.

To go directly to another tab to make corrections:

Select the tab by clicking the tab title, e.g. The selected tab is displayed.



To print the DRAFT request:

Select the Print  button at the bottom left of the tab. The DRAFT request information is displayed in a separate window suitable for printing.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The prior tab is displayed.

Step 2.7: Submit the Request

The seventh and final tab in the Time and Cost Payment Request Wizard is the Submit Request tab.

- The Submit Request tab validates your request. If all the necessary information was entered, you may submit your request electronically to the California Supreme Court.
- If any errors were encountered that prevent the request from being submitted, the errors will be displayed so that you may take corrective action. You may go directly to any prior tab to make corrections and return to this tab to submit your corrected request.
- Once submitted, your request will be assigned an ID that can be used to track the request through completion. This ID will be printed on the printed version of the request. The status of the request can be tracked using the [Request History tab](#) on the [Home page](#). The request that was just submitted will be at the top of the request history list.
- After submitting the request, a printable version of the request, including the necessary declarations, will be displayed in a separate window.
- After printing the document, there are steps which must be completed before the California Supreme Court can process it. Proceed to [Step 3: Complete the Request](#) for additional instructions.

[Home](#) | [Back](#) | [My Profile](#) | [Logout](#) |

Request Time and Cost Payment

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info ✓
Fees ✓
Paralegal Expenses ✓
General Expenses ✓
Payee ✓
Review Request ✓
Submit Request

Congratulations! One final step to go!

Now that your entry is complete, this request can be submitted electronically to the California Supreme Court using the Submit button below.

Once submitted, your request will be assigned an ID that can be used to track the request through completion. The status of your request can be tracked using the Request History tab on the home page.

After submitting the request, a printable version of the request including the necessary declarations will be displayed in a separate window. To complete the request, you must:

- Print the request.
- Sign and date the printed declaration pursuant to Penal Code section 1241.
- Provide a current status report, if required.
- Provide an original and one copy.
- Mail the printed request and additional supporting documentation.

Once the signed copy of the request is received, the California Supreme Court will begin processing your request.

Cancel
<< Previous
Submit

1. Submit the Request to the California Supreme Court. If no errors are encountered, a printable version of the request is displayed in a separate window suitable for printing. Once printed, proceed to Step 3: Complete Request.

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The usage of this tab is described below.

To complete this tab:

- 1) Review the completion instructions and select the  button at the bottom right of the tab.
 - a) When the Submit button is selected, the request is validated. If all the necessary information was entered, the request is submitted electronically to the California Supreme Court.
 - b) If any errors were encountered that prevent the request from being submitted, the errors will be displayed so that you may take corrective action. You may go directly to any prior tab to make corrections and return to this tab to submit your corrected request.
 - c) After submitting the request, a printable version of the request, including the necessary declarations, will be displayed in a separate window.
 - d) After printing the document, there are steps which must be completed before the California Supreme Court can process it. [Proceed to Step 3: Complete the Request](#) for additional instructions.

To go directly to another tab to make corrections:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To reprint the printable version of the request:

Select the  action icon from the [Request History section](#) of the [Home page](#). The request you just submitted should be at the top of the list.

Request History								
This section lists all requests previously submitted to and/or processed by the California Supreme Court. For each request, the available actions are indicated in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. More Information								
Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount	Paid Amount
	Time and Cost	3234	S900001	PEOPLE v. JONES (JACK)	01-26-2009	New/Requires Review	930.00	0.00

When the  action icon is selected, the printable version of the request is displayed in .pdf format in a separate window. This option is available as the status of the request is "New/Requires Review." This option allows you to reprint the request submission document, if needed.

Step 3: Complete the Request

Once your Time and Cost Payment Request has been submitted electronically and printed, **you must also complete the following steps** in order for your request to be processed by the California Supreme Court:

- Sign and date the printed declaration pursuant to Penal Code section 1241.
- Provide a current status report, if required.
- Provide an original and one copy.
- Attach the necessary supporting documentation.
- Mail the hardcopy to the California Supreme Court address printed on the request.

The above completion steps are provided on the final page of the printed document, for your convenience. Once your hardcopy request is completed and received by the California Supreme Court, the request will be processed.

Sample Time and Cost Payment Request Document

Page 1

**TIME AND COST SERVICES AND EXPENSES COMPENSATION FORM FOR
AUTOMATIC APPEALS AND/OR RELATED STATE HABEAS CORPUS/EXECUTIVE
CLEMENCY PROCEEDINGS**

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900001	AA Case Name:	PEOPLE v. JONES (JACK)
HC Case No:	S900003	HC Case Name:	JONES (JACK) ON H.C.
Billing Period:	01-01-2009 through 01-31-2009	Final Fee Request:	No
Request Date:	01-26-2009	ID:	3234

CATEGORY	HOURS ON THIS REQUEST				CUMULATIVE HOURS (including this request)			
	LEAD APPTD ATTY	ASSOC APPTD ATTY	NONAPPTD ATTY	PARALEGAL/ LAW CLERK	LEAD APPTD ATTY	ASSOC APPTD ATTY	NONAPPTD ATTY	PARALEGAL/ LAW CLERK
1a. Appellate Counsel's Reading of the Record & Producing Computerized Transcript Notes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____	_____
1b. Appellate Counsel's List of Potentially Meritorious Habeas Corpus Issues	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____	_____
1c. Evidence Preservation by Appellate Counsel for the Use of Separate Habeas Corpus Counsel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____	_____
1d. Record Review	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	811.3	299.9		256.3
2. Record Correction & Augmentation	5.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	57.0	69.4	6.0	49.0
3. Other Motions/Requests/Applications	<input type="text"/>	<input type="text"/>	<input type="text"/>	5.0	82.0	24.9	13.1	5.0
4. 60-day Status Reports	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	81.2	23.8		
5. Research & Write Opening Brief	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	522.0	333.2		155.8
6. Research & Write Reply Brief	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	193.6	21.3	25.1	7.0
7. Research & Write Supp. Brief(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.7	1.5		
8. Investigate & Write Habeas Corpus Petition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	422.9	464.8		133.7
9a. Reply to Informal Response to Habeas Corpus Petition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	37.2	7.7		17.5
9b. Traverse to Return to OSC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	32.1	15.8		
10a. Evidentiary Hearing Preparation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____	_____
10b. Evidentiary Hearing Presentation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____	_____
10c. Post-hearing Litigation Before the Referee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	_____	_____	_____

**TIME AND COST SERVICES AND EXPENSES COMPENSATION FORM FOR
AUTOMATIC APPEALS AND/OR RELATED STATE HABEAS CORPUS/EXECUTIVE
CLEMENCY PROCEEDINGS**

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900001	AA Case Name:	PEOPLE v. JONES (JACK)
HC Case No:	S900003	HC Case Name:	JONES (JACK) ON H.C.
Billing Period:	01-01-2009 through 01-31-2009	Final Fee Request:	No
Request Date:	01-26-2009	ID:	3234

CATEGORY	HOURS ON THIS REQUEST				CUMULATIVE HOURS (including this request)			
	LEAD APPTD ATTY	ASSOC APPTD ATTY	NONAPPTD ATTY	PARALEGAL/ LAW CLERK	LEAD APPTD ATTY	ASSOC APPTD ATTY	NONAPPTD ATTY	PARALEGAL/ LAW CLERK
10d. Post-hearing Briefs in Supreme Court								
11. Oral Argument (prepare & argue)					0.6			
12. Post-oral Argument Representation								
13. Rehearing Petition or Opposition								
14a. Certiorari Petition or Opposition								
14b. Representation in U.S. Supreme Court After Grant of Certiorari								
15. Client Communication/Visits					139.5	40.4		33.2
16. Travel					176.0	61.7		21.6
17. Other CAP Training						4.8		
Other Investigative work					3.0			
Other Medical/conditions						9.9		
Other Miscellaneous								1.6
Other communication					49.2	144.8		5.0
Other OSC					2.2			
Other witness communication					1.5			
17a. Trial Court Proceedings to Set Execution Date								
17b. Habeas Corpus Counsel's Executive Clemency Representation								1.9
18. TOTAL HOURS	5.0			5.0	2,612.0	1,523.9	44.2	687.5

Note: Detailed activity logs for all requested hours are appended to this form: YES

**TIME AND COST SERVICES AND EXPENSES COMPENSATION FORM FOR
AUTOMATIC APPEALS AND/OR RELATED STATE HABEAS CORPUS/EXECUTIVE
CLEMENCY PROCEEDINGS**

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900001	AA Case Name:	PEOPLE v. JONES (JACK)
HC Case No:	S900003	HC Case Name:	JONES (JACK) ON H.C.
Billing Period:	01-01-2009 through 01-31-2009	Final Fee Request:	No
Request Date:	01-26-2009	ID:	3234

	Attorney Fees and Services and Expenses <i>(This request only)</i>	Cumulative Attorney Fees and Services and Expenses <i>(Including this request)</i>
19. TOTAL ATTORNEY FEES	\$725.00	\$422,129.85
20. General Services and Expenses		
(1) General Expenses	\$5.00	\$102.24
(2) General Paralegal/Law Clerk	\$200.00	\$960.50
(3) Other General Services and Expenses:		
Total General Services and Expenses	\$205.00	\$1,062.74
TOTAL ATTORNEY FEES AND SERVICES AND EXPENSES	\$930.00	\$423,192.59

Note: An original and a copy of your itemized expenses, entitled "General Services and Expenses Reimbursement"

Request, are appended to this form: YES

Additional Note:

Thanks in advance for your prompt payment!

Declaration pursuant to Penal Code section 1241

I, John Smith, was appointed by the Supreme Court of California as lead counsel in the above-entitled matter. The figures set forth above represent the hours and expenses incurred in the discharge of my duties under this appointment.

I have not received, nor have I been promised, any compensation for the above hours and expenses from any other source whatsoever.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed at: _____

Dated: _____

Signature: _____

TIME AND COST SERVICES AND EXPENSES COMPENSATION FORM FOR AUTOMATIC APPEALS AND/OR RELATED STATE HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS			
Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900001	AA Case Name:	PEOPLE v. JONES (JACK)
HC Case No:	S900003	HC Case Name:	JONES (JACK) ON H.C.
Billing Period:	01-01-2009 through 01-31-2009	Final Fee Request:	No
Request Date:	01-26-2009	ID:	3234

Additional Instructions:

- Sign and date the printed declaration pursuant to Penal Code section 1241.
- Provide a current status report, if required.
- Provide an original and one copy.
- Mail printed request and additional supporting documentation to :

Appointed Counsel Claims Administrator
California Supreme Court
350 McAllister Street
San Francisco, CALIFORNIA 94102-4797

Sample Time and Cost Payment Request Document - Page 4
(This page is for your use only and can be discarded)

REQUEST A HC/EC EXPENSE REIMBURSEMENT

The Habeas Corpus/Executive Clemency (HC/EC) Expense Reimbursement Request Wizard walks you through the steps of submitting a Habeas Corpus/Executive Clemency expense reimbursement request to the California Supreme Court. A Habeas Corpus/Executive Clemency expense reimbursement request allows you to request *investigative* expenses, previously requested on the Cumulative Hours/Services and Expenses Compensation Form for Automatic Appeals and/or Related State Habeas Corpus/Executive Clemency Proceedings. All Habeas Corpus/Executive Clemency expense reimbursement requests must be submitted by lead counsel using the automatic appeals case number.

Step 1: Select a Case

To initiate the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard, a case or an existing draft request must first be selected:

To initiate a new request:

Select the **HC** action icon from the [Assigned Cases section](#) of the [Home page](#).

Actions	Appellant	Case No	Case Category	Case Status	Appt Type	Lead
	JONES, JACK	S900001	Automatic Appeal	fully briefed	Dual	Lead
	OWENS, ROBERT	S900002	Automatic Appeal	record in preparation	AA	Lead
	JONES, JACK	S900003	Habeas Corpus (AA)	in reference	Dual	Lead

When the **HC** action icon is selected, the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard displays. Proceed to [Step 2: Submit a Request using the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard](#).

To complete a draft request which was started but not submitted:

Select the **HC** action icon from the [Draft Requests section](#) of the [Home page](#).

Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount
	HC/EC Expenses	749	S900001	PEOPLE v. JONES (JACK)	01-26-2009	Draft	\$0.00

When the **HC** action icon is selected, the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard displays with the request information previously entered. Proceed to [Step 2: Submit a Request using the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard](#).

Step 2: Submit a Request using the HC/EC Expense Reimbursement Request Wizard

The Habeas Corpus/Executive Clemency (HC/EC) Expense Reimbursement Request Wizard will guide you, step-by-step, to collect the information needed to submit a Habeas Corpus/Executive Clemency expense reimbursement request.

Use the **Next>>** button on the bottom of each page to step through the wizard. On the last page of the wizard, use the **Submit** button to submit the completed request to the California Supreme Court. Each step of the wizard is explained in detail below.

Step 2.1 Enter General Request Information

The first tab in the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard is the Request Info tab. This tab collects general information for the request.

The usage of this tab is described below.

To complete this tab:

1. Enter general request information, including:
 - a. **Note** - Optional explanatory note included with the payment request.
2. When you have finished your entry, select the Next >>  button at the bottom right of the tab to continue. The information entered is saved and the [Investigative Expenses tab](#) is presented to allow you to enter the Habeas Corpus/Executive Clemency *investigative* expenses that you incurred for paralegal, investigator, and expert services.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The information entered is saved and the selected tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the [Home page](#).

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.2: Enter Investigative Expenses

The second tab in the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard is the Investigative Expenses tab. The Investigative Expenses tab allows you to enter the Habeas Corpus/Executive Clemency *investigative* expenses that you incurred for paralegal/law clerks, investigator, and expert services:

- This request does not provide for paralegal or law clerk expenses that are not related to habeas corpus investigation. To request paralegal or law clerk expenses that are not related to habeas corpus investigation, a [Time and Cost Payment Request](#) or [Fixed Fee Payment Request](#) should be submitted.
- The current habeas corpus/executive clemency investigative expenses paid to date for this case/appellant are displayed at the top of the page.
- If all allowable Habeas Corpus/Executive Clemency expenses have been reimbursed, this reimbursement request cannot be completed. To remove it from your pending request list on the [Home page](#), the request must be cancelled. The request can be cancelled either by using the Cancel button on this tab or from the [Home page](#).

Supreme Court Appointed Counsel System
ADMINISTRATIVE OFFICE OF THE COURTS

Request Habeas Corpus/Executive Clemency Expense Reimbursement

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info Investigative Expenses Other Expenses Payee Review Request Submit Request

Note: Tabs that you have visited as you progress through the wizard will be noted with a check.

Home | Back | My Profile | Logout | ?

Enter the paralegal, investigator and/or expert expenses incurred. [More Information](#)

To date, \$28,150.00 has been paid for Habeas Corpus/Executive Clemency expenses on behalf of this case/appellant. [View Request History](#)

Type	Requested Amount
Paralegal	<input type="text" value="0.00"/>
Investigator	<input type="text" value="0.00"/>
Expert	<input type="text" value="0.00"/>
Total:	\$0.00

Cancel << Previous Next >>

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1. Enter the amount of expense incurred for each type of investigative expense, investigator, paralegal or expert.

2. Select the Next button at the bottom right of the tab to continue to the next tab.

The usage of this tab is described below.

