PINAL COUNTY SUPERIOR COURT

COURT APPOINTMENT REPORTING SYSTEM (CARS)

VERSION 1.0 (NOVEMBER 1, 2016)

Quick Reference Guide

The Court Appointment Reporting System, abbreviated as *CARS*, is a Microsoft Excel Spreadsheet that requires the most recent version of Excel 2016, which is included in an *Office 365* subscription. Additionally, since this file is shared directly with the Court, any user of *CARS* must utilize robust antivirus software.

SCOPE: The *CARS* reporting system is mandatory when reporting court appointment activity to Court Administration, pursuant to Administrative Order 2016-0007, which is found online at http://pinalcountyaz.gov/Judicial/Pages/CourtAppointments.aspx. All other or earlier court appointment activity is reported utilizing the legacy procedures that were in effect at the time of the original appointment.

GENERAL DESCRIPTION: The *CARS* reporting system is comprised of twelve worksheets. The worksheets are divided into three categories: Green tabs are the most common worksheets and will be utilized by all users; Blue tabs are for Juvenile Dependency cases only; and Gray tabs are for internal use by Court Administration. A brief description of each worksheet follows:

WELCOME
A dashboard that recaps activity, projected revenue, and system information; there is no user input.

ENGAGEMENT LOG
The starting point for any new client or assignment, including key dates, status, and financial detail.

CASE LOG
The worksheet for basic detail, describing all cases the constitute the scope of an *Engagement*.

TIME LOG
The place to record time for any *Engagement* or *Event* that is compensated by the hour.

COST LOG
Like a reimbursement claim form to enter reimbursable costs, if authorized by policy or the Court.

WORK ORDER LOG
A record of a user's *CARS* Problems, Requests, and Resolutions.

JD EVENT LOG
The record of activity for Juvenile Dependency, including *Retained Counsel* and *Ad Hoc*.

JD PRINTOUT
A list of Juvenile Dependency Engagements used to preserve data for the JD EVENT LOG.

RETAINER LOG
Internal Use only. Payments and credits for *Retained Counsel*.

INVOICE
Internal Use only. Invoice generator for County Finance.

PAYMENT LOG
Internal Use only. Record of payments, by *Engagement*.

CONTRACTOR DATA
Internal Use only. Compliance and compensation data.

REMINDER of *ENGAGEMENT* CONCEPT: A key difference between the new Court Appointment policy and past practice is that contractors are compensated by the *Engagement*, not the *Case*. If an attorney is appointed to represent a client in several criminal matters, for example, such as a new case and a probation violation petition, this is one *Engagement*, even though it consists of two different cases. Consequently, an Engagement may include several cases, but a case is always part of one Engagement. NOTE: throughout *CARS*, you will use an Engagement ID (starting with 100) to track events, hourly credit, and expense reimbursement

BASIC LAYOUT OF THE *CARS* REPORTING SYSTEM: The user entry fields are white or alternating with blue. Any fields that are calculated or used by Court Administration are locked and are always a shade of gray. Thus, your data entry is limited, and most user fields have a drop-down list of options. Please note: after Court Administration reviews and approves your data, Court Administration may "Lock" your data, such that you will need to contact Court Administration if such fields must later be revised. Remember: gray fields are locked.

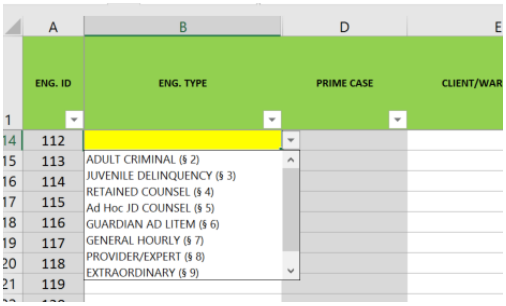
ASSISTANCE: If you have difficulty using *CARS*, please contact a person listed at the end of this Quick Reference Guide. Court Administration stands ready to assist and provide training, just as we appreciate a report of any problems with the *CARS* reporting system.

Entering a New Engagement

Regardless of the type of Engagement, the first step with entering a new Engagement is always to begin by entering key information about the Engagement in the **Engagement Log**.

- Click on the **Engagement Log** tab, and you will see the **Engagement Log**.

- Starting with the top left of the first empty row (which *CARS* will highlight in yellow, select ("click") the yellow cell, and you will see a drop-down arrow on the right side of the cell.



- Click the drop-down arrow, and you will see a list of choices. Select the option that matches the type of Engagement.

- For example, select *Adult Criminal (§ 2)*, if you are entering an Adult Criminal Case. The various types of Engagements are described in *Administrative Order 2016-0007*.

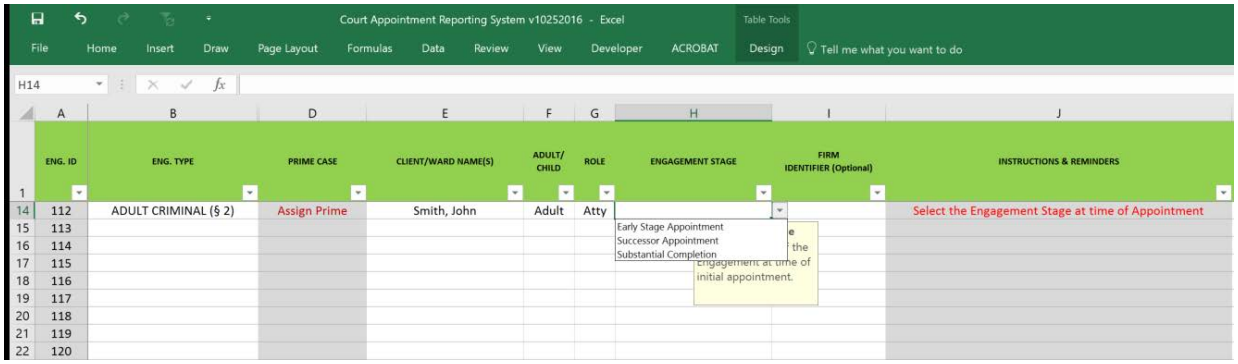
- Next, you may notice that the Gray cell to the right says "Assign Prime". This is a reminder to enter information in the **Case Log**, which we will do when finished with the **Engagement Log**.

