

## AMC/GAL Assignment and Hourly Entry Processes

GAL billing is submitted on a monthly basis.

New case assignments need to be added to the system and will be available the following month for submission based on the date of assignment entered. (July date of appointment = submit in August)

Attorneys are required to attach the **JD-FM227 Orders of Duties and Fees- Counsel or Guardian ad Litem for Minor Child/Children** from the court when entering a new case. This order must be attached showing the eligibility in Section 2 to generate a flat rate payment. .

For questions concerning GAL billing please contact [Jaime.Delarosa@jud.ct.gov](mailto:Jaime.Delarosa@jud.ct.gov)

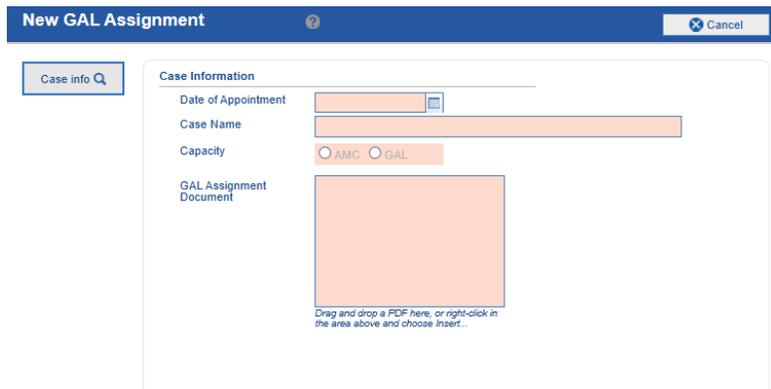
### Creating a New AMC/GAL Assignment

1. Click the New GAL Assignment button on home screen.



The screenshot shows the top navigation bar of the system. It includes links for Logout, Firm Info, Criminal, and CP. Below these are two main buttons: "New GAL Assignment" and "GAL Billing Processes". A search bar is also present with the following fields: Status (set to "PENDING"), Date range (1/2/2020 to 5/31/2021), OR Last Name, and a Search button.

2. Complete the date of appointment; case name; capacity you were appointed in and attached the JD-FM277.



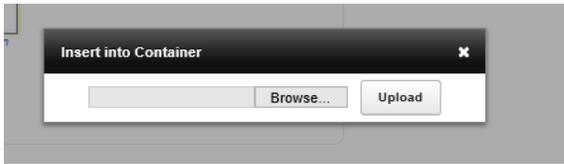
The screenshot shows the "New GAL Assignment" form. It has a "Case info" search box and a "Cancel" button. The form fields are: Date of Appointment (empty), Case Name (empty), Capacity (radio buttons for AMC and GAL, with AMC selected), and GAL Assignment Document (a large empty area with a placeholder text: "Drag and drop a PDF here, or right-click in the area above and choose Insert...").

- 2a. In order to attach JD-FM227 right-click in the Documentation field.

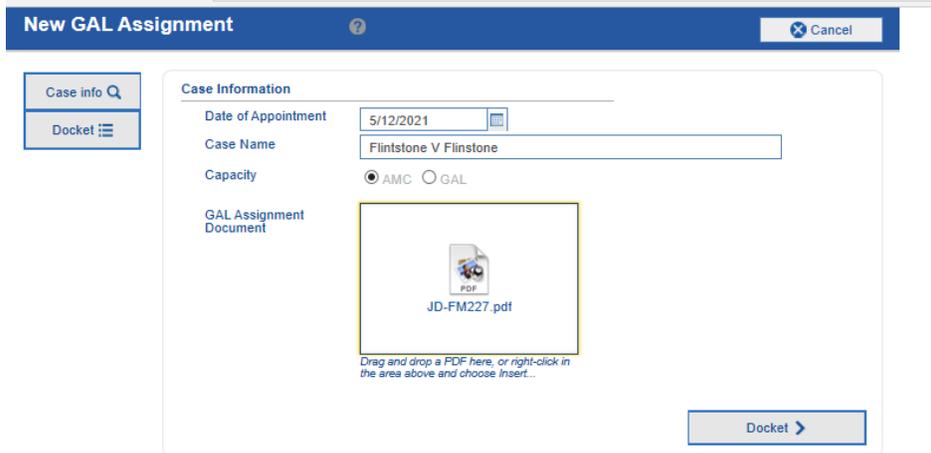


The screenshot shows the "New GAL Assignment" form with the "GAL Assignment Document" field. The "Date of Appointment" is now "5/12/2021" and the "Case Name" is "Flintstone V Flinstone". The "Capacity" is still "AMC". A right-click context menu is open over the document field, showing options: "Insert into Container...", "Export Field Contents...", "View Image Full Size", and "Clear". The placeholder text "Drag and drop a PDF here, or right-click in the area above and choose Insert..." is still visible.

