



# OFFICE OF RESPONDENT PARENTS' COUNSEL

Protecting the Fundamental Right to Parent

## RESPONDENT PARENT PAYMENT SYSTEM USER MANUAL

# Table of Contents

<b>Getting Started.....</b>	<b>2</b>
Pop-ups .....	2
First Login.....	3
Account Locking .....	4
<b>Dashboard Tab .....</b>	<b>5</b>
Needs Attention Categories.....	5
Date Range .....	6
Other Dashboard Categories.....	7
<b>Appointments Tab .....</b>	<b>8</b>
New Appointment .....	8
Upload Documents .....	11
Substitution of Counsel.....	13
Billing .....	15
Request for Billing Extension .....	19
Request for Expenses .....	20
Request for Excess Fees .....	21
Request for Over Hours .....	22
Changing an Appointment from Contract to Hourly .....	24
Closing an Appointment .....	25
Reopen Requests.....	30
<b>Funding Requests Tab .....</b>	<b>32</b>
<b>Profile Tab and Preferences .....</b>	<b>35</b>
Default Display List .....	35
Default Date Range.....	35
Grid Options .....	35
Screen Layout.....	35
<b>Help Tab .....</b>	<b>39</b>
<b>Contact .....</b>	<b>39</b>

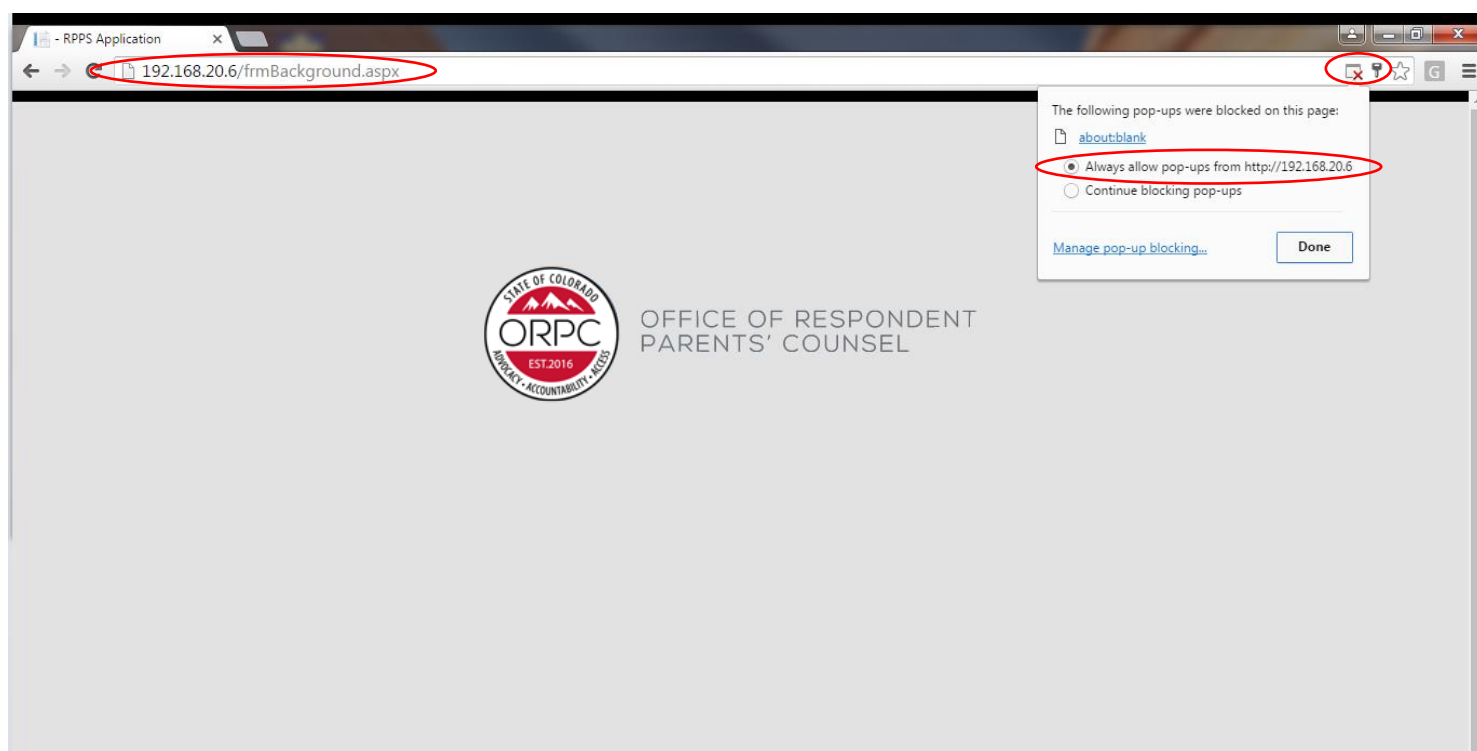
## Getting Started

The Respondent Parents Payment System (RPPS) provides easily accessible information and functionality. This design minimizes the number of screen changes and mouse clicks and as a result greatly increases productivity and ease of use. RPC Attorneys can request payments, request various approvals, and check the status of both on the dashboard.

The pairing of information and the ability to make choices is designed for each RPPS screen. To provide the user with the best possible experience, RPPS allows the user to customize some of the display settings of major screens.

## Pop-ups

You must enable pop-ups for [www.rpps.coloradorpc.org](http://www.rpps.coloradorpc.org) in your browser. On you first login you will need to set up your pop-up blocker to always allow pop-ups for the RPPS site.



## First Login

To keep the system secure, no one (not even ORPC Staff) can retrieve your password. However, you can easily reset your own password, which is what you need to do the first time you login to the system.

If you are a new user, you will receive your username from ORPC.

### To login:

1. Enter <https://www.coloradoorpc.org> into your browser's address bar.
2. Click on the RPPS Billing System login section at the top of the window.
3. Enter your username and click "I Forgot My Password".

**ORPC**  
STATE OF COLORADO  
EST. 2016  
ADVOCACY • ACCOUNTABILITY • ACCESS

OFFICE OF RESPONDENT  
PARENTS' COUNSEL

Username:  
YourUsername

Password:  
\*

Log In

**3**  
[I Forgot My Password](#)

Welcome to RPPS Billing [Website](#)  
ORPC [website](#): <https://www.coloradoorpc.org>  
Questions regarding [PAYMENT](#) REQUESTS  
[Email](#): [payments@coloradoorpc.org](mailto:payments@coloradoorpc.org)  
Or Call  
303-731-8748  
\*\*\* **IMPORTANT** \*\*\*  
All bills must be submitted within 30 days from the date of the  