To complete this tab:

1. Enter the amount of expense incurred for each type of investigative expense, investigator, paralegal or expert.
2. When you have finished your selection, select the Next >>  button at the bottom right of the tab to continue. The investigative expenses entered are saved and the Other Expenses tab is presented to allow other investigative expenses incurred.

To view the payment history for this case appellant:

Select the Payment History link [View Request History](#). The Payment History information will display in a separate window suitable for printing.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The investigative expenses entered are saved and the selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The investigative expenses entered are saved and the prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the [Home page](#).

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.3: Enter Other Expenses

The third tab in the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard is the Other Expenses tab. The Other Expenses tab allows you to enter any other habeas corpus/executive clemency expenses for reimbursement:

- Other Expenses include any habeas corpus expenses not covered by the Investigative Expenses tab.
- If all allowable expenses have been reimbursed, this reimbursement request cannot be completed. To remove it from your pending request list on the Home page, the request must be cancelled. The request can be cancelled either by using the Cancel button on this tab or from the Home page.

Supreme Court Appointed Counsel System
Administrative Office of the Courts

Request Habeas Corpus/Executive Clemency Expense Reimbursement

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info ✓ Investigative Expenses ✓ **Other Expenses ✓** Payee Review Request Submit Request

Enter any other habeas corpus/executive clemency investigative expenses that do not fit in the categories available on the Investigative Expenses tab. A description of the expense must be provided for each expense item entered. To add an expense to the list, enter the expense description and amount below, and select the **Add to List** button. To remove an expense from the list, select the **Delete from List** button next to the item to be removed. [More Information](#)

Expense Category	Amount
--Select One--	
Travel	\$123.34
TOTAL	\$123.34

1. Select an expense category and enter the amount of the expense incurred related to that category, and select the **Add to List** button.

2. To remove other expenses already entered, select the **Delete from List** button.

3. To update an item already entered, delete the item from the list and re-enter it.

4. Select the **Next >>** button at the bottom right of the tab to continue to the next tab.

Cancel << Previous Next >>

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The usage of this tab is described below.

To complete this tab:

1. Enter any habeas corpus expenses not covered by the [Investigative Expenses tab](#)
2. When you have finished your entry, select the Next >>  button at the bottom right of the tab to continue. The other expenses are saved and the [Payee tab](#) is presented to allow you to review the lead counsel payee name and address to whom the approved payment will be sent.

To go directly to another tab:

Select the tab by clicking the tab title, e.g.  . The other expenses are saved and the selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The other expenses are saved and the prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.4: Confirm the Payee Information

The fourth tab in the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard is the Payee tab. The Payee tab allows you to review the lead counsel payee name and address to whom the approved payment will be sent:

- To receive a payment from the California Supreme Court, you must be set up as a valid lead counsel payee with the Administrative Office of the Courts (AOC).
- If you have already been set up as a valid payee, your current payee information is displayed.
- If you have more than one payee address on record with the AOC, all addresses available will be included in the address select list and the first address will be selected by default.
- The payment will be issued via warrant or direct deposit, depending upon the payment method established with the payee/address selected.
- If you are not set up as a valid payee or the payee information is not correct, your request cannot be completed. You should contact the Appointed Counsel Claims Administrator, **LORI RITTWEGER**, at **415-865-7012** or Lori.Rittweger@jud.ca.gov for assistance. Once you have been set up successfully as a valid payee with the correct information, your request can be completed. To complete the request at a later time, select the **Home** option at the top of the page. The request will remain in draft status and be listed on your [Home page](#), until the request is completed or cancelled.



The usage of this tab is described below.

To complete this tab:

1. Review the lead counsel payee name and address information to confirm that is correct.
2. If more than one lead counsel payee address is available, select the correct address for this payment.
3. When you have finished your review and selection, select the Next>>  button at the bottom right of the tab to continue. The payee information is saved and the [Review tab](#) will then be presented to allow you to review the Habeas Corpus/Executive Clemency Expense Reimbursement Request information you have entered/selected prior to submission.

To go directly to another tab:

Select the tab by clicking the tab title, e.g.  . The payee information is saved and the selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The payee information is saved and the prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To get additional help with this tab:

Select the [More Information](#) link at the top of the tab. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.5: Review the Request

The fifth tab in the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard is the Review Request tab. The Review Request tab allows you to review the Habeas Corpus/Executive Clemency Expense Reimbursement Request information you have entered/selected prior to submission to the California Supreme Court:

- It is important that you review the request information to verify that it is correct before you submit it. Once a request is submitted, you may not make changes to the request.
- If the information is incorrect, you may go directly to any prior tab to make corrections, and return to this tab to review your changes.
- You may print the DRAFT request information, if desired. This is for your records only, as a final request document will be printed with the necessary declarations in the next step.

SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

Note: Tabs that you have visited as you progress through the wizard will be noted with a check.

Home | Back | My Profile | Logout

Request Habeas Corpus/Executive Clemency Expense Reimbursement

SMITH, JOHN S900001 - PEOPLE v. JONES (JACK)

Request Info ✓ Investigative Expenses ✓ Other Expenses ✓ Payee ✓ **Review Request ✓** Submit Request

DRAFT

ID: 749
Request Date: 01-26-2009
AA Case: S900001 - PEOPLE v. JONES (JACK)
Attorney: JOHN SMITH
Payee: JOHN SMITH
99 Main Street SANTA ROSA CA 95404

Requested For:

Name: JOHN SMITH	State Bar: CA 99999
Email: appeals@test.net	Phone: (707) 999-9999
Address: 199 Main Street, Santa Rosa, CA 95404	
Firm Name: Attorney at Law	Fax: (707) 999-9999

1. Review the request information entered to verify that it is correct before you submit it. If the information is incorrect, you may go directly to any prior tab to make corrections, and return to this tab to review your changes.

Investigative Expenses	Requested Amount
Paralegal	220.00
Investigator	45.00
Expert	1,345.55
Total Investigative Expenses	\$1,610.55

Other Investigative Expenses	Requested Amount
Travel	123.34
Total Other Investigative Expenses	\$123.34

Total Expenses **\$1,733.89**

Note:
Thank you in advance for your speedy payment!

(500 max characters)

2. Optionally, print the draft copy of the request (for your records only).

Print << Previous Next >>

3. Select the Next button at the bottom right of the tab to continue to the next tab.

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The usage of this tab is described below.

To complete this tab:

1. Review the request information to verify that it is correct before you submit it. If the information is incorrect, you may go directly to any prior tab to make corrections, and return to this tab to review your changes.
2. Print the DRAFT request information, if desired. This is for your records only, as a final request document will be printed with the necessary declarations in the next step. When the Print button is selected, the DRAFT request information is displayed in a separate window suitable for printing.
3. When you have finished your review, select the Next >>



button at the bottom right of the tab to continue. The [Submit Request tab](#) will then be presented to allow you submit the request to the California Supreme Court.

To go directly to another tab to make corrections:

Select the tab by clicking the tab title, e.g. The selected tab is displayed.



To print the DRAFT request:

Select the Print  button at the bottom left of the tab. The DRAFT request information is displayed in a separate window suitable for printing.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The prior tab is displayed.

Step 2.6: Submit the Request

The sixth and final tab in the Habeas Corpus/Executive Clemency Expense Reimbursement Request Wizard is the Submit Request tab.

- The Submit Request tab validates your request. If all the necessary information was entered, you may submit your request electronically to the California Supreme Court.
- If any errors were encountered that prevent the request from being submitted, the errors will be displayed so that you may take corrective action. You may go directly to any prior tab to make corrections and return to this tab to submit your corrected request.
- Once submitted, your request will be assigned an ID that can be used to track the request through completion. This ID will be printed on the printed version of the request. The status of the request can be tracked using the [Request History tab](#) on the [Home page](#). The request that was just submitted will be at the top of the request history list.
- After submitting the request, a printable version of the request, including the necessary declarations, will be displayed in a separate window.
- After printing the document, there are steps which must be completed before the California Supreme Court can process it. Proceed to [Step 3: Complete the Request](#) for additional instructions.



SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

[Home](#) | [Back](#) | [My Profile](#) | [Logout](#) | 

Request Habeas Corpus/Executive Clemency Expense Reimbursement

SMITH, JOHN
S900001 - PEOPLE v. JONES (JACK)

Request Info 

Investigative Expenses 

Other Expenses 

Payee 

Review Request 

Submit Request 



Congratulations! One final step to go!

Now that your entry is complete, this request can be submitted electronically to the California Supreme Court using the Submit button below.

After submitting the request, a printable version of the request, including the necessary declarations, will be displayed in a separate window.

Once submitted, your request will be assigned an ID that can be used to track the request through completion. This ID will be printed on the printed version of the request. The status of the request can be tracked using the Request History tab on the home page.

The following steps must be completed for the court to process your submitted request:

- Print the request.
- Sign and date the printed declaration pursuant to Penal Code section 1241.
- Provide a current status report, if required.
- Mail the hardcopy to the California Supreme Court address printed on the request.

Once the **signed copy** of the request is received, the California Supreme Court will begin processing your request.

Cancel

<< Previous

Submit 

1. Submit the Request to the California Supreme Court. If no errors are encountered, a printable version of the request is displayed in a separate window suitable for printing. Once printed, proceed to Step 3: Complete Request.

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The usage of this tab is described below.

To complete this tab:

2. Review the completion instructions and select the  button at the bottom right of the tab.
 - When the Submit button is selected, the request is validated. If all the necessary information was entered, the request is submitted electronically to the California Supreme Court.
 - If any errors were encountered that prevent the request from being submitted, the errors will be displayed so that you may take corrective action. You may go directly to any prior tab to make corrections and return to this tab to submit your corrected request.
 - After submitting the request, a printable version of the request, including the necessary declarations, will be displayed in a separate window.
 - After printing the document, there are steps which must be completed before the California Supreme Court can process it. Proceed to [Step 3: Complete the Request](#) for additional instructions.

To go directly to another tab to make corrections:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.

To return to the previous tab:

Select the <<Previous  button at the bottom right of the tab. The prior tab is displayed.

To cancel the request:

Select the Cancel  button at the bottom left of the tab. The request is cancelled and you are returned to the Home page.

To reprint the printable version of the request:

Select the  action icon from the [Request History section](#) of the [Home page](#). The request you just submitted should be at the top of the list.

Request History								
This section lists all requests previously submitted to and/or processed by the California Supreme Court. For each request, the available actions are indicated in the Actions column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. More Information								
Actions	Type	ID	Case No	Case Name	Request Date	Status	Requested Amount	Paid Amount
	HC/EC Expenses	749	S900001	PEOPLE v. JONES (JACK)	01-26-2009	New/Requires Review	1,733.89	0.00

When the  action icon is selected, the printable version of the request is displayed in .pdf format in a separate window. This option is available as the status of the request is "New/Requires Review." This option allows you to reprint the request submission document, if needed.

Step 3: Complete the Request

Once your Habeas Corpus/Executive Clemency Expense Reimbursement Request has been submitted electronically and printed, **you must also complete the following steps** in order for your request to be processed by the California Supreme Court:

- Sign and date the printed declaration pursuant to Penal Code section 1241.
- Provide a current status report, if required.
- Mail the hardcopy to the California Supreme Court address printed on the request.

The above completion steps are provided on the final page of the printed document, for your convenience. Once your hardcopy request is completed and received by the California Supreme Court, the request will be processed.

Sample HC/EC Expense Reimbursement Request Document

Page 1

HABEAS CORPUS / EXECUTIVE CLEMENCY EXPENSE COMPENSATION FORM

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900001	AA Case Name:	PEOPLE v. JONES (JACK)
Request Date:	01-26-2009	ID:	749

Investigative Expenses

	Amount
Paralegal	220.00
Investigator	45.00
Expert	1,345.55
Total Investigative Expenses	1,610.55
Other - Travel	123.34
Total Other Investigative Expenses	123.34
Total Expenses	\$1,733.89

Additional Note:

Thank you in advance for your speedy payment!

Page 2

HABEAS CORPUS / EXECUTIVE CLEMENCY EXPENSE COMPENSATION FORM

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900001	AA Case Name:	PEOPLE v. JONES (JACK)

Request Date:	01-26-2009	ID:	749
---------------	------------	-----	-----

Declaration pursuant to Penal Code section 1241

I, John Smith, was appointed by the Supreme Court of California as lead counsel in the above-entitled matter. The figures set forth above represent the habeas corpus investigative services and expenses incurred in the discharge of my duties under this appointment.

I have not received, nor have I been promised, any compensation for the above services and expenses from any other source whatsoever.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed at: _____

Dated: _____

Signature: _____

Sample HC/EC Expense Reimbursement Request Document - Page 2

HABEAS CORPUS / EXECUTIVE CLEMENCY EXPENSE COMPENSATION FORM

Attorney:	John Smith	State Bar:	CA 99999
AA Case No:	S900001	AA Case Name:	PEOPLE v. JONES (JACK)

Request Date:	01-26-2009	ID:	749
---------------	------------	-----	-----

Additional Instructions:

- Sign the printed declaration pursuant to Penal Code section 1241.
- Provide current status report, if required.
- Mail printed request and additional supporting documentation to :

Appointed Counsel Claims Administrator
California Supreme Court
350 McAllister Street
San Francisco, CALIFORNIA 94102-4797

Sample HC/EC Expense Reimbursement Request Document - Page 3
(This page is for your use only and can be discarded)

SUBMIT AN APPLICATION FOR APPOINTMENT

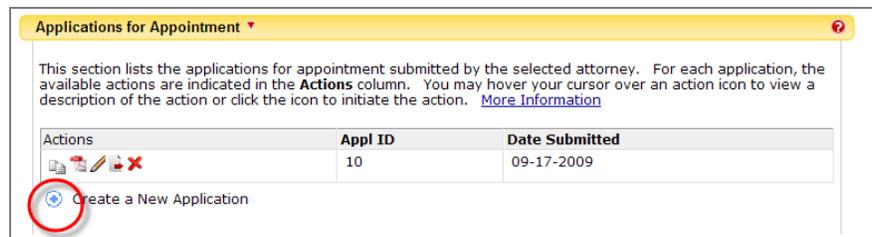
The Application for Appointment Wizard walks you through the steps of submitting an Application for Appointment to Capital Appeal and/or Related Habeas Corpus Executive Clemency Proceedings to the California Supreme Court.

Step 1: Initiate the Application for Appointment Wizard

To initiate the Application for Appointment Wizard:

To create a new application from scratch:

Select the  action icon from the [Applications for Appointment](#) section of the [Home page](#).



Applications for Appointment

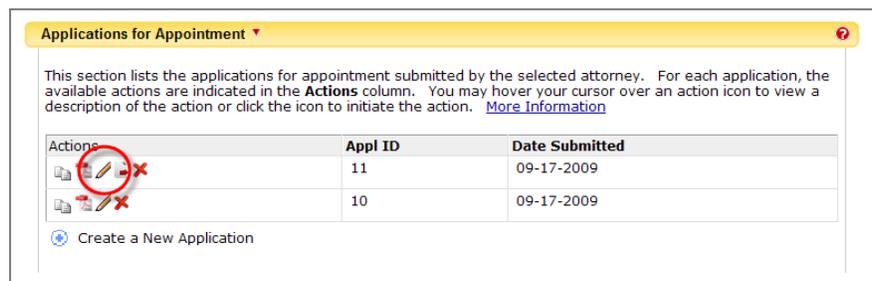
This section lists the applications for appointment submitted by the selected attorney. For each application, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. [More Information](#)

Actions	Appl ID	Date Submitted
 Create a New Application	10	09-17-2009

When the  action icon is selected, the Application for Appointment Wizard displays. Proceed to [Step 2: Enter an Application for Appointment using the Application for Appointment Wizard](#).