- If you look to the next gray column on the right (labelled "Instructions & Reminders"), you will find a note about the next required action. This is a recurring theme throughout *CARS*. If unsure what to do, always look for this field in most worksheets for guidance. As a general principal, you are finished with a worksheet when all "Instructions & Reminders" are clear, except for reminders to provide any documentation to Court Administration. As a further helper, there are various pop-up messages describing most choices.

- After selecting the type of Engagement, the next white cell to the right is the place to write the names of your client or ward, such as "Smith, John". This is a free-form field, and you should write whatever information will help you identify this Engagement. As you work with other worksheets, this information will be reproduced by *CARS* to assist you as you enter information about Engagements.

- As you continue from white cell to white cell to the right, CARS will prompt you to provide additional information, such as whether the Client/Ward is a child or adult and whether your role is attorney or Guardian *ad Litem* (GAL). When you see a drop-down arrow, that always signifies that you must select from a list of choices.

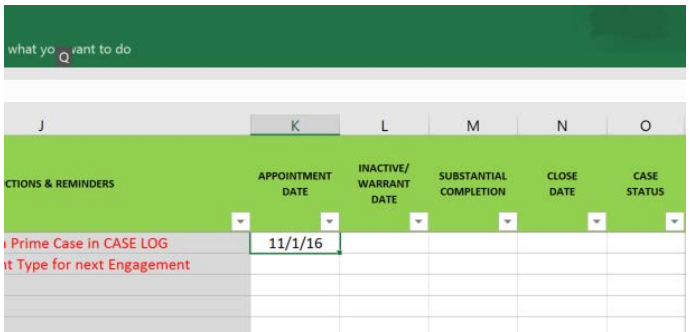
- The next step is to enter the engagement stage. There are three options. An *Early Stage Appointment* means, as the name suggests, that you were appointed during the early stage of the case. You may not have been appointed first, someone may have been briefly appointed and declared a conflict. <u>This is usually the correct choice</u>. The next option is *Successor Appointment*, which is appropriate when another attorney has handled a significant portion of the case and, for whatever reason, cannot complete the assignment. The final choice is *Substantial*



Completion, which is appropriate when an Engagement is substantially completed by another contractor but some follow-up is required, such as a restitution hearing in a criminal case or a periodic review in a guardianship.

- The field that is labelled "Firm Identifier" is optional and may be used to record any internal identifier used by your firm. This field is entirely optional.

- The next section of white cells is used to record key dates. Typically, all that is required is the *Appointment Date*. This is the date when the Engagement began, i.e. when you were first assigned to this client or ward. (Note: the exception that requires an additional entry is the requirement to enter the same *Appointment Date* as a *Substantial Completion Date*, <u>if</u> you selected an *Engagement*



Stage of *Substantially Completed*. But if this is necessary, *CARS* will remind you.)

- As a head's up, as the Engagement proceeds, the other date fields are used to record other key dates. For example, if the case goes inactive, such as when a client is on warrant status, selecting an Inactive Date freezes the count of days that the case is pending (if this situation occurs, please make a note in the "Firm Notes" column when the case is no longer inactive, and Court Administration will manually exclude those days when the case is reactivated). The other two date columns are to indicate when the case is substantially completed and when the case is closed. (Note: all of these dates are subject to review and correction by Court Administration; but if a date is changed, the "Instructions & Reminders" column will report that a date was "ADJUSTED…")

- The final mandatory entry on the **Engagement Log** is the *Engagement Status*. Click on the down arrow to see the list of choices. The most common choice is "Active," which is the standard status when an Engagement is in progress. As discussed earlier, another option is "Inactive", and you should also enter the date when the Engagement became Inactive. When an Engagement is finished, the correct option is "Completed". Finally, when you must withdraw, such as when a conflict requires that your work end prior to completion, there is the option of "Withdrawn".

- As referenced earlier, any notes may be recorded in the final user column, *Firm Notes*. This field is also available on other worksheets and is available for the firm to memorialize any information, as well as to communicate any information to Court Administration. WARNING: NO INFORMATION ENTERED IN *CARS* IS PRIVATE OR PRIVILEGED.

- Once you have entered the *Engagement Status*, this completes the required entries to add a new Engagement to the **Engagement Log**, but *CARS* reminds you to "Select/Enter a Prime Case in CASE LOG". Remember: every Engagement is comprised of one or more cases, and any Engagement therefore requires the entry of not less than one case in the **Case Log**. This is covered in the next section.

- Although no other initial data entry is required in the **Engagement Log**, additional read-only fields to the right are used by Court Administration and are available for your inspection. As you pan to the right, you will see the payment calculations for the Engagement (Note: if the Engagement is assigned to Retained Counsel, which is paid by a retainer, the amounts have a strike-out but are shown for informational purposes), fields where certain values can be overridden, and assorted audit information.