service.  
Failure to [bill](#) within 30 days of the service date will result in non-  
payment.

4. Click on the "Request Password Reset Code" button. Click OK.
5. A message will be sent to your email on record containing the code you need to enter into the "Reset Code" box. Enter your new password in both the "New Password" boxes.
6. Click "Change Password" button.

Enter your Username and click the Request [Password Reset](#) button. An email will be sent to you using your [registered](#) email address containing a [verification](#) code that will be valid for 2 day(s). Enter the Reset Code and your new password in the bottom half of this screen. When ready click the "Change Password" button.

Passwords requirements: a minimum of 8 characters in length, contain upper and lower case, contain at least 1 number, contain 1 of the following characters @#\$%, different than last 5 passwords.

User Name:   4

Reset Code:  \* 5

New Password:  \*  \*

6

7. You will automatically return to the login screen. Login using your username and new password.

### Account Locking

For security, your account will lock for 30 minutes after 5 failed login attempts.

After 30 minutes, your account will automatically unlock and you may try to login again.

If you have forgotten your password, you can reset it by following the steps above.

## Dashboard Tab

The “Dashboard” screen summarizes the status of all appointments the user has in the system. The screen name is at the top of the screen under the user name.

Items in **red** at the top of the screen may need attention from the user. By clicking on any displayed number, the user can bring up a list of the details that make up the category on the right side of the screen.

### Needs Attention Categories

- **Inactive Appointments**

Appointments that have not had a payment request submitted within the past 90 days. Review the detailed listing of inactive appointments regularly for appointments that have closed and that need to be closed in RPPS. See page 25 for instruction on closing an appointment.

- **Need Appointment Documents**

Appointments that have not had appointment documents uploaded in the system. You can enter billing items; however, you cannot submit payments on an appointment until you have attached the appointment document.

- **Unsubmitted Payments**

Billing records that are entered and saved, but have not yet been submitted for payment.

- **80% Funding**

Appointments that have billing submitted for 80% or more of the maximum funding amount available. In the detail list, appointments that have been billed for 80%-94% of the maximum funding amount will be highlighted in **yellow** and appointments that have been billed for 95% or more of the maximum funding amount will be highlighted in **red**. This is a quick way to notify you that you may need to submit a request for “Excess Fees.”

