



CAC System Profile & Access

1. User ID paperwork.

Court Appointed Counsel Processing Unit Staff:

Mike Henthorn	(720) 625-5856	mike.henthorn@judicial.state.co.us
Josie Danhauer	(720) 625-5842	josie.danhauer@judicial.state.co.us



COURT APPOINTED COUNSEL

New Appointments On and After January 1, 2016

1. Log in to the CAC system through the Judicial Department's website at <https://www.its.courts.state.co.us/cac/>.
2. Enter Username and Password. Click Submit.

The screenshot shows the login page for the Court Appointed Counsel system. The browser window title is "logon - Internet Explorer provided by State of Colorado Judicial Branch". The address bar shows the URL "https://www.jbits.courts.state.co.us". The page features the same logo and header as the top of the document. Below the header, there is a login section with fields for "Username:" and "Password:", followed by "Submit" and "Reset" buttons. A security notice states: "Your security is important to us. Password Rules: Password should be a minimum of 8 characters. Password must contain at least: - 1 Upper Case or Capital letter [A-Z] - 1 Lower Case letter [a-z] - 1 Number [0-9]. Passwords will not be reusable for two years. Passwords should be changed every 60 days." At the bottom, contact information for software support is provided: "For Software Support Please Contact JBITS Customer Service 1-800-404-2857 Email: softwaresupport@judicial.state.co.us V1.3". A maintenance notice at the very bottom states: "The system will be unavailable from 1am to 6am for scheduled maintenance."

logon - Internet Explorer provided by State of Colorado Judicial Branch

https://www.jbits.courts.state.co.us

File Edit View Favorites Tools Help

logon

list appointments (2) List Appointments Suggested Sites Adjust Your Desktop Clear... Colorado State Judicial Br... Eclipse Free Hotmail LexisNexis File & Serve Microsoft Media Center E...

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Username:

Password:

Your security is important to us

Password Rules: Password **should** be a minimum of 8 characters.
Password **must** contain at least

- 1 Upper Case or Capital letter [A-Z]
- 1 Lower Case letter [a-z]
- 1 Number [0-9]

Passwords will **not** be reusable for two years.
Passwords **should** be changed every 60 days.

For Software Support Please Contact JBITS Customer Service 1-800-404-2857 Email: softwaresupport@judicial.state.co.us
V1.3

The system will be unavailable from 1am to 6am for scheduled maintenance.


Done Local intranet | Protected Mode: Off 100%




COURT APPOINTED COUNSEL

Welcome screen (your “home” screen):

Through this screen, you have access to W-9's, direct deposit forms, Chief Justice Directive's, SCAO contact names and other information, as well as the connection to your reports and billing.



COURT APPOINTED COUNSEL



[Show Counsel Information](#) [Counsel Options](#)

Welcome! Performing activities for CFI TEST

Note to Attorneys: To change your billing address please complete a new W9 and submit it to State Court Administrator's Office, Financial Services Division staff. Any invoices submitted prior to a new W9 being received and processed will result in your checks going to the old address that is currently on record. Changing your address with Attorney Registration will not change your billing information with the State of Colorado's accounting system.

If changing or leaving a law firm, please contact State Court Administrator's Office, Financial Services Division staff to revise your billing information as appropriate.

Note: Forms require the Adobe® Acrobat® Reader installed on your computer. You may download the reader free of charge from the Adobe® web site. [Get Adobe Acrobat Reader.](#)

SCAO Contact Information			Forms
<i>Financial Services Division Attn: Court Appointed Counsel Processing State Court Administrator's Office 1300 Broadway Denver, 80203-5600</i>			Substitute W9 Form Authorization To Pay Law Firm Form Banking Direct Deposit Authorization Form
Contact	Direct	Email	
Mike Henthorn x55856	(720) 625-5856	Michael.Henthorn@judicial.state.co.us	
Josie Danhauer x55842	(720) 625-5842	Josie.Danhauer@judicial.state.co.us	
Software Support (800) 404-2857 softwaresupport@judicial.state.co.us			
Email: Court Appointed Counsel			