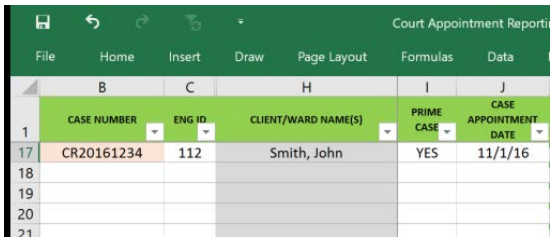
Entering a Case

Regardless of the type of Engagement, the first step when entering a new Engagement always begins with entering the general client (or ward) information in the **Engagement Log**. The following instructions assume you have already completed that first step and are ready to add one or more cases that are the components of that Engagement. (NOTE: you will need the *Engagement ID* for the relevant Engagement, which is found in the farthest left column on the **Engagement Log** (the header is *Eng. ID*).

- Click on the **Case Log** tab, which is one of the green tabs on the bottom of the display, and the **Case Log** will appear on the screen.

- Select the top left column of the first empty row, labelled *CASE NUMBER*, and enter the *Court Case Number* of the case you will enter.

- In the next column, enter the Engagement ID. The *Engagement ID* is found in the farthest left column on the **Engagement Log** and has the header: *Eng. ID*. The Engagement ID is the common link that is used throughout *CARS*.



- Once you enter an *Engagement ID*, *CARS* will complete the next column and show the *Client/Ward Names(s)*. (Note: if the name does not match what you expect, check the *Engagement ID*. If you haven't completed the **Engagement Log** for that *Engagement ID*, *CARS* will remind you to "Complete **Engagement Log**…" for that *Engagement ID*.

- Next, identify if this is the *Prime Case* for this Engagement. If the Engagement only consists of one case, then that case is the *Prime Case*. If the Engagement has multiple cases, select the case that you consider the *Prime Case*. Each case has one *Prime Case*. *CARS* will report an error if no *Prime Case* is selected or if two or more cases are selected as *Prime Cases* in any Engagement.

- Every case also requires a *Case Appointment Date*, and you are next prompted to provide that date. If an Engagement only consists of one case, or if all the cases were appointed at the same time as the start of the Engagement, this will be the same date as provided as the *Engagement Appointment Date* that was entered in the **Engagement Log**. However, if another case was added at a later date, such as occurs when a subsequent criminal case is added in a pending criminal Engagement, enter the actual *Case Appointment Date* in the **Case Log**.

- For many types of engagements, no further information is required in the **Case Log**. However, if additional information is required, the *Instructions & Reminders* column will identify the required information, and *CARS* will also highlight the appropriate field(s) in the same color as the *Case Number*. (NOTE: once all required information is entered, the highlighting will clear, as will the *Instructions & Reminders*.) This additional data entry is required for Adult Criminal, Juvenile Delinquency, Appeal, and certain Guardian *ad Litem* Engagements, and this additional information allows *CARS* to automatically calculate certain flat fees and any applicable fee caps. No harm results from entering unnecessary or redundant information.

  NOTE: if additional information is required, most of the information is obvious, and you may be asked to provide a *CR/JV Case Description*, which consists of three options that describe the case <u>at the time of appointment</u>: "Trial/Adj. Stage" means that the case is not yet adjudicated, such as a criminal case that has not yet been concluded by plea or trial; "Probation Violation" means the case is a pending petition to revoke probation; and "Duplicate Facts/Events" means that the case replaces or restates another case in the engagement that arises out of the same facts or events as the original case, such as occurs if a case is represented to a grand jury and a new indictment is returned and filed in a new case number.

- Although no other data entry is required in the **Case Log**, the additional read-only fields to the right are used by Court Administration and are available for your inspection. As you pan to the right, you will see fields where certain values can be audited and overridden by Court Administration.

<u>Entering Hourly Time</u>

The **Time Log** is used to enter billable time, which means time that is not already covered by a flat fee, such as a flat fee in a criminal Engagement or productivity credits in a Juvenile Dependency (JD) Engagement.

- Click on the **Time Log** tab, which is one of the green tabs on the bottom of the display, and the **Time Log** will appear on the screen.

- Regardless of the type of Engagement, enter the Date of the hourly time billing. If you are entering the duration of a specific event, like a date of a mediation or a particular day of a trial, enter the specific date of that event. If you are making an entry of the total hours that were expended over a period of time, enter your billing date; for example, if you are entering the time spent during the month of November on an hourly engagement, enter a date of November 30 or later.

- Regardless of the type of Engagement, in the next column, enter the *Engagement ID* (NOTE: the *Engagement ID* is found in the farthest left column on the **Engagement Log** and has the header *Eng. ID*).

- Once you have entered an *Engagement ID*, *CARS* will complete the next column with the appropriate *Client/Ward Names(s)*. (Note: if the name does not match what you expected, you have entered the wrong *Engagement ID*; alternatively, if you have not yet completed the **Engagement Log** for that *Engagement ID*, *CARS* will remind you to "Complete **Engagement Log**…" for that *Engagement ID.*

- Next, select the Event from the drop-down list. The appropriate selection depends on the type of engagement and the claimed time:

    i. "JD Contested Hrg" is used to enter lengthy contested hearings in a Juvenile Dependency Engagement, regardless of whether the attorney is *Retained Counsel* or *Ad Hoc JD Counsel*. Please keep in mind that typical court hearings are entered in the **JD Event Log** and receive standard productivity credit, such that this alternative claim is generally beneficial for contested hearings that are longer than 2 hours. See § 4.4.2.1.

    ii. "JD Mediation" is used to enter any Juvenile Dependency mediation, regardless of whether the attorney is *Retained Counsel* or *Ad Hoc JD Counsel*. See § 4.4.2.2.