To complete an application that was started, but not submitted:

Select the  action icon next to the application that you want to edit from the [Applications for Appointment](#) section of the [Home page](#).



Applications for Appointment

This section lists the applications for appointment submitted by the selected attorney. For each application, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. [More Information](#)

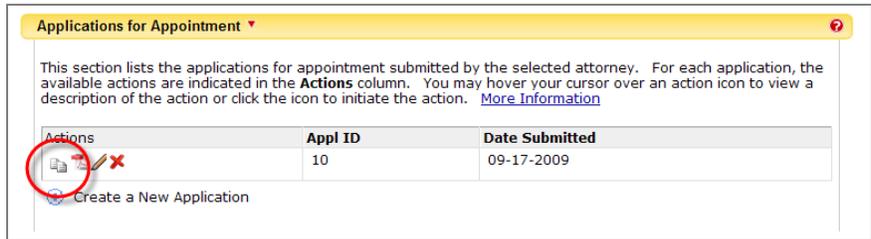
Actions	Appl ID	Date Submitted
	11	09-17-2009
	10	09-17-2009

 Create a New Application

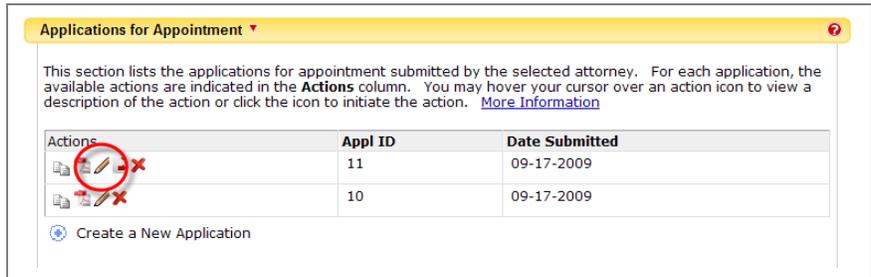
When the  action icon is selected, the Application for Appointment Wizard displays with the application information previously entered. Proceed to [Step 2: Enter an Application for Appointment using the Application for Appointment Wizard](#).

To copy a prior application to a new application:

Select the  action icon next to the application that you want to copy from the [Applications for Appointment](#) section of the [Home page](#).



When the  action icon is selected, the information for the selected application is copied to a new application. The new application is created and available for editing and submitting.



Select the  icon next to the new application and proceed to [Step 2: Enter an Application for Appointment using the Application for Appointment Wizard](#).

To submit a previously completed application:

Select the  action icon from the [Applications for Appointment](#) of the [Home page](#).

Applications for Appointment ▾
?

This section lists the applications for appointment submitted by the selected attorney. For each application, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. [More Information](#)

Actions	Appl ID	Date Submitted
	11	09-17-2009
	10	09-17-2009

 Create a New Application

When the  action icon is selected, Page 8 of the Application for Appointment Wizard is displayed. Proceed to [Step 3: Submit the Application to the California Supreme Court](#).

Step 2: Enter an Application for Appointment using the Application for Appointment Wizard

The Application for Appointment Wizard will guide you, step-by-step; to collect the information needed to submit an Application for Appointment to Capital Appeal and/or Related Habeas Corpus Executive Clemency Proceedings.

Use the **Next >>** button on the bottom of each page to step through the wizard. When you have completed entering all of the application information, proceed to [Step 3: Submit the Application to the California Supreme Court.](#)

Each step of the wizard is explained in detail below.

Step 2.1: Enter Page 1 information

SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

ONLINE APPLICATION FOR APPOINTMENT TO CAPITAL APPEAL AND/OR RELATED HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS

Application [Home](#) | [Back](#) | [My Profile](#) | [Logout](#) |

Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | Page 7 | Page 8

Instructions: Please enter the requested application for appointment information on Page 1 through Page 8. After you have entered the information requested on a page, select the **Next** button on the bottom-right of the page to proceed. If any entry errors are encountered, one or more messages will be displayed in red at the top of the current page. When you have entered all of the required information, please select the **Submit** button on the bottom-right of **Page 8** to submit your application electronically to the California Supreme Court. Mailing instructions are included on Page 8 for delivering hardcopy versions of your resume, writing samples or other supporting documents. Once you have submitted your application electronically, you will receive a confirmation email that includes a copy of your application for your records.

PLEASE NOTE: The information you enter will not be saved until it is submitted to the California Supreme Court using the **Submit** button on Page 8 of this application. Please do not close your browser until after your application is completed and submitted. [Click here](#) if you would like to view or print a hardcopy version of the application form prior to completing the application online.

*** Required Fields**

* First Name Initial * Last Name

* Address

* City * State * Zip

* Phone Mobile Fax

* E-mail

* Applying for appointment in: (check all that apply)

Capital Appeal	Habeas Corpus / Executive Clemency Proceedings	Capital Appeal AND Related Habeas Corpus / Executive Clemency Proceedings
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*** Admissions:**

	State	Bar #	Date of Admission (mm/yyyy)
California Admission	<input type="text" value="CA - CALIFORNIA"/>	<input type="text" value="99999"/>	<input type="text" value="5/2009"/>
Admissions in Other States	<input type="text" value="-Select One-"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="-Select One-"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="-Select One-"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="-Select One-"/>	<input type="text"/>	<input type="text"/>

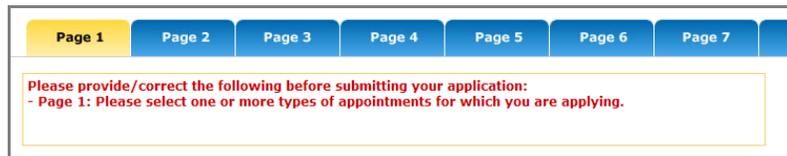
Next >>

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The usage of this tab is described below.

To complete this tab:

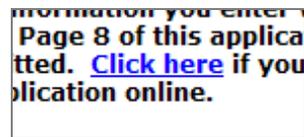
1. Enter the information requested on the tab. All required fields are noted with a red asterisk *.
2. When you have finished your entry, select the Next >>  button at the bottom right of the tab to continue. When the Next >> button is selected, [Page 2](#) is presented.
3. If there are errors encountered on this tab, the errors will be displayed at the top of the page, for example:



All errors must be corrected before you can proceed to the next page.

To review a blank application prior to completing the application:

Select the **Click here** link:



A blank application in .pdf format is displayed in a separate window. Close the blank application to return to the tab.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.

To get additional help for the wizard:

Select the  icon at the top of the page. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.2: Enter Page 2 Information



SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

**APPLICATION FOR APPOINTMENT TO CAPITAL APPEAL AND/OR
HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS**

Application

[Home](#) | [Back](#) | [My Profile](#) | [Logout](#) | 

Page 1

Page 2

Page 3

Page 4

Page 5

Page 6

Page 7

Page 8

*** Required Fields**

* Approximate number of completed felony appeals as counsel of record for defendant, not including any petitions for review to California Supreme Court or appeals to Ninth Circuit after denial of habeas corpus or other writ relief (please provide detailed information even if you do not seek appointment to a capital appeal):

Jurisdictions

(500 max characters, 500 remaining)

Courts

(500 max characters, 500 remaining)

* Approximate number of completed appeals involving murder conviction:

* Number of capital appeals (provide case information below):

Case Name	Jurisdiction	Case #
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

* Approximate number of felony appeals completed in last 5 years:

<< Previous

Next >>

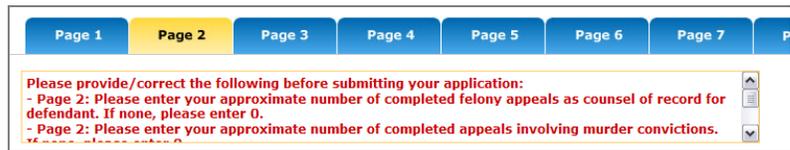
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The usage of this tab is described below.

To complete this tab:

1. Enter the information requested on the tab. All required fields are noted with a red asterisk * .
2. When you have finished your entry, select the Next>>  button at the bottom right of the tab to continue. When the Next>> button is selected, [Page 3](#) is presented.
3. If there are errors encountered on this tab, the errors will be displayed at the top of the page, for example:



All errors must be corrected before you can proceed to the next page.

To go back to the prior tab:

Select the Previous  button at the bottom left of the tab to continue. When the <<Previous button is selected, the prior tab is displayed.

To go directly to another tab:

Select the tab by clicking the tab title, e.g.  . The selected tab is displayed.

To get additional help for the wizard:

Select the  icon at the top of the page. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.3: Enter Page 3 Information

SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

ONLINE APPLICATION FOR APPOINTMENT TO CAPITAL APPEAL AND/OR RELATED HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS

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*** Required Fields**

The following detailed information regarding habeas corpus and other writ petitions (whether or not an evidentiary hearing was ordered) must be provided by all habeas corpus/executive clemency applicants (appellate-only applicants; please respond to all questions requesting numerical information).

* Approximate number of non-capital felony-related habeas corpus writ proceedings as counsel of record for defendant; not including any petitions for review to California Supreme Court or appeals to Ninth Circuit (provide information below):

Jurisdictions

(500 max characters, 500 remaining)

Courts

(500 max characters, 500 remaining)

* Approximate number of non-capital felony-related writ proceedings as counsel of record for defendant, other than habeas corpus and not including any petitions for review to California Supreme Court or appeals Ninth Circuit (provide information below):

Jurisdictions

(500 max characters, 500 remaining)

Courts

(500 max characters, 500 remaining)

* Approximate number of evidentiary hearings at which you appeared, capital or non-capital (provide information below):

Jurisdictions

(500 max characters, 500 remaining)

Courts

(500 max characters, 500 remaining)

* Approximate number of petitions for review to California Supreme Court after denial of habeas corpus or other writ relief:

* Approximate number of appeals to Ninth Circuit after denial of habeas corpus or other writ relief:

* Approximate number of non-capital habeas corpus proceedings involving a murder:

* Approximate number of other non-capital writ proceedings involving a murder:

* Number of capital-related habeas corpus or other writ proceedings (provide case information below):

Case Name	Jurisdiction	Case #
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Approximate number of habeas corpus proceedings in last 5 years, capital or non-capital:

* Approximate number of other writ proceedings in last 5 years:

Note: It is not necessary to identify and describe your non-capital appeals or writ proceedings, although you are welcome to do so if you believe that specific cases are of particular significance.

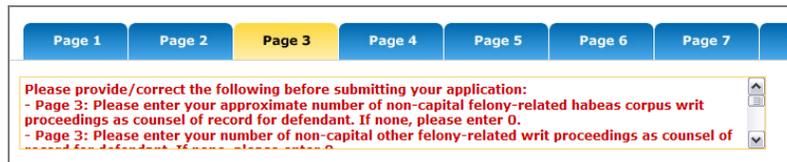
[« Previous](#) [Next »](#)

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The usage of this tab is described below.

To complete this tab:

1. Enter the information requested on the tab. All required fields are noted with a red asterisk * .
2. When you have finished your entry, select the Next >>  button at the bottom right of the tab to continue. When the Next >> button is selected, [Page 4](#) is presented.
3. If there are errors encountered on this tab, the errors will be displayed at the top of the page, for example:



All errors must be corrected before you can proceed to the next page.

To go back to the prior tab:

Select the Previous  button at the bottom left of the tab to continue. When the <<Previous button is selected, the prior tab is displayed.

To go directly to another tab:

Select the tab by clicking the tab title, e.g.  . The selected tab is displayed.

To get additional help for the wizard:

Select the  icon at the top of the page. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.4: Enter Page 4 Information



SUPREME COURT APPOINTED COUNSEL SYSTEM
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ONLINE APPLICATION FOR APPOINTMENT TO CAPITAL APPEAL AND/OR RELATED HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS

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*** Required Fields**

Participation in state Court of Appeal, Appellate Project or federal appointed counsel programs from which you currently receive, or previously have received, appointments to indigent appeals or writ proceedings:

<u>Appointed counsel program</u> <small>(Max Length: 100 Characters each)</small>	<u>Approximate dates of participation</u>	
	From (mm/yyyy)	To (mm/yyyy)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

- * Approximate number of completed felony jury trials as counsel of record for defendant:
- * Approximate number of completed felony jury trials within last 5 years:
- * Approximate number of jury trials for murder:
- * Approximate number of jury trials for murder with special circumstances:
- * Number of murder trials where prosecution sought the death penalty (provide case information below):

Case Name	Jurisdiction & Court	Result
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Brief summary of any other relevant litigation, appellate or criminal law expertise, such as clerkships, felony jury trials (including number and whether any were murder cases), teaching experience, federal court experience, prosecution experience, publications and awards:

(1000 max characters, 1000 remaining)

Approximate date of any previous applications for appointment submitted to the California Supreme Court or the California Appellate Project (CAP) in San Francisco, and the results of each application:

(1000 max characters, 1000 remaining)

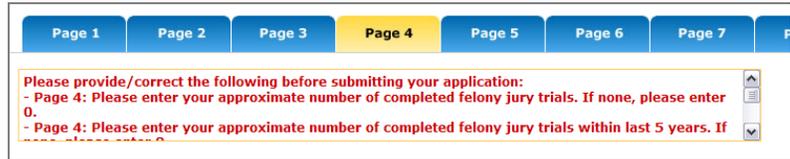
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The usage of this tab is described below.

To complete this tab:

1. Enter the information requested on the tab. All required fields are noted with a red asterisk *.
2. When you have finished your entry, select the Next >>  button at the bottom right of the tab to continue. When the Next >> button is selected, [Page 5](#) is presented.
3. If there are errors encountered on this tab, the errors will be displayed at the top of the page, for example:



All errors must be corrected before you can proceed to the next page.

To go back to the prior tab:

Select the Previous  button at the bottom left of the tab to continue. When the <<Previous button is selected, the prior tab is displayed.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.

To get additional help for the wizard:

Select the  icon at the top of the page. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.5: Enter Page 5 Information



SUPREME COURT APPOINTED COUNSEL SYSTEM
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*** Required Fields**

At least 2 writing samples, preferably recent opening briefs in criminal appeals in which you were counsel of record. Preferably, one writing sample should involve a murder case. If you are applying for appointment to habeas corpus/executive clemency proceedings, one of your writing samples should be a habeas corpus petition in a case in which you were counsel of record. (You need not submit briefs or petitions recently filed in this court; simply indicate case names and numbers.):

Writing samples: (Check all that apply.)

Check box if delivering hard copy of writing samples by mail or in person; and/or

Check box if referring to briefs or petitions recently filed in the California Supreme Court.

Case Name	California Court Case #
<input type="text"/>	<input type="text"/>

Detailed description of appellate and/or habeas corpus criminal defense seminars, training or continuing legal education, including the date and approximate number of hours, completed in the last 3 years:

Name and description of each program (Max Length: 200 Characters)	Hours	Date (mm/yyyy)	Capital case representation?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Detailed description of any course of self-study (e.g., review of cases, treatises and/or legal periodicals) independently pursued within the last 3 years relating to capital case representation:

(1500 max characters, 1500 remaining)

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The usage of this tab is described below.