The screenshot displays the ORPC (Office of Respondent Parents' Counsel) Dashboard. At the top, the user is logged in as 'Training, Attorney' with a 'Log off' link. The 'Dashboard' tab is selected in the navigation menu. The main content area is divided into two sections: a summary dashboard on the left and a detailed table of 'Inactive Appointments' on the right.

**Summary Dashboard (Left):**

- NEEDS ATTENTION:** Inactive Appointments (1), Need Appointment Documents (1), Unsubmitted Payments (0), 80% Funding (0).
- APPOINTMENTS:** Total (0), Open (0), Closed (0).
- PAYMENTS:** Pending (\$0.00), Approved (\$0.00).
- EXCESS FEE REQUESTS:** Pending (0, \$0.00), Approved (0, \$0.00), Denied (0, \$0.00).
- OVER HOURS REQUESTS:** Pending (0), Approved (0), Denied (0).
- FUNDING REQUESTS:** Pending (0, \$0.00), Approved (0, \$0.00), Denied (0, \$0.00).
- CONTRACT TO HOURLY:** Pending (0), Approved (0), Denied (0).
- TRANSCRIPT REQUESTS:** Pending (0), Approved (0), Denied (0).
- DISCOVERY REQUESTS:** Pending (0), Approved (0), Denied (0).
- OVERNIGHT TRAVEL REQUESTS:** Pending (0), Approved (0), Denied (0).
- Social Workers:** Pending (0), Approved (0), Denied (0).


**Inactive Appointments Table (Right):**

Contractor	Case Number	County Name	Appointment Date	Last Payment Date	Name of Respondent	Amount
TRAINING, ATTORNEY	17JV15000	Denver	12/01/17		Jackson, Susie	

## Date Range

The default date range is set by the user on the "Preferences" screen under the "Profile" menu. The date range can be set for any desired period, including Calendar Year, Fiscal Year or Current Month to Date. The statistics displayed on the dashboard are for appointments in the selected date range.

Date Range:  To:



OFFICE OF RESPONDENT  
PARENTS' COUNSEL

User: Training, Attorney [Log off](#)

Dashboard

DashboardAppointmentsFunding RequestsProfileHelpContact

Dashboard

Inactive Appointments1

Need Appointment Documents1

Unsubmitted Payments0

80% Funding0

Date Range: 7/13/2018To: 7/10/2019Update Date Range

Total0

**APPOINTMENTS**

Open0

Closed0

MISC. REQUESTS

Pending0

Approved0

Denied0

PAYMENTS

Pending0

Approved\$0.00

Denied0

EXCESS FEE REQUESTS

Pending0

Approved\$0.00

Denied\$0.00

OVER HOURS REQUESTS

Pending0

Approved0

Denied0

FUNDING REQUESTS

Pending0

Approved\$0.00

Denied\$0.00

CONTRACT TO HOURLY

Pending0

Approved0

Denied0

TRANSCRIPT REQUESTS

Pending0

Approved0

Denied0

DISCOVERY REQUESTS

Pending0

Approved0

Denied0

OVERNIGHT TRAVEL REQUESTS

Pending0

Approved0

Denied0

Social Workers

Pending0

Approved0

Denied0

Inactive AppointmentsUpdate Inactive StatusDownload

Record Count: 1

Contractor	Case Number	County Name	Appointment Date	Last Payment Date	Name of Respondent	Amount
<a href="#">View</a> <a href="#">Detail</a>	TRAINING, ATTORNEY	17/JV15000	Denver	12/01/17	Jackson, Susie	

## Other Dashboard Categories

Other dashboard categories include:

- Misc. Requests (includes Re-open Appointment Requests and Billing Extension Requests)
- Payments
- Excess Fees Requests
- Funding Requests
- Over Hours Requests
- Contract To Hourly
- Transcript Requests
- Discovery Requests
- Overnight Travel Requests
- Social Worker Requests

**ORPC** OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney [Log off](#)

Dashboard

Dashboard Appointments Funding Requests Profile Help Contact

**Dashboard**

**NEEDS ATTENTION**

Inactive Appointments	Need Appointment Documents	Unsubmitted Payments	80% Funding
1	1	0	0

Date Range: 7/13/2018 To: 7/10/2019 [Update Date Range](#)