    iii. "JD Substitute Credit" is used to claim Substitute Productivity Credit for Discretionary Appointments, pursuant to § 4.4.3. This only applies to *Retained Counsel*.

    iv. "CR Trial" is used to claim time spent in a bench or jury trial of a *General Adult Criminal Engagement*, pursuant to § 2.4.1.

    v. "CR Contested Hrg" is used to enter lengthy contested hearings in a *General Adult Criminal Engagement*. Please keep in mind that typical court hearings are included in the flat-fee, such that this claim is beneficial for contested hearings that are longer than 2 hours. See § 2.4.2.

    vi. "JV Adjudication" is used to claim time spent adjudicating a delinquency or incorrigibility petition of a *General Juvenile Delinquency/Incorrigibility Engagement*, pursuant to § 3.4.1.

    vii. "JV Contested Hrg" is used to enter lengthy contested hearings in a *General Juvenile Delinquency/Incorrigibility Engagement*. Typical contested hearings are included in the flat-fee, such that this claim is

beneficial for contested hearings that are longer than 2 hours. See § 3.4.2.

viii. "Hourly Engagement" includes all other Engagements that are not compensated by a flat-fee or productivity credits, such as Extraordinary Cases.

ix. "Alternative Minimum Credit" provides an alternative method of reporting time and calculating compensation to protect that the effective hourly rate for an Engagement will not fall below half the *Standard Hourly Rate*. This is applicable to Engagements that are compensated by a flat-fee or productivity credits. See §§ 11.10 and 4.5. When this information is provided, CARS will set the compensation at whatever is higher, the standard or alternative fee.

- Special Rule when entering JD Cases: when entering a Juvenile Dependency case, regardless of whether the attorney is *Retained Counsel* or *Ad Hoc JD Counsel*, the detail of the time entry is in the **Time Log**, but this event must also be recorded in the **JD Event Log**. It doesn't matter in which log you enter the information first; but the number of hours will automatically transfer from the **Time Log** to the **JD Event Log**, provided the *Date*, *Engagement ID*, and *Event* match. This will be discussed again in the instructions for the **JD Event Log**, and you will see a customary reminder in the "Instructions & Reminders" field. Note: No other entry is required for any other type of Engagement, and the automatically calculated fee will post in the **Engagement Log**.

- Special Rule when withdrawing from a *General Adult Criminal Engagement* or a *General Juvenile Delinquency/Incorrigibility Engagement*. Pursuant to §§ 2.5 and 3.5, these matters become an "Hourly Engagement" upon conflict or withdrawal, which is subject to a fee cap that is automatically computed by *CARS*, such that the hourly time is entered in the **Time Log** as an "Hourly Engagement".

- Special Rules when entering time as a Guardian *ad Litem* (GAL) (which includes service as a *Best Interest Attorney* or attorney for a witness).

  i. When serving as a GAL in a JD matter, credit is entered the same as that of an attorney, which means entries in the **Time Log** and/or **JD Event Log**, and all credit is automatically calculated by *CARS*.

  ii. In all other Engagements, time is entered as a straight "Hourly Engagement."

  iii. When serving as a GAL exclusively on either a *General Adult Criminal Engagement* or a *General Juvenile Delinquency/Incorrigibility*

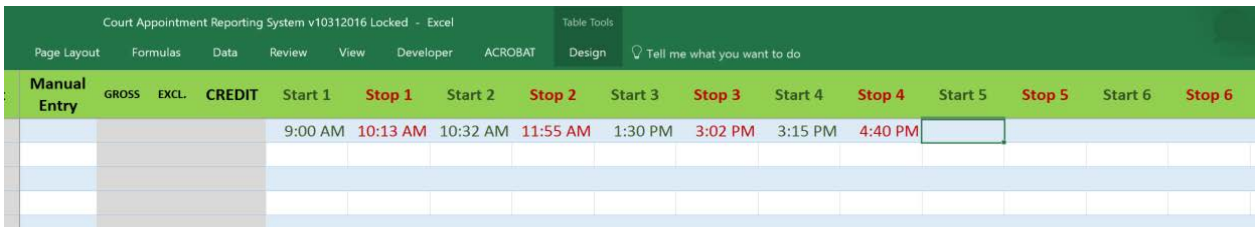
Engagement, the "Hourly Engagement" is subject to a fee cap. The time spent in service as GAL is entered the same as any "Hourly Engagement", but the GAL will also need to enter the time of any trial, adjudication, or contested hearing, which will be used for calculating the fee cap.

For example, if a GAL spends 20 hours working on a criminal case that goes to trial, the GAL will enter 20 hours as an "Hourly Engagement" in the **Time Log** and the GAL will make another entry in the **Time Log** for the "CR Trial", including providing the time detail for the trial. CARS will automatically calculate the GAL fee from the entry for the "Hourly Engagement" and automatically calculate the fee cap from the "CR Trial" entry.

- In the next field, provide a sufficient description of the event for Court Administration to understand the claim.

- Identify whether this entry is the first day of the event, such as the first day of a trial. If the event is concluded in one day, still answer "yes" to that one day. This is needed because some events have some excluded time, and this makes certain that exclusion is only charged once.

- The remaining task is to enter the time, and there are two methods of entry. When entering a specific event, such as a trial, mediation, or contested hearing, the time is entered using the start and stop times in the course of the court day, as reflected in the minutes of the Clerk of the Court. However, hourly, substitute, and alternative minimum credit are claimed by making a single manual entry and providing time documentation. *(Time in the afternoon is entered using a 24 hour clock or by specifying PM. For example, 1:30 in the afternoon can be entered as "13:30", "1:30 p" or "1:30 pm".)*



- Although no other data entry is required in the **Time Log**, as with the other worksheets, the additional read-only fields to the right are used by Court Administration and are available for your inspection. As you pan to the right, you will see fields where certain values can be audited and overridden by Court Administration.