To complete this tab:

1. Enter the information requested on the tab. All required fields are noted with a red asterisk *.
2. When you have finished your entry, select the Next>>  button at the bottom right of the tab to continue. When the Next>> button is selected, [Page 6](#) is presented.
3. If there are errors encountered on this tab, the errors will be displayed at the top of the page, for example:



All errors must be corrected before you can proceed to the next page.

To go back to the prior tab:

Select the Previous  button at the bottom left of the tab to continue. When the <<Previous button is selected, the prior tab is displayed.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.

To get additional help for the wizard:

Select the  icon at the top of the page. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.6: Enter Page 6 Information



SUPREME COURT APPOINTED COUNSEL SYSTEM
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*** Required Fields**

Foreign languages proficiency: (Check all that apply.)

<input type="text"/>	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak
<input type="text"/>	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak
<input type="text"/>	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak

*** At least 2 current references, preferably criminal law or appellate practitioners. Please do not submit Appellate Project staff attorneys or judges/justices as references. (Include current telephone number):**

*** Reference - 1**

Name (First, Last)

City

State

Phone

*** Reference - 2**

Name (First, Last)

City

State

Phone

Reference - 3

Name (First, Last)

City

State

Phone

Reference - 4

Name (First, Last)

City

State

Phone

<< Previous

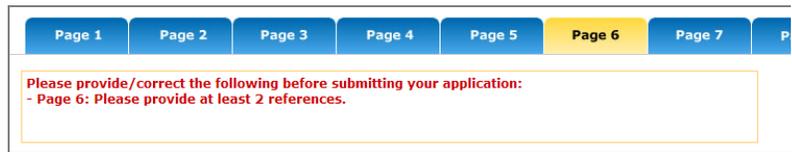
Next >>

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The usage of this tab is described below.

To complete this tab:

1. Enter the information requested on the tab. All required fields are noted with a red asterisk * .
2. When you have finished your entry, select the Next>>  button at the bottom right of the tab to continue. When the Next>> button is selected, [Page 7](#) is presented.
3. If there are errors encountered on this tab, the errors will be displayed at the top of the page, for example:



All errors must be corrected before you can proceed to the next page.

To go back to the prior tab:

Select the Previous  button at the bottom left of the tab to continue. When the <<Previous button is selected, the prior tab is displayed.

To go directly to another tab:

Select the tab by clicking the tab title, e.g.  . The selected tab is displayed.

To get additional help for the wizard:

Select the  icon at the top of the page. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.7: Enter Page 7 Information


SUPREME COURT APPOINTED COUNSEL SYSTEM
 ADMINISTRATIVE OFFICE OF THE COURTS

ONLINE APPLICATION FOR APPOINTMENT TO CAPITAL APPEAL AND/OR RELATED HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS

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Check box if mailing or delivering a hardcopy resume:

OR provide a brief chronology of your legal employment below:

(1000 max characters, 1000 remaining)

OR attach your current resume below:

Upload your resume and your other resume supporting documents by selecting the file using the **Browse** button, and uploading the file using the **Attach File** button. The maximum file size that can be uploaded is 100KB file size. The accepted file formats are html, htm, doc, docx, pdf, rtf, txt, wpd.

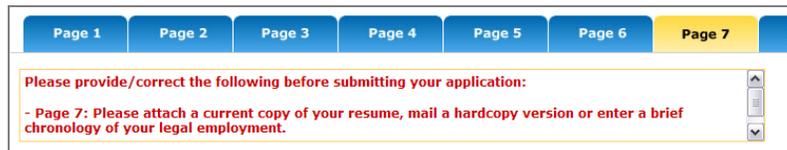
List of Resume Attachments			
Action	File Type	File Name	Upload Date/Time
✖	Resume	rensearch.txt	03-25-2009 05:02:00 PM

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The usage of this tab is described below.

To complete this tab:

1. Enter the information requested on the tab. All required fields are noted with a red asterisk *.
2. When you have finished your entry, select the Next>>  button at the bottom right of the tab to continue. When the Next>> button is selected, [Page 8](#) is presented.
3. If there are errors encountered on this tab, the errors will be displayed at the top of the page, for example:



All errors must be corrected before you can proceed to the next page.

To go back to the prior tab:

Select the Previous  button at the bottom left of the tab to continue. When the <<Previous button is selected, the prior tab is displayed.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.

To get additional help for the wizard:

Select the  icon at the top of the page. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 2.8: Enter Page 8 Information



SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

ONLINE APPLICATION FOR APPOINTMENT TO CAPITAL APPEAL AND/OR RELATED HABEAS CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS

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*** Required Fields**

* I believe that I meet the requirements of [California Rules of Court, rule 8.605](#):
(Check all that apply; at least one must be checked.)

Rule 8.605(d) (appellate representation):

Rule 8.605(e) (habeas corpus/executive clemency representation):

Alternative qualifications of rule 8.605(f):

I believe that I possess alternative qualifications under rule 8.605(f), for the following reasons:

(1000 max characters, 1000 remaining)

By clicking on the "Submit" button below, I understand that I am submitting my Application for Appointment electronically via this form. I understand that I should expect an e-mail confirmation of this submission. If I do not receive the confirmation, I understand that my submission may not have been transmitted successfully and that I should try submitting the form again.

Please type your full name in lieu of your written signature Date
(mm-dd-yyyy)

* *

If delivering or mailing hard copy of application materials, please send to:

Automatic Appeals Monitor
California Supreme Court
350 McAllister Street
San Francisco, CA 94102-4797

For questions or assistance in the completion of this form, please send an e-mail to Robert.Reichman@jud.ca.gov or telephone Robert Reichman at 415-865-7016.

The California Supreme Court thanks you for your interest in an appointment to a capital case.

<< Previous

Submit

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The usage of this tab is described below.

To complete this tab:

1. Enter the information requested on the tab. All required fields are noted with a red asterisk *.
2. When you have finished your entry and wish to submit the application to the California Supreme Court, proceed to [Step 3: Submit the Application to the California Supreme Court](#).
3. If there are errors encountered on this tab, the errors will be displayed at the top of the page.



The errors must be corrected before you can proceed.

To go back to the prior tab:

Select the Previous  button at the bottom left of the tab to continue. When the <<Previous button is selected, the prior tab is displayed.

To go directly to another tab:

Select the tab by clicking the tab title, e.g. . The selected tab is displayed.

To get additional help for the wizard:

Select the  icon at the top of the page. A new Help page is displayed in a separate window. Close the new window to return to the tab.

Step 3: Submit the Application to the California Supreme Court

When you have completed entry of all of the application information, the application can be submitted to the California Supreme Court using the **Submit** button on **Page 8** of the **Application for Appointment Wizard**.

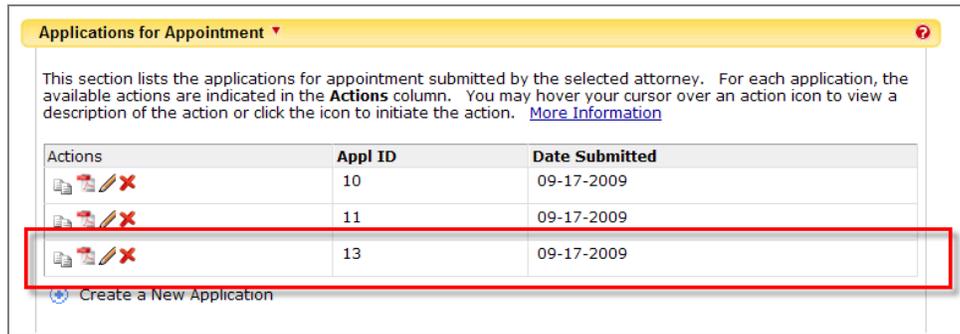
- The Submit  button validates your application. If all the necessary information was entered, the application is electronically submitted to the California Supreme Court.
- If any errors were encountered that prevent the application from being submitted, the errors are displayed so that you may take corrective action. You may go directly to any prior tab to make corrections and return to Page 8 to submit your corrected application.



- After submitting the application, a confirmation page is displayed. A confirmation email, with the completed application attached, is also sent to the email address recorded in the application. Once submitted, your application is assigned an ID that can be used to view/edit/copy the application. This ID is also included on the printed version of the application.



- Once submitted, the application will be listed in the **Applications for Appointment** section of the **Home** page.



Applications for Appointment ?

This section lists the applications for appointment submitted by the selected attorney. For each application, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. [More Information](#)

Actions	Appl ID	Date Submitted
  	10	09-17-2009
  	11	09-17-2009
  	13	09-17-2009

[+](#) Create a New Application

- After submitting the application, there may be supporting documentation which must be mailed or delivered to the California Supreme Court before the application is reviewed. Proceed to [Step 4: Mail Supporting Documentation to the California Supreme Court](#) for additional instructions.

Step 4: Mail Supporting Documentation to the California Supreme Court

Once the Application for Appointment to Capital Appeal and/or Related Habeas Corpus Executive Clemency Proceedings has been submitted electronically to the California Supreme Court, **you may also need to mail or deliver supporting documentation** in order for your request to be reviewed by the California Supreme Court. The supporting documentation would include:

- Writing samples referred to on Page 5 of the Application for Appointment wizard:

- Hardcopy resume referred to on Page 7 of the Application for Appointment wizard.

The supporting documentation, along with a printed version of the application, should be mailed or delivered to:

**Automatic Appeals Monitor
 California Supreme Court
 350 McAllister Street
 San Francisco, CA 94102-4797**

UPDATE YOUR PROFILE

The SCACS website maintains profile information for your account in order to communicate and confirm events and transactions submitted for your cases and to enable the SCACS website to authenticate you when you log on. The SCACS website maintains the following profile information:

- **Contact Information** - Your name, current mailing address, phone number(s) and email address.
- **Security Password & Hint** – A password that is required to access the system and a hint to help you remember your password.
- **Security Questions & Answers** - Security questions and answers that allow you to reset your password.
- **Associated Attorneys/Proxies** – If you have an [Attorney](#) account, the SCACS website tracks any proxies allowed to access the system on your behalf. If you have an [Attorney Proxy](#) account, the SCACS website tracks those attorneys that you are allowed to work on behalf of.

The **My Profile** option is used to view and update your profile information. This option is available on the Page Header on the top of any page:



When the My Profile option is selected, the My Profile page is displayed with the following sections:

- [Contact Information](#)
- [Security - Password & Hint](#)
- [Security - Questions & Answers](#)
- [Associated Attorneys/Proxies](#)

The usage of each section is further described below.



SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

My Profile

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Contact Information 

Below is the contact information associated with your SCACS user account. In order to change your contact information, enter your changes and select the **Save** button. Please note that if you change your email address, you must use your new email address the next time you login.

***Login and Email:**

***Name (First, Middle, Last):**

Address:

City:

State:

Zip:

Business Phone:
[999-999-9999]

Mobile Phone:
[999-999-9999]

Fax:
[999-999-9999]

Save

Security - Password & Hint 

To change your current password, you must enter your current password, enter your new password twice, and select the **Save** button. [More Information](#)

Please note:

- Your password is case-sensitive, meaning that when you log in, you are required to enter your password exactly as originally typed, with the correct upper and lower case characters.
- Your password must not be a password you have previously used.
- Your password must be at least 7 characters and no more than 14 characters.
- Your password must contain at least one of the following special characters: ! @ # \$ % ^ & * () { } or }.

***Current Password:**

***New Password:**

***Confirm New Password:**

To help you remember your password, you may enter a hint below. This hint will be displayed if you forget your password. The password hint cannot be the same as your password.

Password Hint:

Save

Security - Questions & Answers 

In order for you to be able to reset your password, should you forget it, you must enter the four security questions and answers below. [More Information](#)

Q1. Security Question:

A1. Security Answer:

Q2. Security Question:

A2. Security Answer:

Q3. Security Question:

A3. Security Answer:

Q4. Security Question:

A4. Security Answer:

Save

Associated Attorneys 

You have been assigned to the following attorneys. If the status of an assigned attorney is ACTIVE, you may access the system and initiate requests on their behalf. You may use the action icons below to deactivate any active assigned attorney. If the status of an assigned attorney is INACTIVE, you must request that the attorney activate you in order for the status to become ACTIVE again. [More Information](#)

Actions	Name	Email	Phone	Date Associated	Status
	SMITH, JOHN	appeals@test.net	(707) 999-9999	12-16-2008	ACTIVE

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Update your Contact Information

Attorney Account

If you have an [Attorney](#) account, the following **Contact Information** section will display on the My Profile page.

Contact Information ▼
?

Your SCACS contact information may be changed only by delivering hardcopy originals of a *Contact Information Change Request* and *Proof of Service* to the California Supreme Court. Selecting the **Request Update** button below will enable you to enter your new contact information and print the forms, so that they can be completed and mailed to the California Supreme Court. [More Information](#)

State Bar:	CA 99999
Name:	JOHN SMITH
Address:	199 Main Street
City:	Santa Rosa
State:	CA
Zip:	95404
Firm Name:	Attorney at Law
Email:	appeals@test.net
Business Phone:	(707) 999-9999
Mobile Phone:	
Fax:	(707) 999-9999

Request Update

The **Contact Information** section displays your current contact information established in SCACS. Your SCACS contact information may be changed only by delivering hardcopy originals of a *Contact Information Change Request* and *Proof of Service* to the California Supreme Court:

- All interested parties must be notified of your Change of Contact Information. To review the California Supreme Court requirements relating to notifications, please refer to Policy 4, "Service of process by counsel for defendant," in the [Supreme Court Policies in Cases Arising from Judgments of Death](#) document.
- To complete a contact information change, the California Supreme Court must receive a *Change of Contact Information Request* to be filed in the California Supreme Court and a *Proof of Service* that all interested parties have been notified.
- Selecting the **Request Update** button will enable you to enter your new contact information and print the forms, so that they can be completed and mailed to the California Supreme Court. The process for requesting an update is described below.
- Once the Contact Information Change Request and Proof of Service forms have been received and reviewed by the Court, your contact information will be updated in SCACS, in the Supreme Court's Case Management System, and in your payee information used by the AOC Accounting System. You will then receive an email from SCACS to notify you that the change is effective.

- If you updated your email address as part of the Contact Information Change Request, you should use your new email address the next time you log on to SCACS after notification.

Attorney Proxy Account

If you have an [Attorney Proxy](#) account, the following **Contact Information** section will display on the My Profile page:

Contact Information ?

Below is the contact information associated with your SCACS user account. In order to change your contact information, enter your changes and select the **Save** button. Please note that if you change your email address, you must use your new email address the next time you login.

*Login and Email:

*Name (First, Middle, Last):

Address:

City:

State: 1. Type in your changes.

Zip:

Business Phone:
[999-999-9999]

Mobile Phone:
[999-999-9999]

Fax:
[999-999-9999]

2. Select the Save button to save your changes.

To update your contact information:

1. Type in your changes.
2. When you have finished your changes, select the **Save** button at the bottom right of the tab to continue. Your updated contact information is saved.

To get additional help with this section:

Select the  icon at the right of the tab. A new Help page is displayed in a separate window. Close the new window to return to the page.

To expand or collapse this section:



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.

Change your Password

Use the **Security - Password & Hint** section of the My Profile page to change your current password and provide a password hint:

Security - Password & Hint ▾
?

To change your current password, you must enter your current password, enter your new password twice, and select the **Save** button. [More Information](#)

Please note:

1. Your password is case-sensitive, meaning that when you log in, you are required to enter your password exactly as originally typed, with the correct upper and lower case characters.
2. Your password must not be a password you have previously used.
3. Your password must be at least 7 characters and no more than 14 characters.
4. Your password must contain at least one of the following special characters: ! @ # \$ % ^ & * () { or }.