APPOINTMENTS			MISC. REQUESTS		
Total	Open	Closed	Pending	Approved	Denied
0	0	0	0	0	0

PAYMENTS		
Pending	Approved	
0	\$0.00	

EXCESS FEE REQUESTS			OVER HOURS REQUESTS		
Pending	Approved	Denied	Pending	Approved	Denied
0	\$0.00	0	0	0	0

FUNDING REQUESTS			CONTRACT TO HOURLY		
Pending	Approved	Denied	Pending	Approved	Denied
0	\$0.00	0	0	0	0

TRANSCRIPT REQUESTS			DISCOVERY REQUESTS			OVERNIGHT TRAVEL REQUESTS		
Pending	Approved	Denied	Pending	Approved	Denied	Pending	Approved	Denied
0	0	0	0	0	0	0	0	0

Social Workers		
Pending	Approved	Denied
0	0	0

**Inactive Appointments** [Update Inactive Status](#) [Download](#) **Record Count: 1**

Contractor	Case Number	County Name	Appointment Date	Last Payment Date	Name of Respondent	Amount
<a href="#">View</a> <a href="#">Detail</a> TRAINING, ATTORNEY	17JV15000	Denver	12/01/17		Jackson, Susie	



## Appointments Tab

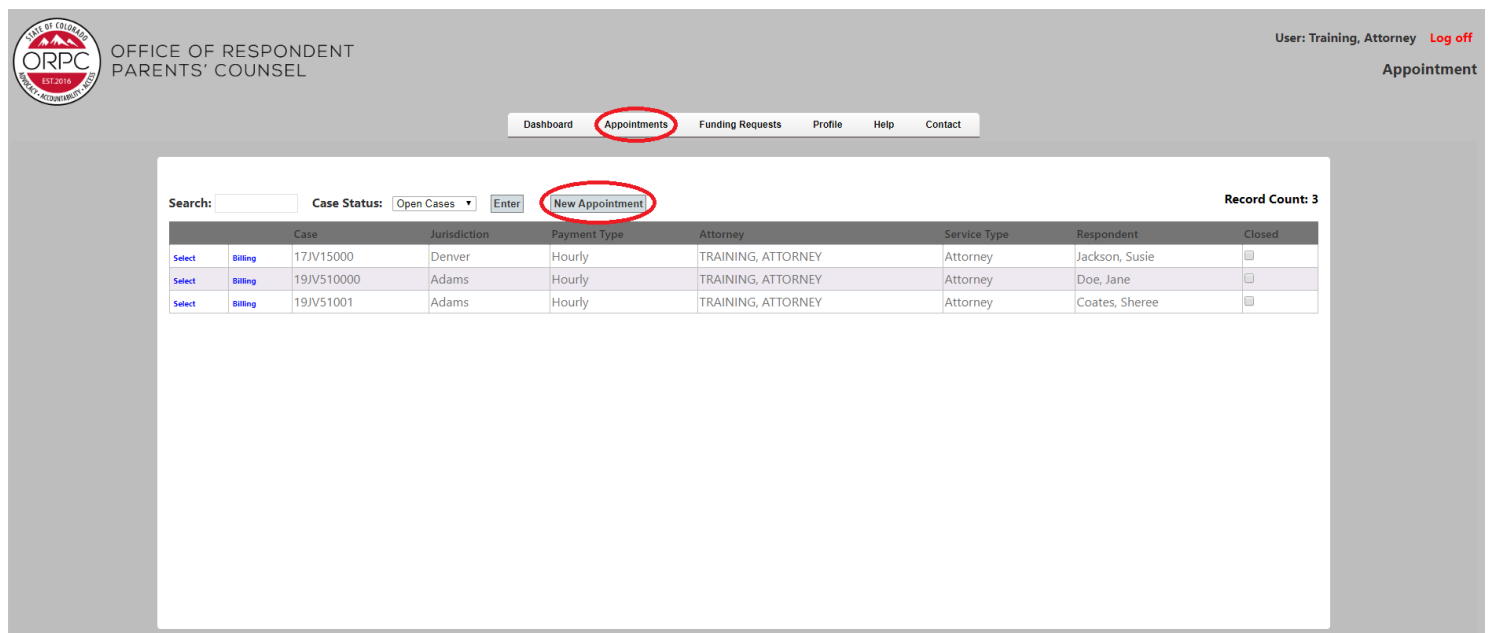
The Appointments tab is where you enter your appointment, view appointment information, and upload appointment documents.