Entering Cost Reimbursement

The **Cost Log** is used to enter reimbursable costs, which means costs that is not already covered by a the general compensation plan of the various Engagements.

- Click on the **Cost Log** tab, which is one of the green tabs on the bottom of the display, and the **Cost Log** will appear on the screen.

- As is customary, enter the *Engagement ID* (NOTE: the *Engagement ID* is found in the farthest left column on the **Engagement Log** and has the header *Eng. ID*).

- Once you have entered an *Engagement ID*, *CARS* will complete the next column with the appropriate *Client/Ward Names(s)*. (Note: if the name does not match what you expected, you have entered the wrong *Engagement ID*; alternatively, if you have not yet completed the **Engagement Log** for that *Engagement ID*, *CARS* will remind you to "Complete **Engagement Log**…" for that *Engagement ID.*

- Next enter the Date of the claim for reimbursement, which is typically the date that the cost was incurred.

- PLEASE NOTE that not all costs are reimbursable. In fact, the compensation rates have been increased, in part, to avoid the cost of processing small cost reimbursement claims. See § 11.6. Costs must be approved in advance by the Court or *Billing special Master*. As a general principle, however, minor costs are not reimbursable, nor are mileage within a 100 mile radius of the Pinal County Superior Courthouse or the first $50.00 of other costs.

- Please enter reimbursable costs in the appropriate column.

    i. "Miles" is the number of miles, excluding a 100 mile radius of the Pinal County Superior Courthouse in Florence.

    ii. "In-State Travel" is the authorized reimbursement for in-state transportation and lodging.

    iii. "Out-of-State Travel" is the authorized reimbursement for out-of-state transportation and lodging.

    iv. "Other Costs" are authorized non-travel costs of the Engagement.

    v. "Client Costs" are authorized costs that are paid by counsel as a convenience for the Court, such that the $50.00 exclusion is not applied to these reimbursable costs. Examples are the cost of service of process.

- Next enter a description and justification of the claimed costs, the date that the cost was authorized, and the identity of the official who authorized the cost.

- Although no other data entry is required in the **Cost Log**, the additional read-only fields to the right are used by Court Administration and are available for your inspection. As you pan to the right, you will see fields where certain values can be audited and overridden by Court Administration.

Work Order Log

The **Work Order Log** is used to memorialize problems and requests, as well as the resolution of reported issues by Court Administration. Appropriate issues to list include any "bugs" or problems with *CARS*, as well as any entries that you feel may be in error or feel should be adjusted in some manner.

JD Event Log

The **JD Event Log** is used to record and calculate productivity credits in Juvenile Dependency Cases. Productivity Credits are used to provide a performance measure for *Retained Counsel* and to directly calculate the compensation for *ad Hoc JD Counsel*. The **JD Event Log** consists of six user fields, such that data entry is very simple system and quick.

- Click on the **JD Event Log** tab, which is one of the blue tabs on the bottom of the display, and the **JD Event Log** will appear on the screen.

- Enter the date of the event, such as 11/1/2016.

- As is customary, enter the *Engagement ID* (NOTE: the *Engagement ID* is found in the farthest left column on the **Engagement Log** and has the header *Eng. ID*).

- Once you have entered an *Engagement ID*, *CARS* will complete the next columns with Engagement information, such as *Client/Ward Names(s)*. (Note: if the name does not match what you expected, you have entered the wrong *Engagement ID*; alternatively, if you have not yet completed the **Engagement Log** for that *Engagement ID*, *CARS* will remind you to do so.

- Next select the "Event" from the drop-down list that describes the type of event or activity that is

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*The Control key and Semicolon key (*Ctrl + ;*) inserts the current date.*

claimed.

i. "Pre-Protective Conference" is used if the only activity was a pre-protective conference.

ii. "Court Hearing" describes any court hearing in a Juvenile Dependency Engagement, even a hearing that includes multiple issues. Only one court hearing can be claimed in any day.

iii. "PPC & Court Hearing" describes both a pre-protective conference and any court hearing.

iv. "Field Visit" describes a qualifying field visit with a child, pursuant to § 4.4.1(B).

v. "In-Person Consultation" describes a qualifying in-person consultation with a ward or client, pursuant to § 4.4.1(C). This does not include any consultation that occurs at the courthouse on the day of a hearing.

vi. "JD CONTESTED HRG" describes a contested hearing, pursuant to § 4.4.2.1. These events must also be entered in the **Time Log** using the same date, *Engagement ID*, and event, and *CARS* will complete the rest of the entry, transferring the time from the **Time Log**. If the **Time Log** has not been completed, *CARS* will remind you to complete the **Time Log**.

vii. "JD MEDIATION" describes a mediation, pursuant to § 4.4.2.2. These events must also be entered in the **Time Log** using the same date, *Engagement ID*, and event, and *CARS* will complete the rest of the entry, transferring the time from the **Time Log**. If the **Time Log** has not been completed, *CARS* will remind you to complete the **Time Log**.

viii. "ALT MINIMUM CREDIT" describes a claim for the Alternative Minimum Credit, pursuant to § 4.5. This claim must also be entered in the **Time Log** using the same date, *Engagement ID*, and event, and *CARS* will complete the rest of the entry, transferring the time from the **Time Log**. If the **Time Log** has not been completed, *CARS* will remind you to complete the **Time Log**. *(Note: Alternative Minimum Credit is an alternative method of calculating credit that insures that the effective hourly rate on a time-consuming Engagement does not fall below half of the Standard Hourly Rate.)*

ix. "JD SUBSTITUTE CREDIT" describes a claim for Substitute Productivity Credit, pursuant to § 4.4.3. This claim must also be entered

in the **Time Log** using the same date, *Engagement ID*, and event, and *CARS* will complete the rest of the entry, transferring the time from the **Time Log**. If the **Time Log** has not been completed, *CARS* will remind you to complete the **Time Log**. *(Note: this gives credit to Retained Counsel when performing other services on Discretionary appointments.)*

- As a caution, only record a particular event once per day for any *Engagement ID*. Several events may be recorded for any engagement on any date, but don't enter the same event more than once for an Engagement on any date. For example, an Engagement can only have one *JD Contested Hearing* on any day.