Quick Links
- Select -

Help Documents
- Select -

Tasks
[Home](#)
[ICON Eclipse](#)
[Logoff](#)

Forms
[Substitute W9 Form](#)
[Auth2Pay Form](#)
[ACH Form](#)

Policies & Guidelines
[CJD](#)



COURT APPOINTED COUNSEL

Submitting an Hourly Invoice

1. Select "Counsel Options" from the upper right-hand part of this screen.

Quick Links
- Select -

Help Documents
- Select -

Tasks
[Home](#)
[ICON Eclipse](#)
[Logoff](#)

Forms
[Substitute W9 Form](#)
[Auth2Pay Form](#)
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[Counsel Options](#)

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SCAO Contact Information			Forms
<i>Financial Services Division Attn: Court Appointed Counsel Processing State Court Administrator's Office 1300 Broadway Denver, 80203-5600</i>			Substitute W9 Form Authorization To Pay Law Firm Form Banking Direct Deposit Authorization Form
Contact	Direct	Email	
Mike Henthorn x55856	(720) 625-5856	Michael.Henthorn@judicial.state.co.us	
Josie Danhauer x55842	(720) 625-5842	Josie.Danhauer@judicial.state.co.us	
Software Support	(800) 404-2857	softwaresupport@judicial.state.co.us	

Email: [Court Appointed Counsel](#)



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Hourly Invoices Continued...

2. Select "Request Hourly Payments by Appointment" and click "Submit".

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Counsel Options

Counsel Name: TEST, CFI Tax Id: 111111111 SSN: 111111111
Type: Non-Attorney

Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.

Functions

- ☐ Request Contract Payments by Appointment
- ☒ Request Hourly Payments by Appointment
- ☐ Close An Appointment

Reports

- ☒ List All Appointments
- ☐ List Open Appointments
- ☐ List Closed Appointments
- ☐ List Concurrent Appointments
- ☐ Request Contract Obligation Ending Report
- ☐ Request Unsubmitted Invoices Report
- ☐ Request Submitted Invoices Report
- ☐ Request COFRS Payment Report
- ☐ Request Payment History Report by Case Number

Submit **Reset**



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Hourly Invoices Continued...

3. Find the appropriate case and click on "Open Invoice".
4. Verify that the appointment is showing the correct State pay percentage.

COURT APPOINTED COUNSEL

Request Hourly Payments

Counsel Name: TEST, CFI Tax Id: 111111111 SSN: 111111111
Type: Non-Attorney

Counsel Options

Action	County & District Appt Type	Start Date Payment Type	Closed Date Payments Entered	Case Number Bills Paid	Party Name Max Amount	Role Amount Approved
Open Invoice	1-17 Adams (Brighton) Domestic Relations	2014-06-23 H (0%)	Open Yes	2012 DR 30095 No	PINION TEST \$1,250.00	SP2 \$0.00
Open Invoice	1-17 Adams (Brighton) Domestic Relations	2014-03-05 H (100%)	Open No	2014 JV 15 No	CHILD TEST \$500.00	SP2 \$0.00
Open Invoice	1-17 Adams (Brighton) Domestic Relations	2014-02-28 H (10%)	Open Yes	2013 DR 30040 No	SP2 \$1,250.00	SP2 \$0.00
Open Invoice	1-17 Adams (Brighton) Domestic Relations	2013-09-24 H (100%)	Open Yes	2012 DR 30037 Yes	CHILD TEST \$1,440.00	SP2 \$60.50

Counsel Options



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Hourly Invoices Continued...

5. Confirm information in the header (appointment type, start date, court location, and case number).
6. Enter the "Invoice Begin Date" and "Invoice End Date", using the format of MM/DD/YYYY.