When the appointment screen is first opened, a list of all appointments is displayed. You may enter full or partial information into the “Search” box and click the enter button to find all appointments that contain the specified information in any field.

### New Appointment

To enter a new appointment, click on the “New Appointment” button.

**NOTE:** The ORPC will pay for up to .2 hours attorney time to collect the information to complete the appointment record in RPPS and up to .2 hours attorney time to complete the appointment closure screen in RPPS. Paralegals and/or billers are prohibited from billing this time to open or close an appointment. The ORPC believes that the information in these screens is of vital importance to our agency and this information must not be delegated to billing staff without direction as to exactly what data should be entered into RPPS. However, time spent entering the information in RPPS is not billable time.



OFFICE OF RESPONDENT  
PARENTS' COUNSEL

User: Training, Attorney [Log off](#)

Appointment

Dashboard **Appointments** Funding Requests Profile Help Contact

Search:  Case Status: Open Cases  **New Appointment** Record Count: 3

	Case	Jurisdiction	Payment Type	Attorney	Service Type	Respondent	Closed
Select Billing	17JV15000	Denver	Hourly	TRAINING, ATTORNEY	Attorney	Jackson, Susie	<input type="checkbox"/>
Select Billing	19JV510000	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Doe, Jane	<input type="checkbox"/>
Select Billing	19JV51001	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Coates, Sheree	<input type="checkbox"/>

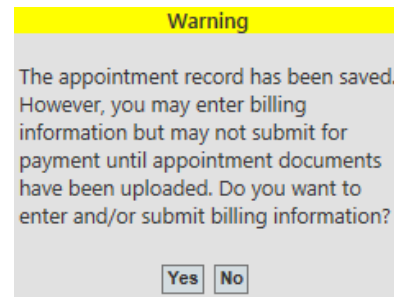
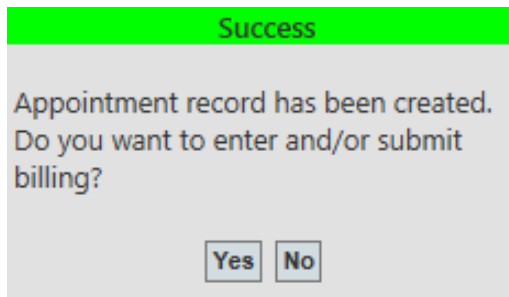
## Appointment Information

- Enter the case number, e.g., 19JV12345
  - Year: (YYYY) = 2019
  - Class: Use the drop down to select = **JV, CA, SC, SA**
  - Sequence: Case number from your appointment email, e.g., 1234. Do not include zeros – 0012345 is incorrect.
- County: Use the drop down to select
- Judicial Officer: Use the drop down to select
- Appointment Date: Date the appointment was made (**MM/DD/YYYY**)
- Reason for filing: Use the drop down to select. Choose all that apply.
- Factual Basis for filing: Use the drop down to select. Choose all that apply.
- Select Yes or No for each of the following appointment characteristics and questions:
  - \*ICWA    \*EPP    \*P-Home
  - \*DANSR    \*Family Drug Court    \*Client had Prior D&N Case
  - \*Concurrent D&N Case    \*Concurrent Criminal Case
  - \*Client had a voluntary or non-court involved case immediately prior to current D&N case
  - \*Were you appointed prior to the first temporary custody/shelter/initial hearing?

**NOTE:** The Appointment characteristics are defined in the Billing Policies.
- Respondent Information
  - \*First Name    \*Middle Name    \*Last Name    \*DOB: Date of Birth (MM/DD/YYYY)
  - \*Party Status: Use the drop down to select.
  - \*Race/Ethnicity: Use the drop down to select
- Number of respondent's children on case: Use the drop down to select.
  - Complete information for each of the children on the case.
    - Child's First and Last Name
    - \*Placement Before Shelter    \*Custody Before Shelter
    - \*Placement After Shelter    \*Custody After Shelter
- Next, upload your COGNOS Appointment Report
  - See below for steps to "Upload Document"
  - If you have not uploaded a document you can still create your appointment and upload your document at a later time
- Click the "Create Appointment Record" button