- Once the Event is selected, the "Instructions & Reminders" whether one or both of the next two field is required: "Attendance" and "Attorney".

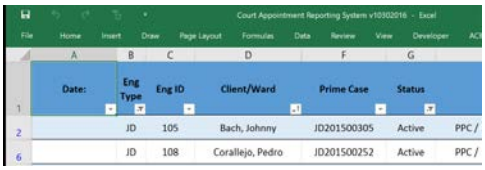
- The "Attendance" field documents whether the client was present or absent. If this information is required, select the appropriate entry from the drop-down list.

- The "Attorney" field documents who covered the event. If this information is required, select the appropriate entry from the drop-down list. The first option is the assigned attorney. The next option is *Co-Counsel* which means an attorney who is joined on the notice of appearance and routinely appears in the Engagement. The final attorney option is Coverage Attorney which means an attorney who has not joined on the notice of appearance OR who has not routinely appeared in the Engagement. (Please note: a fourth option is *Caseworker*; this field is available for *Field Visits* and *In-Person Consultations* but the current compensation plan does not award any credit for such services at this time.)

- The final user field (to the right of "Instructions & Reminders" is for firm notes. Use this field to document any information that you may find useful, as well as to provide any explanation for an unusual entry.

- Although no other data entry is required in the **JD Event Log**, the additional read-only fields to the right are used by Court Administration and are available for your inspection. As you pan to the right, you will see fields where productivity credit is calculated and certain values can be audited and overridden by Court Administration.

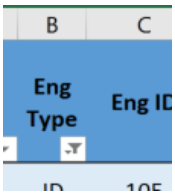
- NOTE: the *General Monthly Fee* is now automatically calculated in the **Engagement Log**; no entry is required in the **JD Event Log**.



JD Printout

The **JD Printout** produces a report of cases, such as the list of active JD cases. The purpose of the report is to provide a portable method of recording events that can be later entered in the **JD Event Log**. There is no data entry on the JD Printout, only the selection of filter criteria.

- Click on the **JD Printout** tab, which is one of the blue tabs on the bottom of the display, and the **JD Printout** will appear on the screen.



- The header of this report lists field names and each can be filtered. However, the useful fields are *Eng Type* (which can identify JD or other case-types) and *Status* (which can identify active cases). This report does not automatically update.

- To select only Juvenile Dependency Engagements to appear in the report, click on the symbol below the header Eng Type. The symbol looks like a funnel or down arrow. When you click on this symbol, it will open a box to make your selection.

- When the box opens, near the bottom is a choice for "Select All", followed by the various available Engagement types. Uncheck "Select All"; so that box is clear, and then scroll down to "JD" and select that choice. The report will now filter out all Engagements, except for JD cases. This will also produce a report for other Engagements, if you select other types.

- Next, select the funnel for "Status", and uncheck "Select All". Now select "Active", and *CARS* will limit the report to active cases. Again, you can select whatever criteria you wish.

- Once the report meets your needs, print it.

End of Reporting Period Procedures

The *Welcome* page includes the date when the *Current Reporting Period* ends. The procedure to follow to submit your claim for fees and costs is as follows:

1. Complete this procedure during the first week after the end of the *Current Reporting Period*. There is no penalty for a delayed submission, but payment will typically take 14-18 calendar days after we receive your claim.

2. Make any final entries in *CARS*, including updating the status of any Engagements that has changed, such as become closed or withdrawn, including the relevant dates of those status changes. *(Please note: you may make entries beyond the end of the reporting period; for example, if the current reporting period ends on November 30, you may still make entries into the month of December.)*

3. Review the "Instructions & Reminders" for the **Engagement Log**, **Case Log**, **Time Log**, and **JD Event Log**. The "Instructions & Reminders" should be clear of any error or instructions, except for reminders to provide documentation. For any other remaining warnings, errors, or reminders, please provide any helpful comments in the relevant "Firm Notes" field, which may assist Court Administration in understanding, correcting, or adjusting any entries.

4. If you have identified any problems with *CARS* or have any requests, please include those remarks in the Work Order Log.

5. Prepare any required documentation for any manual time entries that were entered in the **Time Log**, such as time sheets for any hourly engagement.

6. Prepare and sign a current *Acknowledgement and Certification of Court Appointed Attorney*. This form is available at the Court Appointment page of the Court Administration website (Press the Ctrl key and Click HERE).