***Current Password:** 1. Enter your current(old) password.

***New Password:** 2. Enter your new password.

***Confirm New Password:** 3. Enter your new password again.

To help you remember your password, you may enter a hint below. This hint will be displayed if you forget your password. The password hint cannot be the same as your password.

Password Hint: 4. Enter a password hint.

Save 5. Click the Save button.

To change your password:

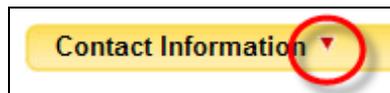
1. Enter your current (old) password.	
2. Enter your new SCACS password.	<ul style="list-style-type: none"> Your password is case-sensitive, meaning that when you log in, you are required to enter your password exactly as originally typed, with the correct upper and lower case characters. Your password must not be a password you have previously used. Your password must be at least 7 characters and no more than 14 characters. Your password must contain at least one of the following special

		characters: ! @ # \$ % ^ & * () { or }.
	3. Enter your new SCACS password again.	<ul style="list-style-type: none"> It must be entered exactly as it was entered above.
	4. Enter a password hint.	<ul style="list-style-type: none"> Your password hint is used to help you remember your password should you forget it. You should provide a hint that will help you recall your password. Your password hint cannot be the same as your password. <p>Should you forget your password, you will be provided an option to display your password hint.</p>
	5. Click the Save button.	<ul style="list-style-type: none"> If an error is encountered, an error message will be displayed in red at the top of the page. It is your responsibility to keep your password confidential. Do not disclose your password to anyone. We will never ask you for your password or display it. Never write your password on something others may see.

To get additional help with this section:

Select the  icon at the right of the tab. A new Help page is displayed in a separate window. Close the new window to return to the page.

To expand or collapse this section:



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.

Establish your Security Questions and Answers

Use the **Security – Questions and Answers** section of the My Profile page to change your current password and provide a password hint:

- Your security questions and answers are used to help you reset your password, should you forget it.
- If you forget your password and you have previously established your security questions and answers, you will be given the option to reset your password.
- To be able to reset your password, you must have established all **four** security questions and answers. If you have not established your security questions and answers, you will need to contact the Appointed Counsel Claims Administrator, **LORI RITTWEGER**, at **415-865-7012** to have your password reset.

Security - Questions & Answers ▾
?

In order for you to be able to reset your password, should you forget it, you must enter the four security questions and answers below. [More Information](#)

Q1. Security Question:	What is my Mother's first name?
A1. Security Answer:	Barbara
Q2. Security Question:	What is my Father's first name?
A2. Security Answer:	Robert
Q3. Security Question:	In what city was I born?
A3. Security Answer:	Chicago
Q4. Security Question:	What is my favorite pet's name?
A4. Security Answer:	Snoopy

1. Enter or change your security questions and answers.

2. Select the Save button to save your changes.

Save

To update your contact information:

1. Enter or update your security questions and answers.
2. When you have finished your changes, select the **Save**

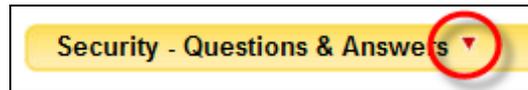
Save

 button at the bottom right of the tab to continue. Your questions and answers are saved.

To get additional help with this section:

Select the  icon at the right of the tab. A new Help page is displayed in a separate window. Close the new window to return to the page.

To expand or collapse
this section:



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.

Manage Your Attorney/Proxy Associations

Attorney Account

If you have an [Attorney](#) account, use the **Associated Proxies** section of the My Profile page to review and activate/deactivate the proxies that are assigned to you:

- Proxies are other SCACS users that are authorized to access the system and initiate requests on an attorney's behalf.
- Proxies are initially associated with an attorney account by the SCACS System Administrator when the proxy's user account is set up.
- Once the proxy has been associated with your account, the proxy is listed with a status of "Active."
- At any time, you may deactivate the proxy. When the proxy has been deactivated, the proxy may no longer access the system or initiate requests on your behalf. Once the proxy has been deactivated, the proxy is listed with a status of "Inactive."
- Once deactivated, you may reactivate the proxy at any time. When the proxy has been reactivated, the proxy may again access the system or initiate requests on your behalf. Once the proxy has been reactivated, the proxy is listed with a status of "Active."

Associated Proxies ▼
?

The following users have been assigned as proxies to your account. If the status of an assigned proxy is ACTIVE, the proxy may access the system and initiate requests on your behalf. You may use the action icons below to deactivate or reactivate assigned proxies. [More Information](#)

Actions	Name	Email	Phone	Date Associated	Status
✘	PROXY CAP-LA	deborahbelmont@gmail.com		12-12-2008	ACTIVE
✔	PROXY CAPLA	capla@test.com		01-27-2009	INACTIVE

To add a proxy to my account:

You should contact the Appointed Counsel Claims Administrator, **LORI RITTWEGER**, at **415-865-7012** to request that a proxy be added to your account.

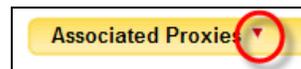
To remove a proxy from my account:

Select the **Deactivate**  action next to the proxy.

To reactivate a proxy for my account:

Select the **Reactivate** action  next to the proxy.

To expand or collapse this section:



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.

To get additional help with this section:

Select the  icon at the right of the tab. A new Help page is displayed in a separate window. Close the new window to return to the page.

Attorney Proxy Account

If you have an [Attorney Proxy](#) account, use the **Associated Attorneys** section of the My Profile page to review and deactivate the attorneys that you are assigned to:

- Proxies are SCACS users that are authorized to access the system and initiate requests on an attorney's behalf.
- Proxies are initially associated with an attorney account by the SCACS System Administrator when the proxy's user account is set up.
- Once you have been assigned to the attorney, the attorney is listed with a status of "Active."
- At any time, you may deactivate the attorney assignment. When the attorney assignment has been deactivated, you may no longer access the system or initiate requests on the attorney's behalf. Once the attorney assignment has been deactivated, the proxy is listed with a status of "Inactive."
- Once deactivated, only the attorney may reactive the assignment.

Associated Attorneys ▼


You have been assigned to the following attorneys. If the status of an assigned attorney is ACTIVE, you may access the system and initiate requests on their behalf. You may use the action icons below to deactivate any active assigned attorney. If the status of an assigned attorney is INACTIVE, you must request that the attorney activate you in order for the status to become ACTIVE again. [More Information](#)

Actions	Name	Email	Phone	Date Associated	Status
	SMITH, JOHN	appeals@test.net	(707) 999-9999	12-16-2008	ACTIVE

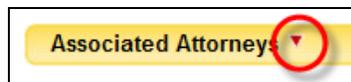
To add an attorney to my account:

The attorney must contact the Appointed Counsel Claims Administrator, **LORI RITTWEGER**, at **415-865-7012** to request that a proxy be added to their account.

To deactivate an assigned attorney:

Select the **Deactivate** action  next to the attorney.

To expand or collapse this section:



If you select the collapse arrow next to the section title, the section is no longer displayed and the section heading bar changes to blue. To redisplay the section, select the expand arrow next to the section title.

To get additional help with this section:

Select the  icon at the right of the tab. A new Help page is

_____ displayed in a separate window. Close the new window to
return to the page.

GETTING HELP

Help Pages/More Information Links

Each page contains one or more of the following help options:

Page Help Option



The Page Help option is available in the upper-right corner of a page. The Page Help option provides a description and usage of the current page. When selected, a new Help page is displayed in a separate window.

Section Help Options

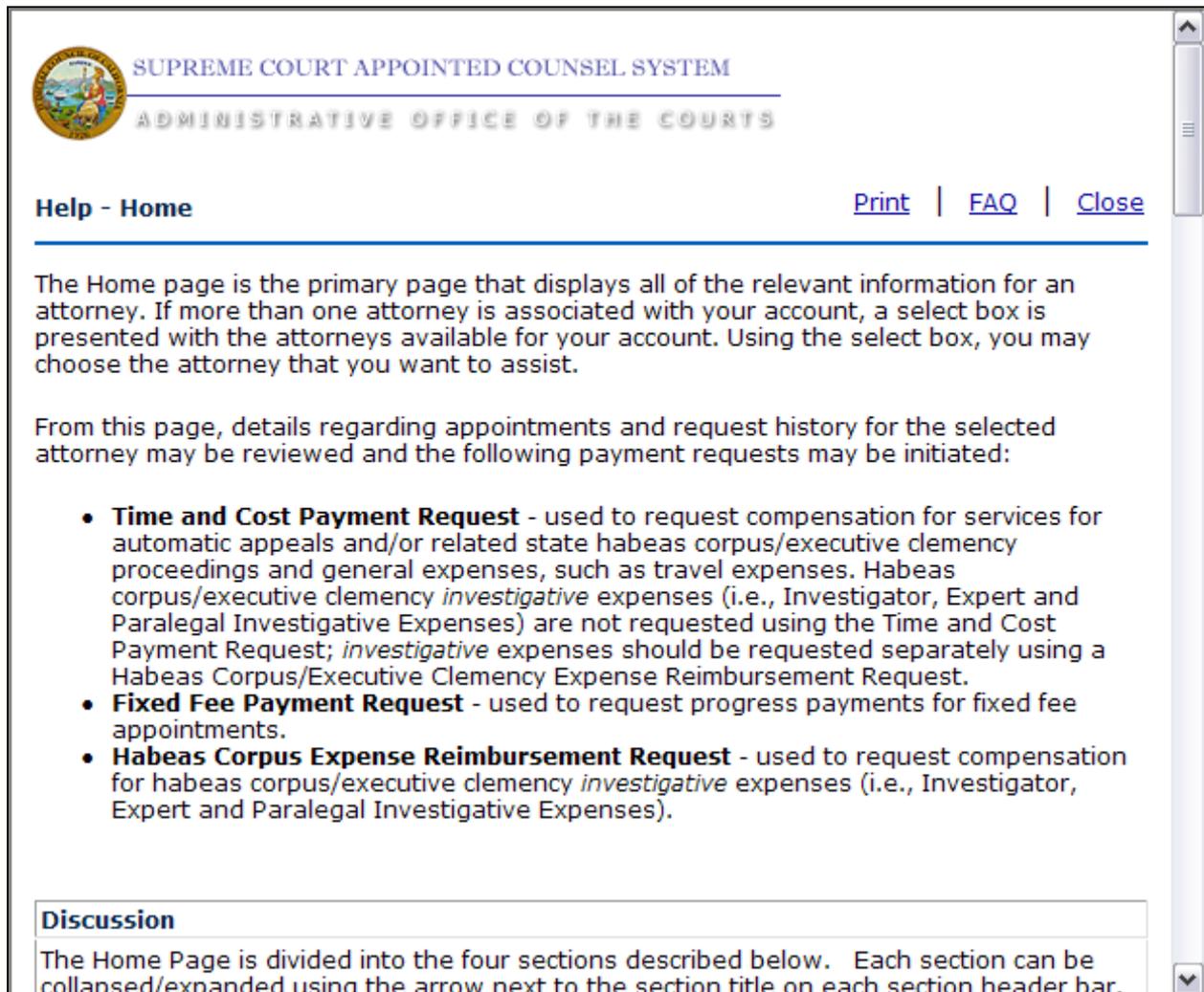


or



The Section Help options are available for each tabbed section on a page. The Section Help options provide a description and usage of the selected section. When selected, a new Help page is displayed in a separate window.

When a Help option is selected, a discussion of the selected page or section will be displayed on a separate page:



 SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

Help - Home [Print](#) | [FAQ](#) | [Close](#)

The Home page is the primary page that displays all of the relevant information for an attorney. If more than one attorney is associated with your account, a select box is presented with the attorneys available for your account. Using the select box, you may choose the attorney that you want to assist.

From this page, details regarding appointments and request history for the selected attorney may be reviewed and the following payment requests may be initiated:

- **Time and Cost Payment Request** - used to request compensation for services for automatic appeals and/or related state habeas corpus/executive clemency proceedings and general expenses, such as travel expenses. Habeas corpus/executive clemency *investigative* expenses (i.e., Investigator, Expert and Paralegal Investigative Expenses) are not requested using the Time and Cost Payment Request; *investigative* expenses should be requested separately using a Habeas Corpus/Executive Clemency Expense Reimbursement Request.
- **Fixed Fee Payment Request** - used to request progress payments for fixed fee appointments.
- **Habeas Corpus Expense Reimbursement Request** - used to request compensation for habeas corpus/executive clemency *investigative* expenses (i.e., Investigator, Expert and Paralegal Investigative Expenses).

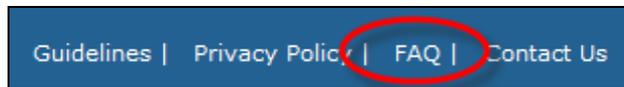
Discussion

The Home Page is divided into the four sections described below. Each section can be collapsed/expanded using the arrow next to the section title on each section header bar.

- To print the help page, select the "**Print**" option on the top, right of the page.
- To go to the Frequently Asked Questions related to this topic, select the "[FAQ](#)" option on the top, right of the page.
- To go back to the previous page, select the "**Close**" option on the top, right of the page.

Frequently Asked Questions

The **Page Footer** contains a **FAQ** link which provides answers to frequently asked questions regarding the SCACS website.



When the FAQ link is selected, the Frequently Asked Question document will be displayed in a separate page. The Frequently Asked Questions are organized by topic:



SUPREME COURT APPOINTED COUNSEL SYSTEM
ADMINISTRATIVE OFFICE OF THE COURTS

FAQ - Frequently Asked Questions [Print](#) | [Back](#) | [Close](#)

Below are frequently asked questions, organized by topic:

- To jump to a topic, click on the topic heading (e.g. "**Help**")
- To jump to a question and its related answer, select the question.
- To print the frequently asked questions, select the "**Print**" option on the top, left of the page.
- To go back to the previous page, select the "**Back**" option on the top, left of the page.

[Help](#)

- [How can I get help using this site?](#)

[Browser Settings](#)

- [I am getting the message "Display secure and nonsecure items on this page" every time I display a page on the web site. What should I do?](#)
- [Does the web site require special browser settings?](#)

[Logging in to SCACS](#)

- [I do not remember my e-mail address of record. What should I do?](#)
- [I do not remember my password. What should I do?](#)
- [I am an attorney assigned to one or more California Supreme Court cases. What should I do if my e-mail address changes?](#)
- [I am trying to log in, but I am getting the following message: "Your account has been disabled." What should I do?](#)
- [I am trying to log in, but I am getting the following message: "Your account has been locked." What should I do?](#)

[Alerts](#)

- To jump to a topic, click on the topic heading (e.g. "**Help**")
- To jump to a question and its related answer, select the question.
- To print the frequently asked questions, select the "**Print**" option on the top, right of the page.
- To go back to the previous page, select the "**Back**" option on the top, right of the page.

