

# CP FILEMAKER SYSTEM

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

All questions concerning child protection appointments should be emailed to [OCPDCP@pds.ct.gov](mailto:OCPDCP@pds.ct.gov). The paralegal handling your court will respond as appropriate.

All general child protection billing questions should be directed to [Jaime.Delarosa@pds.ct.gov](mailto:Jaime.Delarosa@pds.ct.gov)

All hourly billing requests for child protection should be directed to [Alix.Walmsley@pds.ct.gov](mailto:Alix.Walmsley@pds.ct.gov) and [Susan.Hamilton@pds.ct.gov](mailto:Susan.Hamilton@pds.ct.gov) Please cc: [Jaime.Delarosa@pds.ct.gov](mailto:Jaime.Delarosa@pds.ct.gov) on the request

## ASSIGNMENTS

Attorneys will be notified of appointments via email. Any email that is marked high-priority(!) means the hearing date for that appointment is within the next five days. Please login to Filemaker and accept or decline the appointment within 24 hours from when the email was sent to you.

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

The screenshot shows the 'Child Protection Assignments' interface. At the top, there are navigation tabs: Logout, Firm Info, Standby, Mentor, Criminal, and GAL. Below these are 'CP Billing Processes' and 'Expense Invoice Approvals'. A search bar is present with fields for Status (set to 'Pending'), Date range, and Last Name. The main table has columns: Name / Docket, Judicial ID / Capacity, Petition Type / Stage Of Case, and Date Assigned / Petition Date. The table lists one row with the following data: Name / Docket: Man, Bat; Judicial ID / Capacity: 1234567 Attorney; Petition Type / Stage Of Case: CP; Date Assigned / Petition Date: 7/25/2019. Below the table are buttons for 'Download NOA', 'Accept', and 'Reject'.

If you are declining a case you must give OCPD the reason you cannot accept the appointment. After you hit decline choose reason from the drop-down list. If you choose "Other" you must provide a further explanation of what conflict you have that prevents you from taking the case. Filemaker will inform the paralegals that the case needs to be reassigned.

The screenshot shows a 'Declined Assignment' dialog box. It has a title bar 'Declined Assignment'. Inside, there is a section 'Reason for declining assignment:' with a dropdown menu currently set to 'Other'. Below this is a text input field labeled 'Other Reason:'. At the bottom of the dialog are two buttons: 'Continue' and 'Reject'.

## CASELIST

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

To view more of your cases, change the date range in the box and set Status to All:

The screenshot shows the search filters for the caselist. It includes a 'Search' label, a 'Status' dropdown set to 'PENDING', an 'Include Closed' checkbox which is unchecked, and a 'Date range' dropdown set to '4/1/21 - 8/31/21'.

You may also search for a specific client by typing the last name of the client in the search box:



### REMOVING CLOSED CASES FROM CASELIST SEARCH

If you know a case is closed and don't want it coming up in your search anymore you click the closed button in the right hand corner of case assignment. To bring up cases you are marked closed on the search check the



### NOA

Click on the Download the NOA button to save and/or print the Notice of Appointment. If this icon is missing contact OCPD to have it generated.



### Entering Unavailable Dates

You can inform us of vacation/unavailable dates directly in FM. Under "Firm Info" from your home screen, scroll all the way down to Court section and enter dates for your assigned locations.

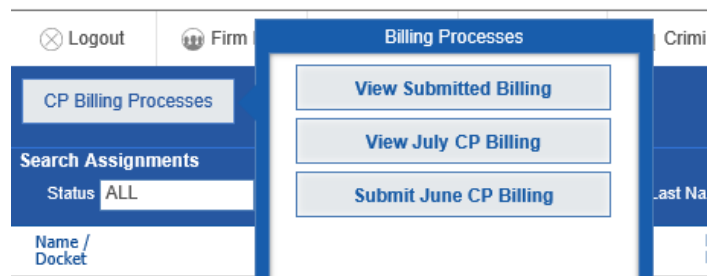
<b>Courts</b> <small>(Shows current Contract fiscal year only)</small>			Unavailable on...
1	2022	GA 09 - Middletown	<input type="text" value="enter dates here"/>
2	2022	Hartford Child Protection	<input type="text" value="( add new Dates as needed )"/>
3	2022	New Britain Child Protection	<input type="text" value="( add new Dates as needed )"/>
4	2022	Rockville Child Protection	<input type="text" value="( add new Dates as needed )"/>

## Billing

It is important to note for CP the system will only allow you to submit one bill per month.

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

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



Under this tab you will have three options.

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

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

**Submit (Prior Month) CP Billing** – Select to submit your bill for the prior month. All submissions will be completed for the month at one time. First flat fees, then standby, mentoring activities and finally hourly submissions. There are several steps in this process and your bill is not submitted until you hit the final “Submit Bill” button.

### Flat Rate Assignments

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

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

Change Month Back To Assignments

**STEP 1 of 4: Accepted Assignments**

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

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

[Log Off](#)

## STANDBY

Standby availability and scheduling is done via Filemaker. To enter availability or to check dates you are scheduled for click the View Standby Dates box from the home screen.