7. Email the *CARS* file, your documentation for any manual time entries, and your current *Acknowledgement and Certification of Court Appointed Attorney*, to mbond@courts.az.gov. This electronic submission constitutes your claim, unless Court Administration requests further information. Please remember:

    a. KEEP A SAFETY COPY OF THE *CARS* FILE AND YOUR DOCUMENTATION.

    b. DO NOT ENTER ANY NEW DATA IN *CARS* UNTIL YOU RECEIVE A REVISED FILE BACK FROM COURT ADMINISTRATION.

    c. IF YOU HAVE ANY CLAIM TO MAKE FOR ANY PRIOR COURT APPOINTMENT ACTIVITY, i.e. any claims that are not submitted under the authority and compensation plan of Administrative Order 2016-0007, SUBMIT THOSE CLAIMS IN ACCORDANCE WITH THE LEGACY REPORTING SYSTEM; do not submit those claims utilizing *CARS*.

8. When Court Administration returns a revised copy of *CARS* to you, only use that revised version of CARS for the new reporting period. When you open CARS, please confirm that the *Welcome* page shows the correct *Current Reporting*

Period. (PLEASE NOTE: Court Administration may continue to review and update prior activity after a revised copy of CARS is returned to you.)

Meaning of "Instructions & Reminders" Warnings

As discussed in this quick reference guide, a common feature of CARS is an "Instructions & Reminders" field that gives feedback to the user, describing next steps or warning of errors or other issues. The following list describes the key warnings and explains what needs to be accomplished to avoid or remove the warning.

"**Adjusted by Court Administration**" is for your information only. It advises you that Court Administration has adjusted your claim for that row. Certain worksheets provide additional information to identify what was adjusted.

"**Assign a Prime Case in the Case Log for ENGAGEMENT ID XXX**" displays in the **JD Event Log** when the selected *Engagement ID* does not have an assigned Prime Case. This warning means either that no case has been entered in the **Case Log** for this Engagement, or it means that a case is entered but no case has been identified in the **Case Log** as the *Prime Case* for the Engagement. Remember an Engagement may have one or more cases, and you need to identify what you determine to be the primary or most important case, which is the *Prime Case*; this will be the case number that *CARS* will reproduce to identify a case in the Engagement.

"**Complete Engagement Log…**" is a reminder that you have not completed the **Engagement Log** for the *Engagement ID* that you have entered.

"**ENTER in JD EVENT LOG to receive credit**" is a reminder in the **Time Log** for Juvenile Dependency Engagements to make the same entry of the date, *Engagement ID*, and event in the **JD Event Log.** Once this entry is made in the JD Event Log, the entry in the **Time Log** will be credited in the **JD Event Log**. If you have made both entries, check to make certain that the same date, *Engagement ID*, and event were entered in both the **Time Log** and the **JD Event Log**.

"**ERROR: Alt Minimum Credit not available for Eng.**" is found in the **Time Log** when *Alt Minimum Credit* is claimed in an Extraordinary, Hourly, or Provider Engagement. This alternative method of calculating compensation is not available in these Engagements.

"**ERROR: Column skipped entering time**" is found in the **Time Log** and occurs when entering the start and stop times of an event. The error occurs if a column

is left blank. Start with "Start 1" and "Stop 1" and then enter "Start 2" and "Stop 2" and so on, until finished, without skipping any column. In most cases, you will not need twelve start and stop times, and there is no problem leaving extra columns blank, just don't skip any.

"**ERROR: duplicate entries in JD EVENT LOG**" is occurs in the **Time Log** and occurs with Juvenile Dependency Engagements when the same date, *Engagement ID*, and event entered in the **Time Log** is entered two or more times in the **JD Event Log**. Eliminate the duplicate entry(ies) in the **JD Event Log**.

"**ERROR: Each Appeal is a Separate Engagement**" is found in the **Case Log** and occurs when a second case is entered for an Appeal Engagement. Although Engagements often include more than one case, an Appeal Engagement is limited to one case. Thus, if a client has two appeal, for example, each must be entered as a separate Engagement.

"**ERROR: Each Extraordinary Case is a Separate Engagement**" is found in the **Case Log** and occurs when a second case is entered for an Extraordinary Engagement. Although Engagements often include more than one case, an Extraordinary Engagement is limited to one case. Thus, if a client has two extraordinary cases, for example, each must be entered as a separate Engagement.

"**ERROR: Enter a Close Date**" is found on the **Engagement Log** and occurs when the "Engagement Status" is changed to *Completed* or *Withdrawn*. Either status means that the Engagement is now closed for you, and you must enter a "Close Date".

"**ERROR: Event not available for Engagement**" describes a mismatch in the **Time Log** of an event that is not available for that Engagement. An example is selecting a "CR Trial" in a Juvenile Dependency Engagement. *(Please note: absence of this message does not mean that the event should be selected. For example, "Hourly Engagement" is an available event for an Adult Criminal Engagement, but this event is only used following withdrawal from the Engagement.)*

"**ERROR: General GAL is not available in JD**" is a warning found in the **Case Log**. It reports an error when the Engagement type is described as a general GAL, which is set forth in § 6, but the case is a JD case. GAL service in a JD case is limited to the compensation plan for *Retained Counsel* and *Ad Hoc JD Counsel*.

"**ERROR: Hourly Engagement only if Withdrawn**" is a warning in the **Time Log** after selecting "Hourly Engagement" for a Criminal or Juvenile Delinquency Engagement. This warning is given if the **Engagement Log** does not reflect a status of *Withdrawn* from the Engagement. An entry for an "Hourly Engagement" is appropriate in these types of Engagements only after withdrawal, since the Engagement is compensated on an hourly basis following withdrawal, subject to a fee cap.

"**ERROR: Hourly Engagement unavailable for JD**" is a warning in the **Time Log** after selecting "Hourly Engagement" for a Juvenile Dependency Engagement. An entry for an "Hourly Engagement" is never appropriate in a JD Engagement. Rather, following withdrawal from a JD Engagement, the productivity credits automatically adjust; and if there is billable hourly credit, the available options are *JD Contested Hrg*, *JD Mediation*, *JD Substitute Credit*, and *Alt Minimum Credit*.