Contacts for Additional Help

How to Use SCACS

For additional assistance on how to use SCACS, contact:
 LORI RITTWEGER
 350 McAllister Street
 San Francisco, CALIFORNIA 94102-4797
 415-865-7012
Lori.Rittweger@jud.ca.gov

Specific Case and Payment Related Questions

For specific case and payment related questions, contact the appropriate person below:

Automatic Appeals Monitor	ROBERT REICHMAN 350 McAllister Street San Francisco, CALIFORNIA 94102-4797 415-865-7016 Robert.Reichman@jud.ca.gov
Automatic Appeals Unit Supervisor	MARY JAMESON 350 McAllister Street San Francisco, CALIFORNIA 94102-4797 415-865-7013 Mary.Jameson@jud.ca.gov
Appointed Counsel Claims Administrator	LORI RITTWEGER 350 McAllister Street San Francisco, CALIFORNIA 94102-4797 415-865-7012 Lori.Rittweger@jud.ca.gov

Security Related Questions

For issues relating to your SCACS User ID, password and logging on, contact the SCACS Security Administrator:
 LORI RITTWEGER
 350 McAllister Street
 San Francisco, CALIFORNIA 94102-4797
 415-865-7012
Lori.Rittweger@jud.ca.gov

Website Operation

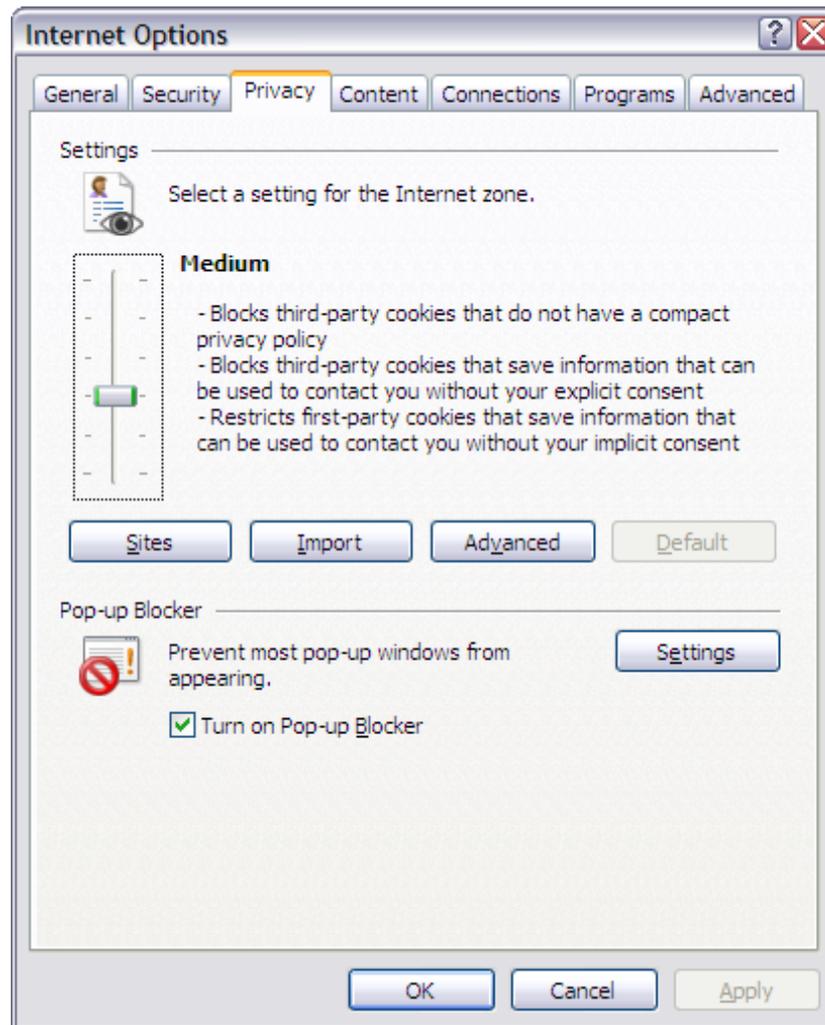
For issues relating to the operation of the website, email the Webmaster at scacs.support@jud.ca.gov.

APPENDIX A – HOW TO CHANGE YOUR BROWSER SETTINGS

Internet Explorer (IE)

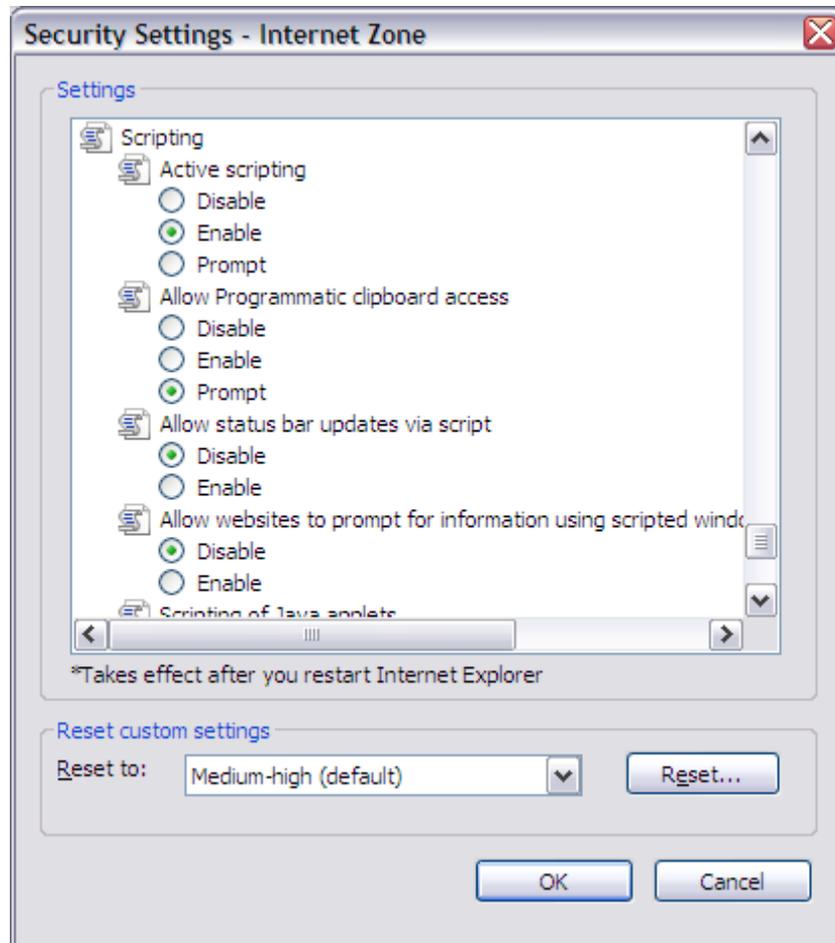
Cookies: Cookies should be enabled for this website. To enable cookies:

- 1) Go to the Tools→Internet Options menu item from the browser.
- 2) Click on the Privacy tab.
- 3) Select a setting of **Medium** using the slider.



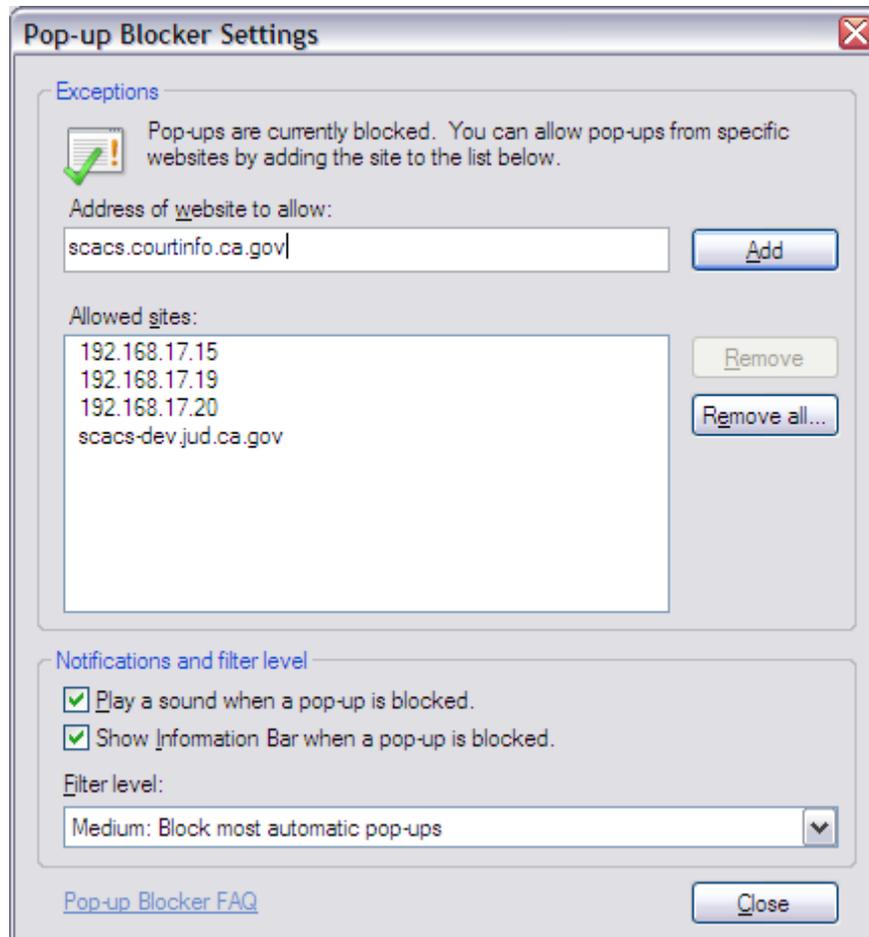
JavaScript: JavaScript should be enabled for this website. To enable JavaScript:

- 1) Go to the Tools→Internet Options menu item from the browser.
- 2) Click on the Security tab.
- 3) Select the Internet Zone.
- 4) Select the Custom Level... option.
- 5) Find the Scripting -> Active Scripting option.
- 6) Set the Scripting -> Active Scripting option to **Enable**.



Pop-up Blocker: Pop-ups should be allowed for this website in order for reports to display.
To allow pop-ups:

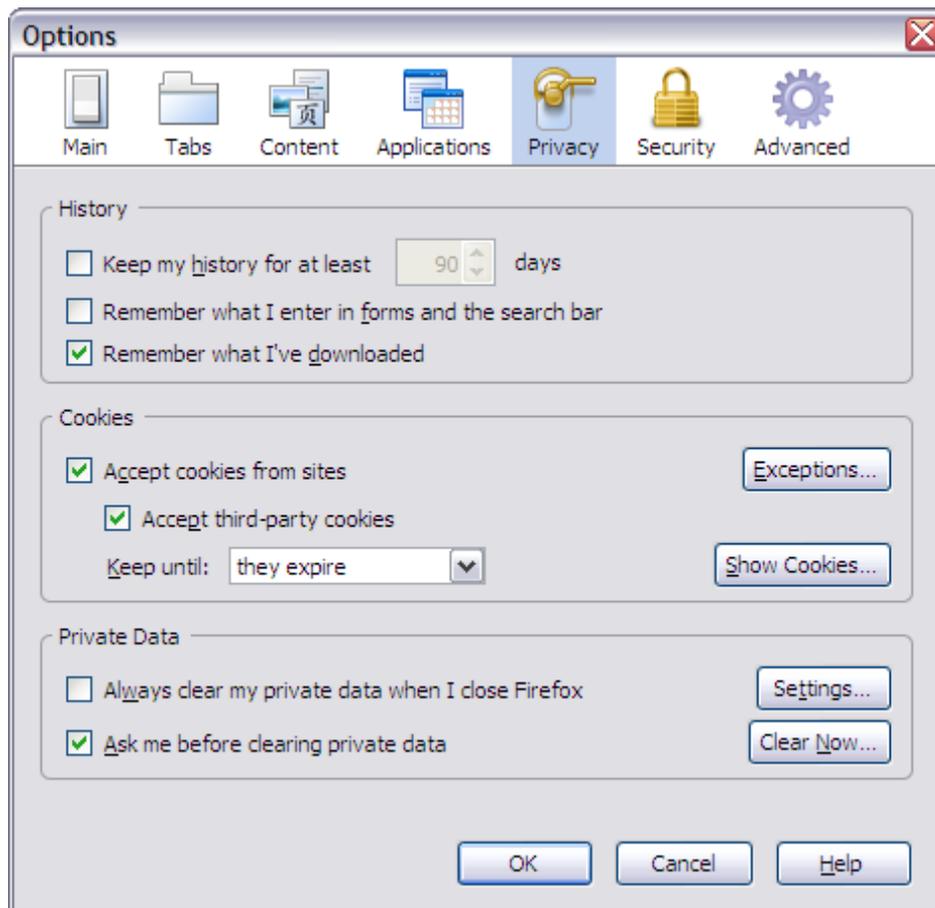
- 1) Go to the Tools→Internet Options menu item from the browser.
- 2) Click on the Privacy tab.
- 3) If the Turn On Popup Blocker option is checked:
 - a) Select the Settings Button
 - b) Enter the site URL: **scacs.courtinfo.ca.gov**
 - c) Click on the Add button.



Mozilla Firefox

Cookies: Cookies should be enabled for this website. To enable cookies:

- 1) Go to **Tools** → **Options** menu item from the browser.
- 2) Click on the **Privacy** option.
- 3) **Accepts cookies** should be checked and **Accept third-party cookies** should be set per below.
- 4) Click **OK** button to save the options.

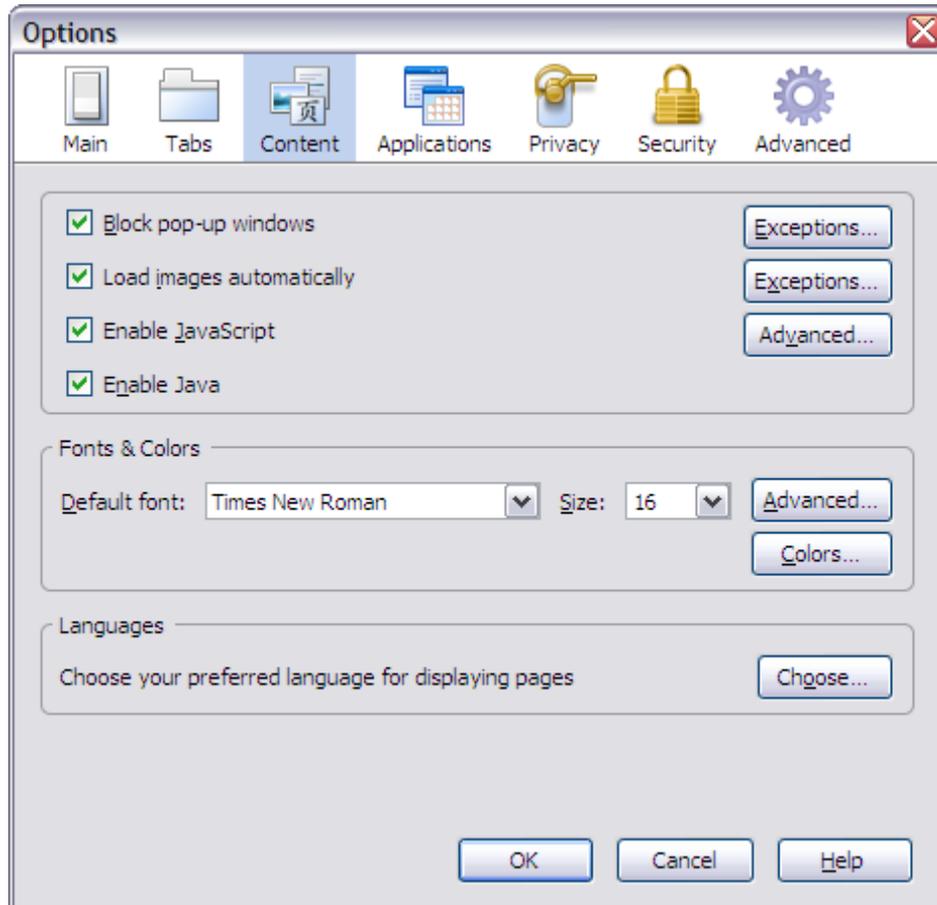


- 5) To set cookies to be allowed from a Trusted Site (SCACS), click on **Exceptions** button, enter the address of the website and click on **Allow** button (See below).