Search Assignments


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

**Location:**

**Month:**

**Year:**

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


YFJx
H12
**Standby Court Dates**
H12
Location: Hartford Juvenile Court
Month: August
Year: 2018

76613
**MOORE, ROBERT J.**

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**Hartford Juvenile Court Standby Dates for August 2018**

8/3/2018	<input type="button" value="Available"/>	Open Slots
Hartford Juvenile Court		0
<b>Hartford Juvenile Court Standby Dates for August 2018</b>		
8/10/2018	<input type="button" value="Available"/>	Open Slots
Hartford Juvenile Court		0
<b>Hartford Juvenile Court Standby Dates for August 2018</b>		
8/17/2018	<input type="button" value="Remove"/>	Your Firm has been added to the list of Firms available to fill one of the Standby Slots for this Date. If selected to fill a slot you will be notified by email.
Hartford Juvenile Court		Open Slots 4
<b>Hartford Juvenile Court Standby Dates for August 2018</b>		
8/24/2018	<input type="button" value="Available"/>	Open Slots
Hartford Juvenile Court		2

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

**Hartford Juvenile Court Standby Dates for July 2018**

7/6/2018		Open Slots
Hartford Juvenile Court		0
7/13/2018		Open Slots
Hartford Juvenile Court		0
7/20/2018	<input type="button" value="Remove"/>	Your Firm has now been assigned to a slot for this date and location.
Hartford Juvenile Court		Open Slots 0
7/27/2018		Open Slots
Hartford Juvenile Court		0

### Payments for OTC standby coverage

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

### MENTOR BILLING

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

## HOURLY BILLING

Enter hourly billing in the system either on a daily, weekly or monthly basis depending on your preference. All hourly submissions must be entered by the 20<sup>th</sup> day of following month for which you are billing. Any entry made during the month will be found when you go to submit your monthly bill. You can view the entries made to date by clicking the **“View (current month) CP Billing”** tab.

Click **Add Billing Record** button in upper left corner

Billing Details		Created Timestamp					
Date	Purpose	Start / End Time	Total Time / Rate	Sub Total	Received by Finance	Paid by Finance	Time Entry Status

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

### Case info

First Name **Man, Bat**  
Petition Type **AP-R**  
Capacity **Attorney**  
Docket(s)

**Enter Time entry details**

Staff: Michtom, Joshua

Date: [Calendar icon]

Start Time: [Time field] AM PM

End Time: [Time field] AM PM

Entry Type: [Dropdown]

Purpose: [Text area]

The system will automatically check for records with the same date and time. If a record for the same time exists Filemaker will reject your newest submission and give you the name of the case for which you already entered that specific time. You cannot bill for the same minute on two cases. In other words, if you end activity at 3:00 the next activity must begin at 3:01.

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

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

**STEP 4 of 4: Hourly Billing**

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

Total: **\$1422.50** Total To Be Paid:

## SUBMIT BILLS

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

Total: **\$1422.50** Total To Be Paid:

You may export your monthly bill to excel and save and/or print a copy for your records. Bills for child protection are monthly by court. If you have multiple court locations you will submit one bill but it will separate them out by court locations.

Payments for bills submitted will be received by the 45<sup>th</sup> day from your submissions. If you have not received payment by the 46<sup>th</sup> day from your submission you may submit a billing inquiry to [Audrey.Gilzene@pds.ct.gov](mailto:Audrey.Gilzene@pds.ct.gov).

## FEE SCHEDULE

### I FLAT FEE PAYMENTS

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

#### CHILD

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

#### PARENTS/LEGAL GUARDIANS

When representing a PARENT/LG one \$500 flat fee per petition type per party regardless of the number of children

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

If parent has another child after there has been a disposition on the original appointment it is a new payment

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

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

#### DELINQUENCY GAL

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

#### IOJ and STATE RATE APPOINTMENTS

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

#### STANDBY

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



## II HOURLY BILLING -

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

**Case info**

First Name: Man, Bat  
Petition Type: AP-R  
Capacity: Attorney  
Docket(s):

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**Enter Time entry details**

Staff: Michtom, Joshua  
Date:   
Start Time:  AM PM  
End Time:  AM PM  
Entry Type:   
Purpose:

### Hourly Billing Types:

**Administrative Case Review** – Attendance at ACR hearings, case review meetings

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

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

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

**Client Visit** - Visit to client at home, meeting with client outside courthouse

**Virtual Client Visit (COVID)**– Telephonic, Facetime visits allowed 4 times per year per client

**Considered Removal Hearings** – Attendance at removal hearings

**Judicial Pretrial Hearings**- attendance at judicial pretrial hearings

**Permanency Team Meeting**- attendance at permanency meetings

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

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

**Treatment Planning Conference** – Attendance of treatment planning conferences

**Trial** – Hourly payment for court time while on trial.

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

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

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

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

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

**Activities that are not covered under hourly billing:** correspondence with DCF, client, providers or other parties to case; drafting of motions, pleading, replies, etc. on non-appellate proceedings.

If you have been granted “hourly billing” on a case by Attorneys Walmsley and Hamilton you may submit these under Approved Hourly with the description of the activity under “Purpose”