The screenshot shows the 'OFFICE OF RESPONDENT PARENTS' COUNSEL' (ORPC) Appointment form. The 'Create Appointment Record' button is circled in red. The form includes fields for Appointment ID, Year, Class, Sequence, County, Judicial Officer, Date of Appointment, Statutory Reasons for Filing, and Factual Basis for Filing. It also has sections for ICWA, EPP, P-Home, DANSR, Family Drug Court, Concurrent D&N Case, Concurrent Criminal Case, Client had a voluntary or non-court involved case immediately prior to current D&N case, and Were you appointed prior to the first temporary custody/shelter/initial hearing?. Below these are fields for Respondent Information: First Name, Middle Name, Last Name, DOB, Party Status, and Race/Ethnicity. There is also a section for Number of client's children on case, with a table for Child's First and Last Name, Placement Before Shelter, Custody Before Shelter, Placement After Shelter, and Custody After Shelter. At the bottom, there is a table for Uploads with columns for Upload Type, Upload Name, File Description, Document Type Description, and Upload Date. The 'Upload Document' button is at the bottom right.

- After you click the "Create Appointment Record" button a message box will pop up asking "Do you want to enter and/or submit billing?"
  - If Yes, you will be forwarded to the billing screen
  - If No, you will return to the appointment screen



## Upload Documents

You must upload your appointment document before you can save a new appointment. Click on the "Upload Document" button on the appointment screen. This will take you to the "Drop files here" box.

The screenshot shows the ORPC (Office of Respondent Parents' Counsel) Appointment screen. The top navigation bar includes links for Dashboard, Appointments, Funding Requests, Profile, Help, and Contact. The user is logged in as 'Training, Attorney' and is viewing the 'Appointment' page. The appointment ID is 41905. The appointment is for 'TRAINING, ATTORNEY' and is 'Hourly'. The status is 'Approved'. The form includes fields for Year (2019), Class (JV), Sequence (610000), County (Adams), Judicial Officer (ANDERSON, EMILY - Judge), Date of Appointment (06/01/19), Statutory Reasons for Filing (Injurious Environment), and Factual Basis for Filing (Neglect). There are also checkboxes for ICWA, DANSR, Concurrent D&N Case, and Client had a voluntary or non-court involved case immediately prior to current D&N case. The 'Upload Document' button is circled in red at the bottom of the form.

The screenshot shows the 'Drop files here' upload interface. It includes a 'Select File' button and a '1 file(s) in queue.' status. A file named 'test upload email - screen shot.msg' (39.50 kb) is shown as 'pending'. There are 'Remove' and 'Upload' buttons. The 'Upload' button is circled in red. A 'Close' button is at the bottom.

**If you are building a D&N (JV) appointment, save your COGNOS Appointment Report as a document prior to uploading.**

**If you are building an appellate or special (CA, SC, or SA) appointment, save your email as a document prior to uploading (see below).**

- If you are uploading an email, be sure to save your email to a local drive on your computer that you can upload to RPPS.
  - To save an email to your local drive, open the email you wish to save.
    - Go to file > Save As > select the location on your computer you wish to save the email.
    - If you prefer you can name your email on the file name box > click "Save". The email is ready to upload to RPPS as a document. Return to the RPPS system.

If you need to upload your appointment document at a later time, go to the Appointments tab, find the appointment, and click the "Select" button for the appointment to which you wish to add a document.

- Click "Upload Document" button.
  - Follow the same steps above to upload your document.
  - When finished, click on "Update Appointment Record" button.
- Next click "Select File" and find your saved document for your appointment
- Click on your saved document and then click "Open" button
- Click "Upload" then click "Close" button
- You should now be able to see the uploaded document in the document list

**You can also drag and drop a document to upload it.**

- From the Appointments tab > select the appointment to which you wish to add a document
- Click "Upload Document" button
- Click "Select File" and find your saved document for your appointment
- Click on your saved document and then right click to "Drag" the document over to the "Upload box" and release it just above the line above the "Select File" button
- Click "Upload" then click "Close" button
- You should now be able to see the uploaded document in the document list
- You are now ready to bill on this appointment. Click "Update Appointment Record" button and you will be asked "Do you want to enter and/or submit billing?"
  - "Yes" will take you to the Billing screen
  - "No" will take you back to the Appointment List screen

## Substitution of Counsel

Go to the appointment tab > Click on the “New Appointment” button.