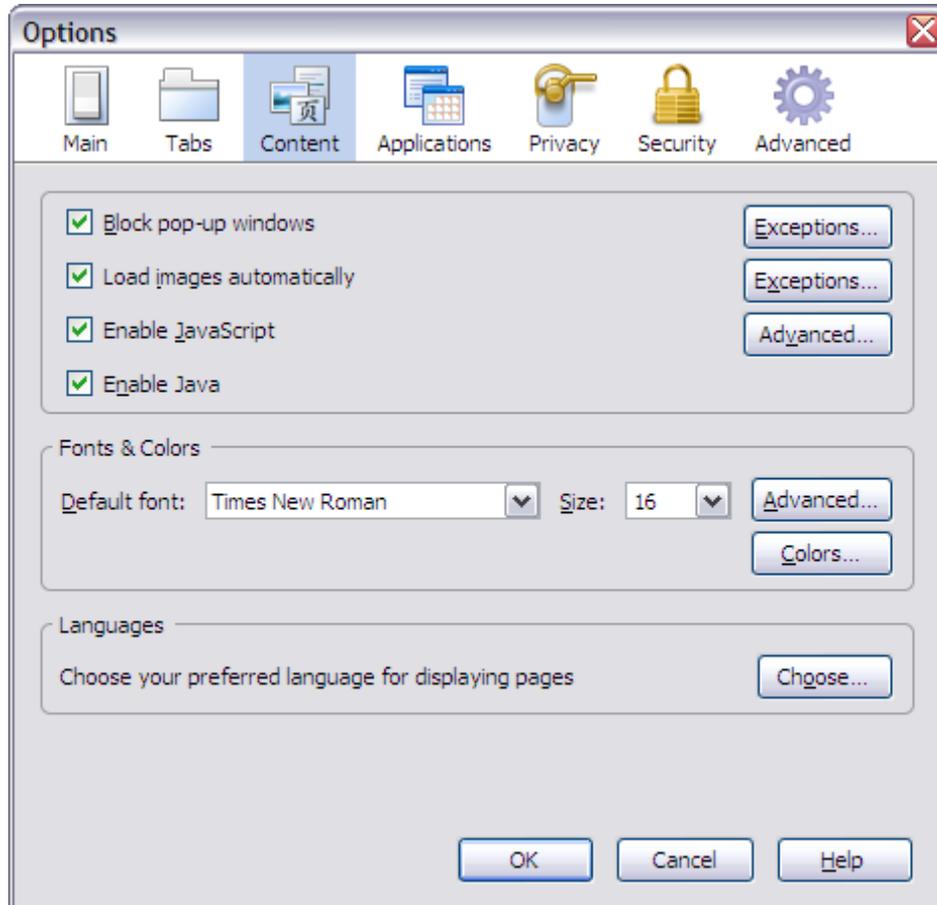
JavaScript: JavaScript should be enabled for this website. To enable JavaScript:

- 1) Go to the **Tools**→ **Options** menu item from the browser.
- 2) Click on the **Content** tab.
- 3) Check the **Enable JavaScript** option.
- 4) Click **OK** button to save the option.



Pop-up Blocker: Pop-ups should be allowed for this website in order for reports to display.
To allow pop-ups:

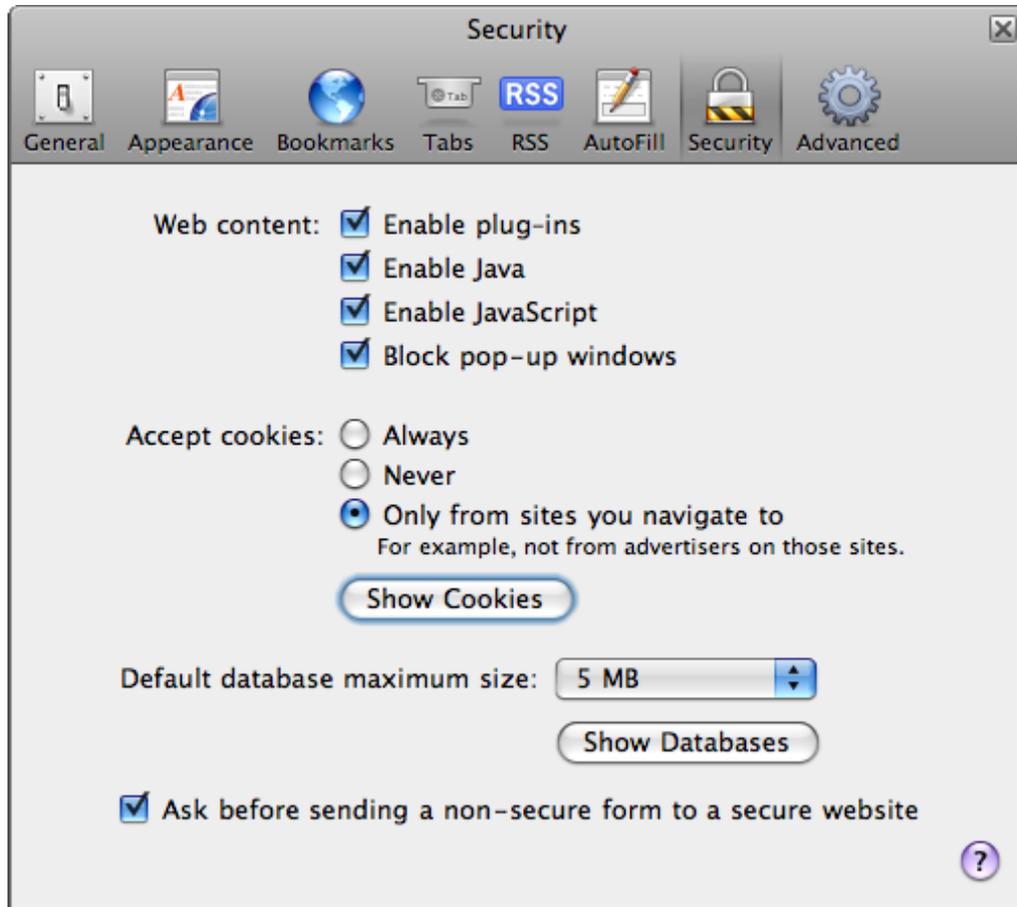
- 4) Go to the **Tools**→ **Options** menu item from the browser.
- 5) Click on the **Content** tab.
- 6) If the **Block pop-up window** option is checked:
 - a) Select the Exception Button
 - b) Enter the site URL: **scacs.courtinfo.ca.gov**
 - c) Click **Allow** button to add the site.



Apple Safari

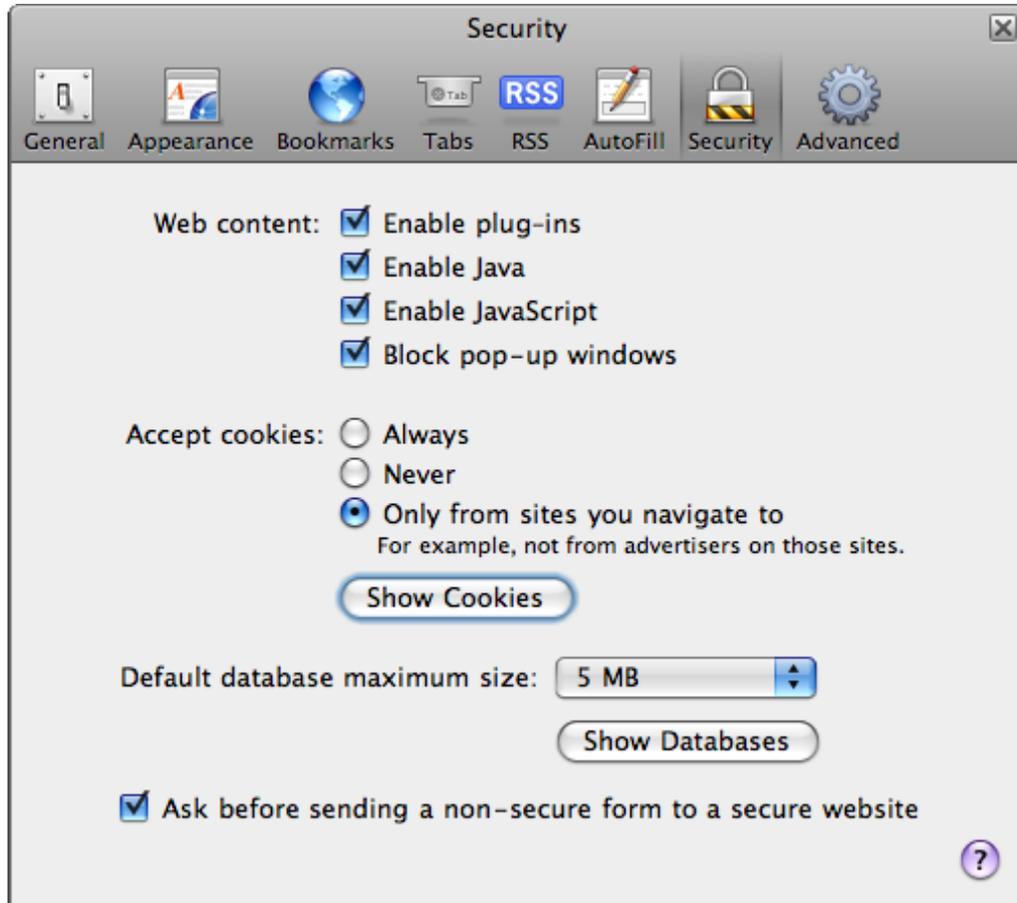
Cookies: Cookies should be enabled for this website. To enable cookies:

- 1) Go to the **Edit→Preferences** menu item from the browser.
- 2) Click on the **Security** tab.
- 3) Set the **Accept Cookies** option to “Only sites you navigate to.”



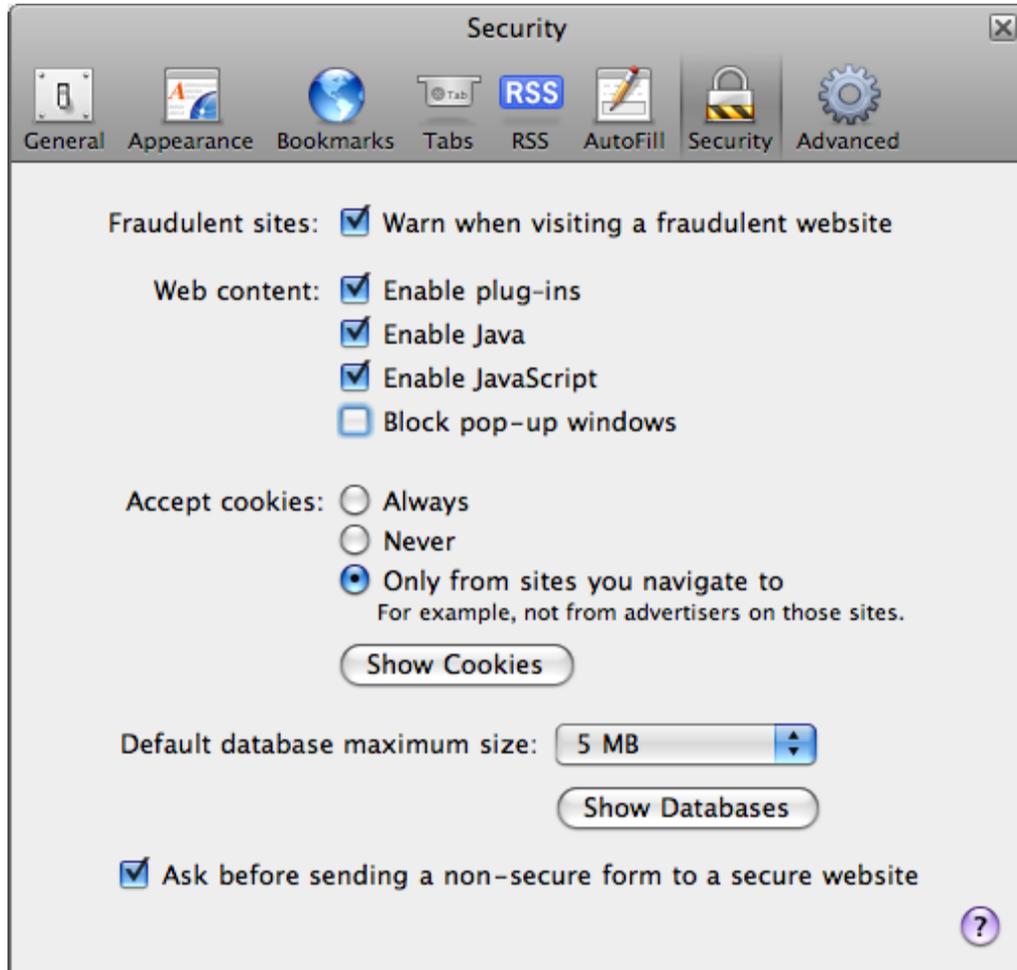
JavaScript: JavaScript should be enabled for this website. To enable JavaScript:

1. Go to the **Edit→Preferences** menu item from the browser.
2. Click on the **Security** tab.
3. Check the **Enable JavaScript** option.



Pop-up Blocker: Pop-ups should be allowed for this website in order for reports to display.
To allow pop-ups:

1. Go to the **Edit→Preferences** menu item from the browser.
2. Click on the **Security** tab.
3. Uncheck the **Block pop-up windows** option.