"**ERROR: No Blank Rows**" is a warning that a row has been skipped. Do skip any rows. If the blank row was caused by deleting the entries in a row, just enter new data in that row. There is no need to enter data in any particular order; so just enter the data in the blank row.

"**ERROR: Select a Prime Case for Engagement**" is a reminder in the **Engagement Log** and the **Case Log** that the Engagement does not yet have an identified *Prime Case*. This means either that no case has been entered in the **Case Log** for this Engagement, or it means that a case had been entered but no case has been identified in the **Case Log** as the *Prime Case* for the Engagement. Remember an Engagement may have one or more cases, and you need to identify what you determine to be the primary or most important case, which is the *Prime Case*; this will be the case number that *CARS* will reproduce to identify a case in the Engagement.

"**ERROR: Selected Multiple Prime Cases**" is a warning in the **Case Log** that the Engagement has multiple identified *Prime Case*. This means that two or more cases have been identified in the **Case Log** as the *Prime Case* for the same Engagement. Remember an Engagement may have one or more cases, but you must identify only one case as the primary or most important case, which is the *Prime Case*; this error message will appear at each of the cases that were identified as a *Prime Case* in the Engagement.

"**ERROR: Status is Active/Inactive, but a Close Date**" is found on the **Engagement Log** and occurs when the "Engagement Status" is *Active* or *Inactive*, but there is a "Close Date". Either status means that the Engagement is still open, such that there should not be a "Close Date".

"**ERROR: This is not a JD Engagement**" occurs in the **JD Event Log** when an entry is made for an *Engagement ID* that is not associated with a Juvenile Dependency Engagement.

"**NOTICE: Check date; falls on weekend**" is a warning when a date is entered for certain events that unexpectedly are reported on a weekend, such as a court hearing. *CARS* accepts the entry but posts the notice.

"**NOTICE: Unexpected Claim of Caseworker time in Court**" is a caution in the **JD Event Log** when a claim for a court hearing is made by a Caseworker. *(Please note: CARS has the capability of recording services by a Caseworker, should the compensation plan later allow Caseworkers to be compensated for certain services, such as Field Visits. For this reason, there is the option of selecting a Caseworker for certain entries, although no compensation or credit is currently.)*

"**NOTICE: Unexpected Field Visit to an Adult Client**" is a caution in the **JD Event Log** when a *Field Visit* is entered for an Adult Client. Absent unusual circumstances, policy contemplates that consultations with Adult Clients will occur at an office or the courthouse. CARS accepts but flags the entry. If there is a good cause for a Field Visit, such as an incapacitated Adult Client who must be visited in a care facility, an explanation should be provided in the "Firm Notes" field to the right of this notice.

"**REJECTED FOLLOWING COURT REVIEW**" identifies a row where your claim is rejected by Court Administration. If you pan to the right through the locked Court Administration fields you will be able to see any actions that were taken by Court Administration.

"**REMINDER: Complete Time Log**" is a reminder in the **JD Event Log** to make the same entry of the date, *Engagement ID*, and event in the **Time Log.** Once this entry is made in the **Time Log**, the entry in the Time Log will be credited in the **JD Event Log**. If you have made both entries, check to make certain that the same date, *Engagement ID*, and event were entered in both the **Time Log** and the **JD Event Log**.

"**REMINDER: Document manual entry**" is a reminder in the **Time Log** that displays if a manual entry is made for the time (rather than start and stop times for court hearings). This is a reminder to submit documentation to Court Administration for the claimed hours. This reminder will not clear until Court Administration clears the reminder following receipt of acceptable documentation.

"**Select/Enter a Prime Case in CASE LOG**" is a reminder in the **Engagement Log** that the Engagement does not yet have an identified *Prime Case*. This means either that no case has been entered in the **Case Log** for this Engagement, or it means that a case had been entered but no case has been identified in the **Case Log** as the *Prime Case* for the Engagement. Remember an Engagement may have one or more cases, and you need to identify what you determine to be the primary or most important case, which is the *Prime Case*; this will be the case number that *CARS* will reproduce to identify a case in the Engagement.

"**Substantial Completion Date must match Appointment Date**" reports an error on the **Engagement Log** when the "Engagement Status" is identified as *Substantially Complete*. If the Engagement is substantially complete at the time of the appointment, then the "Appointment Date" and the "Substantial Completion Date" must be the same.

"WARNING: Negative Hours (-XX.X)" reports an entry in the **Time Log** that will result in negative credit. This can occur if there is excluded time, such as the first two hours of an event, if the event is less than two hours in duration. It can also occur when claiming *Alternative Minimum Credit* in a Juvenile Dependency Engagement, if the *Alternative Minimum Credit* will result in less credit than the regular productivity credits.

"**WITHDRAWN: Enter as HOURLY ENGAGEMENT in TIME LOG**" is a reminder in the **Engagement Log** that, upon withdrawal from an Engagement that was formerly a flat-fee Engagement, you need to treat it like an hourly engagement and enter your billable time in the **Time Log**. This reminder remains until there is a time entry in the **Time Log**. See §§ 2.5 and 3.5.

VIEWING PROBLEMS:
CARS is best viewed on a widescreen monitor. If you cannot see as much of a worksheet as you wish, click on the "View" menu at the top of the screen, and click on "Zoom" to select a reduced magnification. If a cell is too small to show its contents (which may result in a series of "#" signs), ask Court Administration to adjust the column width of that field.

For further assistance, questions, or training, please contact:

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