Dashboard Appointments Profile Help Contact

Search:  Case Status: All Cases  **New Appointment** Record Count: 3

	Case	Jurisdiction	Payment Type	Attorney	Service Type	Respondent	Closed	
Select	Billing	16JV12345	Broomfield	Contract	Settle-Attorney, Sara	Attorney	Doe, Jane	<input type="checkbox"/>
Select	Billing	16JV123	Morgan	Hourly	Settle-Attorney, Sara	Attorney	Jobes, F Test	<input type="checkbox"/>
Select	Billing	16JV66	Broomfield	Contract	Settle-Attorney, Sara	Attorney	Ramirez, Maria	<input type="checkbox"/>

Start to build your appointment record as you would a new record. If you enter an appointment number that has already been used in the same jurisdiction, you will see a pop-up message asking “Is this a substitution of counsel appointment?” Please select the “Yes” or “No” button.

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User: Training, Attorney Log off Appointment

Dashboard Appointments Funding Requests Profile Help Contact

Create Appointment Record

Appointment ID: New TRAINING, ATTORNEY Hourly Status: New Appt

Year: 2016 Class: JV Sequence: 12345 County: Adams Judicial Officer: Select Judge Date of Appointment: Statutory Reasons for Filing: Select Filing Reason Factual Basis For Filing: Select Factual Basis

ICWA: Yes No EPP: Yes No Family Drug Court: Yes No Concurrent D&N Case: Yes No Concurrent Criminal Case: Yes No D&N Case: Yes No

Client had a voluntary or non-court involved case immediately prior to current appointment? Were you appointed prior to the first temporary custody/shelter/initial hearing?

Is this a substitution of counsel appointment?

Yes No

First Name: Middle Name: Last Name: DOB: Party Status: Select Party Status Race/Ethnicity: Select Race/Ethnicity

Number of client's children on case:

Upload Type	Upload Name	File Description	Document Type Description	UploadDate
No Records				

If No, then the message goes away and you can complete your appointment record as usual.

If Yes, then another pop-up box will appear showing any other appointments in the same jurisdiction with the same case number. You will need to select the appointment for substitution.

Create Appointment Record

Appointment ID: New TRAINING, ATTORNEY Hourly Status: New Appt

Year: 2016 Class: JV Sequence: 12345 County: Adams Judicial Officer: Select Judge Date of Appointment: Statutory Reasons for Filing: Select Filing Reason Factual Basis For Filing: Select Factual Basis

ICWA: Yes No EPP: Yes No Family Drug Court: Yes No Concurrent D&N Case: Yes No Concurrent Criminal Case: Yes No D&N Case: Yes No

Client had a voluntary or non-court involved case immediately prior to current appointment? Were you appointed prior to the first temporary custody/shelter/initial hearing?

Substitution of Counsel

Select the Appointment below for which you will substitute.

Case	Jurisdiction	Payment Type	Attorney	Respondent	
Select	16JV12345	Adams	Hourly	EDWARDS-A, LINDA	Doo, Winky Dinky

Cancel

The First and Last name of the Respondent Parent will populate for you. You will need to complete the rest of the appointment record and upload your substitution appointment email. You are now ready to submit billing on this appointment.

Create Appointment Record

Appointment ID: New

Settle-Attorney, Sara  
Hourly

Status: New Appt

Year

Class

Sequence

County

Judicial Officer

Date of Appointment

Reason for Filing

16

JV

6

Alamosa

Select Judge

Select Filing Reason

☐ ICWA

☐ EPP

☐ P-Home

☐ Concurrent

First Name

Middle Name

Last Name

DOB

Party Status:

Race/Ethnicity:

JEFFERY

DOE

Select Party Status

Select Race/Ethnicity

Number of client's children on case: 1

Child's First and Last Name

Original Placement

Original Custody

1.

Select Placement Type

Select Custody Type

Upload Type	Upload Name	File Description	Document Type Description	UploadDate
No Records				

Upload Document

## Billing

Go to the appointment tab > select the appointment for which you need to enter billable items and click on "Billing."

The Billing tab allows you to enter in your hourly billable items.

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User: Training, Attorney [Log off](#)

[Appointment](#)

Dashboard Appointments Funding Requests Profile Help Contact

Search:  Case Status: All Cases   Record Count: 3

	Case	Jurisdiction	Payment Type	Attorney	Service Type	Respondent	Closed
<a href="#">Select</a>	17JV15000	Denver	Hourly	TRAINING, ATTORNEY	Attorney	Jackson, Susie	<input type="checkbox"/>
<a href="#">Select</a>	19JV500000	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Doe, Jane	<input type="checkbox"/>
<a href="#">Select</a>	19JV510000	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Doe, Jane	<input type="checkbox"/>

Enter the "Date" of service, select the Payment Type from the dropdown list, select the Description from the dropdown list, and enter the number of Hours. Click the "Add" button.