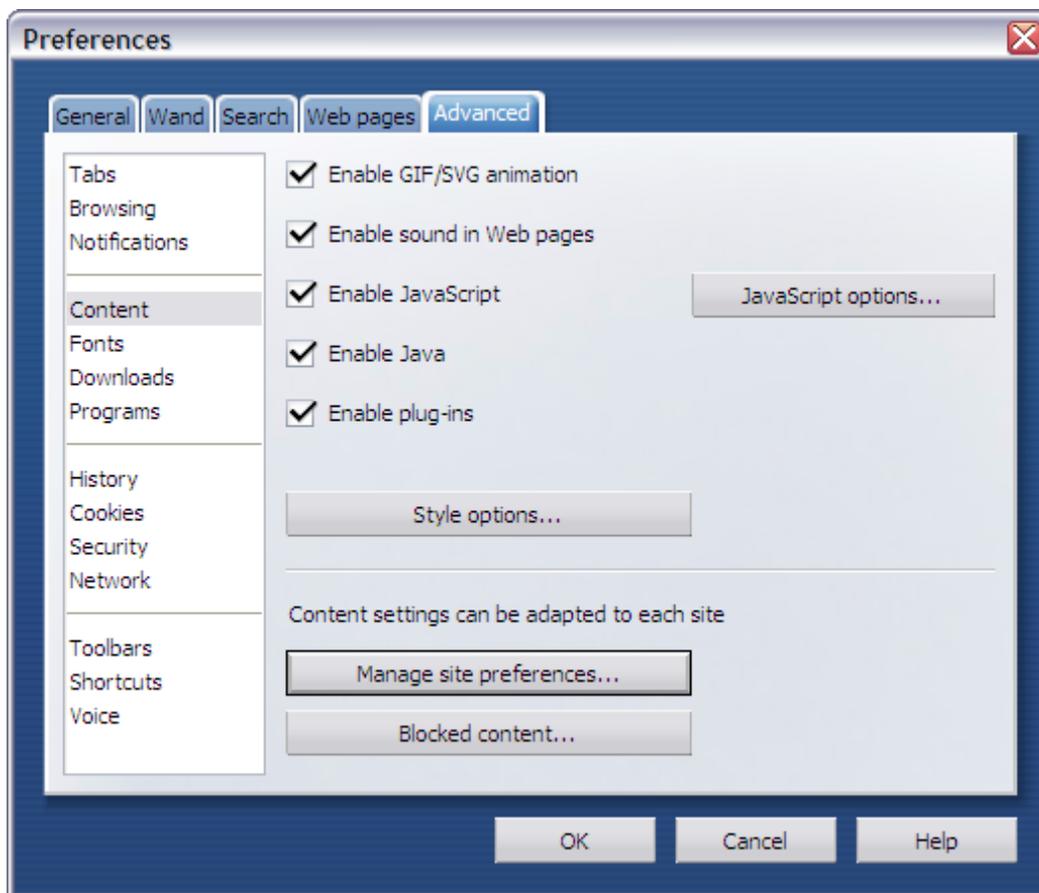


Opera

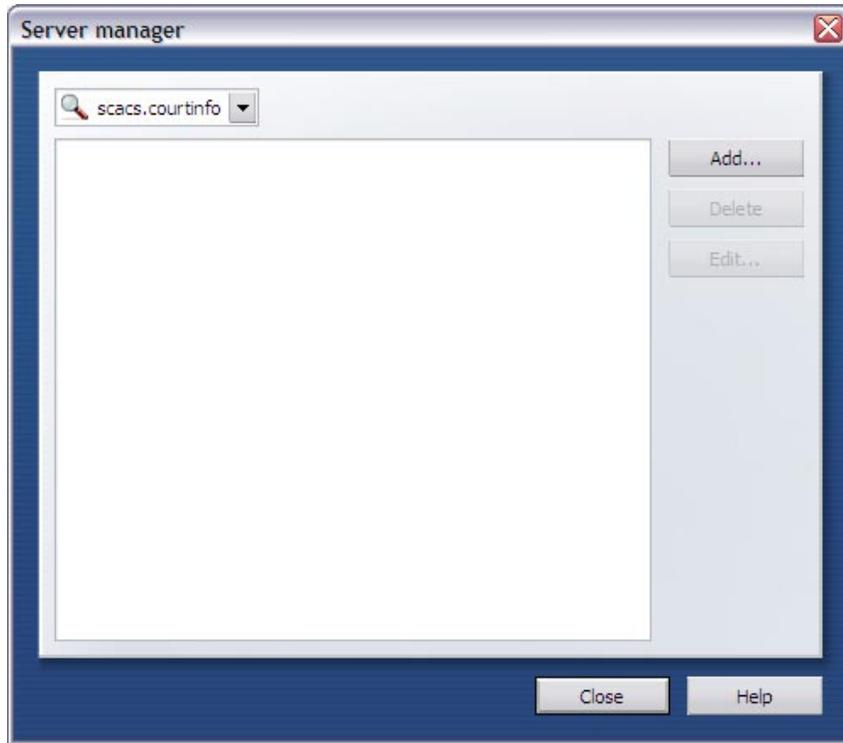
Opera can configure your settings for each specific website. To manage the settings for the SCACS website, first the SCACS website should be added to the list. After it is added, the settings can be changed specific for the SCACS website.

To add the SCACS website:

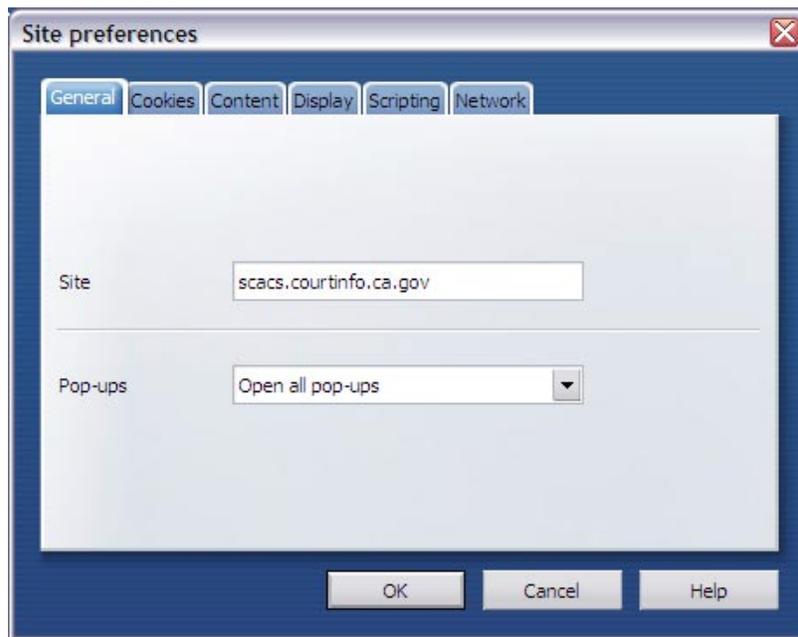
- 1) Go to the **Tools**→ **Preferences** menu item from the browser.
- 2) Click on the **Advanced** tab.
- 3) Select the **Content** option from the left menu.
- 4) Select the **Manage Site preferences...** button.



- 5) Add the website to the **Server Manager**.
 - a) The site that you want to add is the SCACS website, `scacs.courtinfo.ca.gov`.
 - b) Enter **`scacs.courtinfo.ca.gov`** and click on the **Add** button.



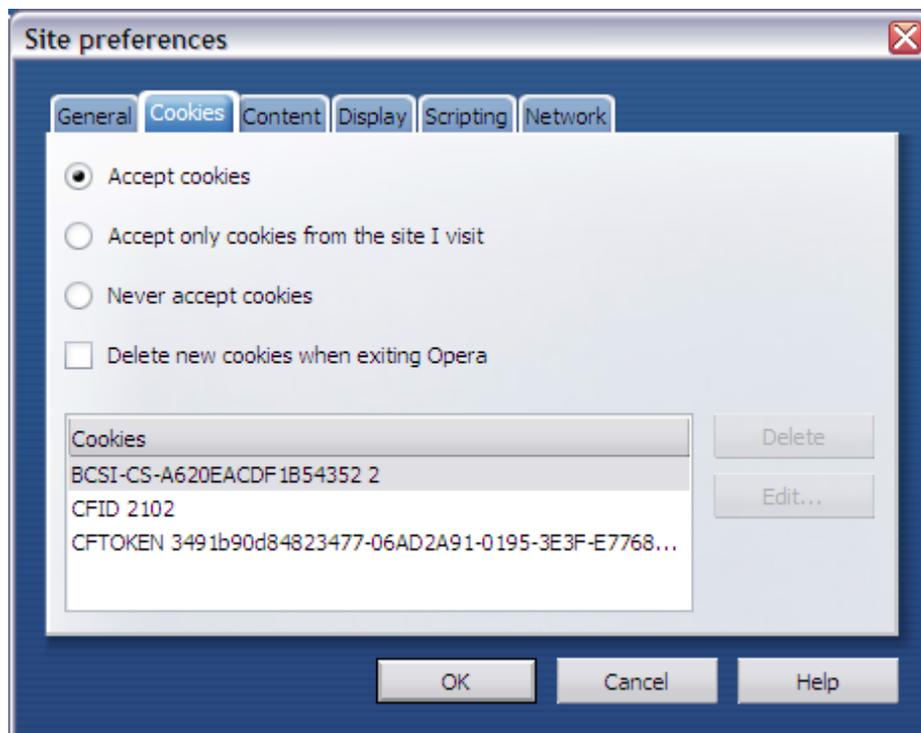
- c) The **Site Preferences** window is displayed:



- d) Enter the site **`scacs.courtinfo.ca.gov`** and click on the **OK** button.

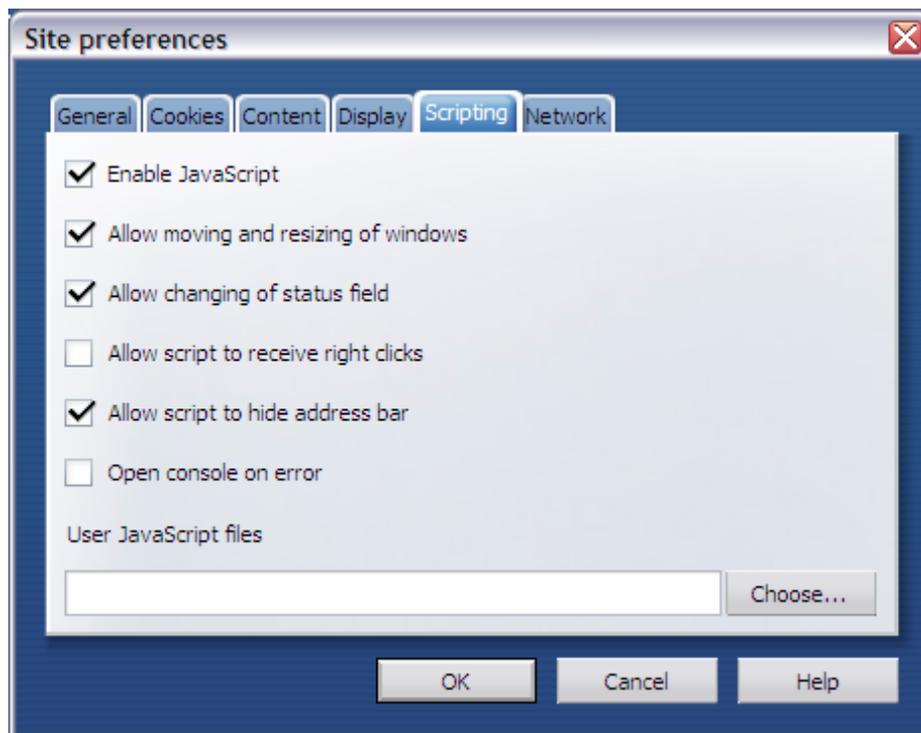
Cookies: Cookies should be enabled for this website. To enable cookies:

- 1) Go to site preferences for the SCACS website:
 - a) Go to the **Tools**→ **Preferences** menu item from the browser.
 - b) Click on the **Advanced** tab.
 - c) Select the **Content** option from the left menu.
 - d) Select the **Manage Site preferences...** button.
 - e) Select the SCACS website **scacs.courtinfo.ca.gov** from the list. If the SCACS website is not in the list, refer to the **"To add the SCACS website"** instructions above.
 - f) Select the **Edit** button.
- 2) Set the cookies option for the SCACS website:
 - a) In the **Site preferences** window, click on the **Cookies** tab.
 - b) Select the **Accept cookies** option.
 - c) Click **OK** button to save the preferences.



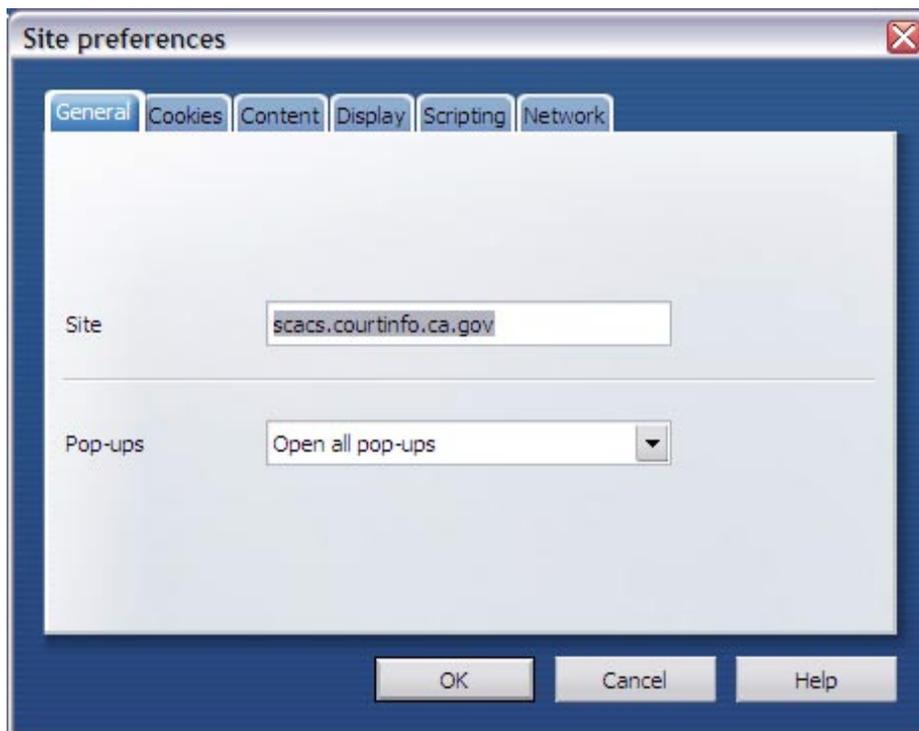
JavaScript: JavaScript should be enabled for this website. To enable JavaScript:

- 1) Go to site preferences for the SCACS website:
 - a) Go to the **Tools**→ **Preferences** menu item from the browser.
 - b) Click on the **Advanced** tab.
 - c) Select the **Content** option from the left menu.
 - d) Select the **Manage Site preferences...** button.
 - e) Select the SCACS website **scacs.courtinfo.ca.gov** from the list. If the SCACS website is not in the list, refer to the **"To add the SCACS website"** instructions above.
 - f) Select the **Edit** button.
- 2) Set the JavaScript option for the SCACS website:
 - a) In the **Site preferences** window, click on the **Scripting** tab.
 - b) Select the **Enable JavaScript** option.
 - c) Click **OK** button to save the preferences.



Pop-up Blocker: Pop-ups should be allowed for this website in order for reports to display. To allow pop-ups:

- 3) Go to site preferences for the SCACS website:
 - a) Go to the **Tools**→ **Preferences** menu item from the browser.
 - b) Click on the **Advanced** tab.
 - c) Select the **Content** option from the left menu.
 - d) Select the **Manage Site preferences...** button.
 - e) Select the SCACS website **scacs.courtinfo.ca.gov** from the list. If the SCACS website is not in the list, refer to the **"To add the SCACS website"** instructions above.
 - f) Select the **Edit** button.
- 4) Set the JavaScript option for the SCACS website:
 - a) In the **Site preferences** window, click on the **General** tab.
 - b) Ensure that the site is displayed as **scacs.courtinfo.ca.gov**.
 - c) Select **Open all pop-ups** in the Pop-ups drop down box.
 - d) Click **OK** button to save the preferences.



Displaying Mixed Content

The browser in some systems warns about displaying mixed content. A mixed content web page contains secure (like forms, tables, files) and non-secure (like images and other graphic contents) items. When the application is launched the web site displays a information/warning as pop window. The user has to click “Yes” every page that is visited. This issue has been seen only in Internet Explorer browser. For resolving this issue in Internet Explorer, the user can go to:

Step 1. Tools → Internet Options → Security → Internet

Step 2. Click on the Custom Level button → Scroll down To Display Mixed Content

Step 3. Click on the Enable radio button

Step 4. Click on the OK button

Internet Explorer