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Counsel Name: TEST, CFI Tax Id: 111111111 SSN: 111111111
Type: Non-Attorney

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100139072	Domestic Relations	2014-06-23	Adams (Brighton)	2012 DR 30095	UNION TEST	Hourly

[Counsel Options](#) [View Prior Billing](#)

Current Unsubmitted Invoice

Maximum Allowed:	\$ 1,250.00	Payment amount to date:	\$ 0.00
Counsel Owe State:	\$ 0.00	Payment requests pending approval:	\$ 0.00
Current Invoice Amount:	\$ 0.00	Remaining balance before this request:	\$ 1,250.00

Invoice Begin Date: 06/23/2014 *(Required) MM/DD/YYYY

Invoice End Date: 09/30/2014 *(Required) MM/DD/YYYY

Add new payment:

Date of Service:	09/09/2014 <input type="text"/>
Service Type:	Non-Attorney/Child Family Investigator/Spec. Adv. (qty in hours)
Service Sub-Type:	Attended Court Hearing
Quantity:	<input type="text"/>

[Counsel Options](#) [Add Invoice Item](#)

Select	Service Date	Payment Type	Quantity	Units	Base Rate	Total
There are no pending payments for this appointment						



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Hourly Invoices Continued...

7. Enter your service date in the “Date of Service” box.
8. Select a “Service Type” from drop-down list.
9. Select a “Service Sub Type” from drop-down list.
10. Enter the number of hours, or units in the “Quantity” box. This should include all hours spent on the case, not just the time spent on a particular party.
11. Click “Add Invoice Item”.
12. Repeat Steps 7 through 11 until you have entered all activity for the invoice period.

COURT APPOINTED COUNSEL

Counsel Name: TEST, CFI Tax Id: 111111111 SSN: 111111111
Type: Non-Attorney

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100139072	Domestic Relations	2014-06-23	Adams (Brighton)	2012 DR 30095	PINION TEST	Hourly

[Counsel Options](#) [View Prior Billing](#)

Current Unsubmitted Invoice

Maximum Allowed:	\$ 1,250.00	Payment amount to date:	\$ 0.00
Counsel Owes State:	\$ 0.00	Payment requests pending approval:	\$ 0.00
Current Invoice Amount:	\$ 0.00	Remaining balance before this request:	\$ 1,250.00

Invoice Begin Date: 06/23/2014 **BS** *(Required) MM/DD/YYYY Invoice End Date: 09/30/2014 **BS** *(Required) MM/DD/YYYY

Add new payment:

Date of Service:	09/09/2014 <input type="text"/> BS
Service Type:	-Attorney/Child Family Investigator/ (qty in hours)
Service Sub-Type:	Attended Court Hearing
Quantity:	1 <input type="text"/>

[Counsel Options](#) [Add Invoice Item](#)

Select	Service Date	Payment Type	Quantity	Units	Base Rate	Total
There are no pending payments for this appointment						

-Attorney/Child Family Investigator/S, ,y in hours) ▼

Copies (qty in copies)

Court Visitor (qty in hours)

In Court (qty in hours)

Investigator (qty in hours)

Long Distance (qty in dollars)

Miscellaneous Expenses (qty in dollars)

Non-Attorney/Child Family Investigator/Spec Adv (qty in hours)

Out of Court/Appellate (qty in hours)

Paralegal/Legal Assistant (qty in hours)

Postage (qty in dollars)

Travel Mileage (qty in miles)

Attorney Child Family Investigator (qty in hours)



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Hourly Invoices Continued...

13. Review all of your entries and check to ensure all amounts are calculating correctly. If a mistake has been made on this screen, simply select the incorrect entry and hit the delete button.
14. If everything is correct, click on "Invoice Pre-Submission" (either of them).