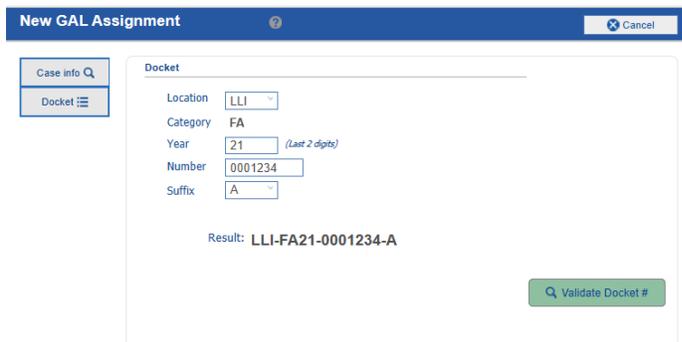
Program will bring up search box to attach saved document. Browse to find document and hit Upload to attach to assignment



3. Hit the Docket button at bottom to go to next step.

A screenshot of the "New GAL Assignment" form. The title bar is blue with a question mark icon and a "Cancel" button. On the left, there are two buttons: "Case info" with a magnifying glass icon and "Docket" with a list icon. The main content area is titled "Case Information" and contains the following fields: "Date of Appointment" (5/12/2021), "Case Name" (Flintstone V Flinstone), "Capacity" (radio buttons for AMC and GAL, with AMC selected), and "GAL Assignment Document" (a PDF icon labeled JD-FM227.pdf). Below the document field is a note: "Drag and drop a PDF here, or right-click in the area above and choose Insert...". At the bottom right of the form is a "Docket" button with a right-pointing arrow.

4. Complete the docket number fields Hit the validate docket # button for next step. The program will verify you have not entered this docket number before.

A screenshot of the "New GAL Assignment" form, showing the "Docket" section. The title bar is blue with a question mark icon and a "Cancel" button. On the left, there are two buttons: "Case info" with a magnifying glass icon and "Docket" with a list icon. The main content area is titled "Docket" and contains the following fields: "Location" (LLI), "Category" (FA), "Year" (21, with a note "(Last 2 digits)"), "Number" (0001234), and "Suffix" (A). Below these fields is the text "Result: LLI-FA21-0001234-A". At the bottom right of the form is a "Validate Docket #" button with a magnifying glass icon.

5. Once the docket number is saved, enter the names of each child you were appointed for. Each child generates a \$500 flat-rate payment for the case.

**New GAL Assignment** Cancel

Case info

Docket

Children

**Children**

You must add at least 1 child. Type a name and click 'Add'.

First name  Last name  + Add

Names on List

- Flintstone, Pebbles
- Flintstone, Dino

Create Assignment >

## Entering Hourly Billing

1. To enter Hourly billing for an assignment, click the Hourly Billing button on the right of the assignment line.

Logout Firm Info Criminal CP AMC /

New GAL Assignment GAL Billing Processes

Search Assignments Status: PENDING Date range: 1/2/2020 - 5/31/2021 OR Last Name:  Q Search

Flintstone V Flintstone Accepted

Location: LLI  
Docket Information: LLI-FA21-0001234-A  
Date of Appt: 5/12/2021

GAL Assignment Document: 

Hourly Billing

2. Click the Add Billing Record button.

Add Billing Record

3. Choose staff, enter date, time (indicate am or pm), and choose activity type. For client visits please click the child/children's names that were visited. You are only allowed to bill for TRIAL or VISIT time.

**Add/Edit GAL Time Billing**

Case Name: Flintstone V Flintstone  
Office Location: LLI  
Capacity: AMC

Docket: LLI-FA21-0001234-A

Staff:

Date:

Start Time:  AM  PM

End Time:  AM  PM

Work Performed:  Client Visit  Trial Time

Assign 1 or more children: 0

- Pebbles Flintstone +
- Dino Flintstone +

4. Click Save on bottom of screen to save entry.



## TO SUBMIT BILL

From the GAL Assignments Tab click on the Billing Processes tab to bring up the Submit (Last Month's) GAL Billing



If you have flat rate assignments they will appear on the first page of the billing submission. You must have attached the JD-FM227 Orders of Duties and Fees - Counsel or GAL for Minor Child/Children from the court when you entered the case for a flat rate submission to be paid.

Check "Yes" for any assignments you want to submit for flat rate payment. If you have no assignments click Done- Continue to Step 2 on bottom of page to move on to submit hourly billing.

 **Guardian ad Litem Monthly Billing**  
May Billing  
Billing for 5/1/2021 to 5/31/2021 Back To Assignments

**STEP 1 of 2: Accepted Assignments**

**NOTE: You must select YES or NO for the Fee Paid for each assignment being submitted.**

	Name / Docket	Relationship	Court Location	Capacity / Petition Type	Fee	Date Assigned Petition Date	Next Court Date/Time
<input checked="" type="radio"/> Yes <input type="radio"/> No	Flintstone V Flintstone LLI-FA21-0001234-A		LLI	AMC	\$1000	5/12/2021	

Total To Be Paid: DONE - Continue to Step 2

All hourly submissions entered will appear here to be submitted. Make sure the check box in front of activity is marked to submit the time.



**Guardian ad Litem Monthly Billing**  
**May Billing**  
 Billing for 5/1/2021 to 5/31/2021

[Back To Assignments](#)

**STEP 2 of 2: Hourly Billing**

[De-Select All](#)

Client	Date / Staff	Purpose	Start / End Time	Total Time / Rate	Sub Total	Created Timestamp	
<input checked="" type="checkbox"/> Flintstone V Flinstone LLI-FA21-0001234-A	5/12/2021 Michtom, Joshua	Client Visit	3:45 PM 5:00 PM	75 \$50.00	\$65.00 1.3	5/13/2021 1:45:47 PM	✘
<input checked="" type="checkbox"/> Flintstone V Flinstone LLI-FA21-0001234-A	5/1/2021 Michtom, Joshua	Trial Time	9:00 AM 2:00 PM	300 \$50.00	\$250.00 5	5/17/2021 8:59:36 AM	✘

Click Done – Submit Billing in lower right hand corner to submit the bill.

[← Back to Step 1](#)

Total: \$315.00    Total To Be Paid: \$315.00

[DONE - SUBMIT BILLING](#)

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