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Counsel Name: TEST, CFI Tax Id: 111111111 SSN: 111111111
Type: Non-Attorney

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100139072	Domestic Relations	2014-06-23	Adams (Brighton)	2012 DR 30095	PINION TEST	Hourly

[Counsel Options](#) [View Prior Billing](#)

Current Unsubmitted Invoice

Maximum Allowed:	\$ 1,250.00	Payment amount to date:	\$ 0.00
Counsel Owes State:	\$ 0.00	Payment requests pending approval:	\$ 0.00
Current Invoice Amount:	\$ 0.00	Remaining balance before this request:	\$ 1,250.00

Invoice Begin Date: 06/23/2014 *(Required) MM/DD/YYYY

Invoice End Date: 09/30/2014 *(Required) MM/DD/YYYY

Add new payment:

Date of Service: 09/09/2014

Service Type: Copies (qty in copies)

Service Sub-Type: Other

Quantity:

[Add Invoice Item](#) [Delete Payment](#) [Invoice Pre-Submission](#) [Update Invoice Dates](#)

Select	Service Date	Payment Type	Quantity	Units	Base Rate	Total
<input checked="" type="radio"/>	2014-09-09	Non-Attorney/Child Family Investigator/Spec Adv - Attended Court Hearing	1.00	hours	\$41.00	\$0.00

[Delete Payment](#) [Invoice Pre-Submission](#)



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15. Confirm that the amount billed is correct and click on “Submit Invoice.” ***** This is your last chance to change the information on your hourly bill! Click “Return to Itemization” if you need to make adjustments to your invoice ** Once you hit submit invoice, you cannot make changes.***

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Invoice Charges by Service Code

Status: (Pending Submission)

Beginning date of activity: 2014-06-23 Ending date of activity: 2014-09-30

Service	Hours/Quantity	Billed
Non-Attorney/Child Family Investigator/Spec Adv	1	\$0.00
		Total Billed: \$0.00

[Counsel Options](#) [Return to Itemization](#) [Submit Invoice](#)



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16. Make a note of the invoice # (shown in blue type) on your supporting documentation.

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Invoice Charges by Service Code

Status: Invoice 2137300324 has been Submitted.

Payments are pending approval: 09-30-2014 10:04 AM

Beginning date of activity: 2014-06-23 **Ending date of activity:** 2014-09-30

Service	Hours/Quantity	Billed
Non-Attorney/Child Family Investigator/Spec Adv	1	\$0.00
		Total Billed: \$0.00

[Counsel Options](#)

[Return to Itemization](#)



Appointments Made Under OCR Prior to January 1, 2016

1. Paper invoices – JDF 207
https://www.courts.state.co.us/Forms/By_JDF.cfm.
2. Itemized invoice must be attached.



Court Costs Paid by the Local Court

1. Cost of Subpoenas;
2. Fees and expenses of witnesses;
3. Service of process;
4. Language Interpreters;
5. Discovery costs (medical records, background checks, etc.).

Invoices for these costs must be submitted to the District Administrator's office for reimbursement.

<https://www.courts.state.co.us/Courts/District/Choose.cfm>.



Appointment Reports

1. **List All Appointments** – Shows all open and closed hourly/contract appointments.
2. **List Open Appointments** – Shows all open hourly/contract appointments.
3. **List Closed Appointments** – Shows all hourly/contract appointments that have been closed.

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- ☐ Request Submitted Invoices Report
- ☐ Request COFRS Payment Report
- ☐ Request Payment History Report by Case Number



Appointment Reports Continued...

1. **Request Unsubmitted Invoices Report** – Shows all invoices you have started, but have not submitted.
2. **Request Submitted Invoices Report** – Shows all invoices that have been submitted and are awaiting either court approval or FSD approval.
3. **Request COFRS Payment Report** – Shows what invoices have been submitted for payment. The paid date is when we submitted it to the accounting system.
4. **Request Payment History Report by Case Number** – This report will allow you to view all billing and itemizations, adjustments, credits, payments on a specific case.