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User: Training, Attorney [Log off](#)

[Billing](#)

Dashboard Appointments Funding Requests Profile Help Contact

Appointment ID: 41905  
Case: 19JV510000  
Type: Attorney  
County: Adams  
Respondent: Doe, Jane  
Total Funds Approved: \$3,600.00  
Total Payments Submitted: \$0.00

ATTORNEY TRAINING  
Pay Type: Hourly  
Funds Used Percentage: 0%  
Total Funds Remaining: \$3,600.00

Payment ID	Payment Date	Total Payment	Beginning Date	Ending Date	Date Submitted	Invoice Type	Status
No Records							

Payment ID: 0 Appointment ID: 41905 Bill Status: None Total: \$360.00

[E2 Payment](#) [Documents](#) [Payment Comments](#)

Date:  Payment Type: Attorney-Out-Of-Court Description:  Hours:

	Date	Amount	Rate	Total	Payment Type	Description	Comment
<a href="#">Edit</a> <a href="#">Delete</a>	06/04/19	1.00	\$80.00	\$80.00	Attorney-Out-Of-Court	Communication with Family	
<a href="#">Edit</a> <a href="#">Delete</a>	06/01/19	3.50	\$80.00	\$280.00	Attorney-In-Court	Temporary Custody Hearing	

You can add one hourly line item or several over a few days. Once you have all the entries that you want on the billing request, click the "Submit for Payment" button.



You will need to answer the question, "Is this the final invoice for the appointment?"

If No, the screen will return to the Appointment list and your billing request will now show up as "Submitted Approval Pending" on the billing screen.

Is this the final invoice for this appointment? ☐ Yes ☒ No


<b>Appointment ID:</b> 41905		<b>Type:</b> Attorney		ATTORNEY TRAINING	
<b>Case:</b> 19JV510000		<b>County:</b> Adams		<b>Pay Type:</b> Hourly	
		<b>Respondent:</b> Doe, Jane		<b>Funds Used Percentage:</b> 10%	
<b>Total Funds Approved:</b> \$3,600.00		<b>Total Payments Submitted:</b> \$360.00		<b>Total Funds Remaining:</b> \$3,240.00	

Payment ID Payment Date Total Payment Beginning Date Ending Date Date Submitted Invoice Type Status								
<a href="#">View</a>	274752		\$360.00	06/01/19	06/04/19	06/04/19	Hourly Initial Invoice	Submitted Approval Pending

If this is the final invoice for this appointment, click "Yes" and then click the "Submit" button.

Is this the final invoice for this appointment? ☒ Yes ☐ No

The Close Appointment screen will appear. You must answer each of the questions. When you have answered all of the questions, click the "Submit" button.



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Appointment ID: 41905

Case: 19/V510000

Total Funds Approved: \$3,600.00

Total

Payment ID	Payment Date	Total Payment	Beginning
274752		\$360.00	06/

Is this the final invoice for this appointment? ☒ Yes ☐ No

Appointment Disposition?

APR to Other

Close Date:

06/04/2019

Status of client's attendance at final hearing?

Attended in person

Current Judge:

ANDERSON, EMILY - Judge

Was your client ever in custody during a scheduled hearing on the case? ☐ Yes ☒ No

Select all disabilities/conditions for your client. (To select multiple items hold the Ctrl key and then click on the item in the list)

ADHD

Anxiety

Autism/Asperger's

Bipolar

Blind

Borderline/Low IQ

Cancer

Cerebral Palsy

Chronic illness/Chronic Fatigue

Chronic pain/Back issues

Was a termination motion filed? ☐ Yes ☒ No

Child's Name

1. jack Doe

Placement After Shelter

Relative/Kinship

Custody After Shelter

Department

Final Placement

Relative/Kinship

Final Custody

Relative/Kinship

Days in Out of Home Placement

45

Submit

Cancel

Hourly Initial Invoice

Total: \$360.00

Submit for Payment

Description	Comment
Communication with Family	
Temporary Custody Hearing	

You will receive a warning message about closing the appointment.

Warning

You have indicated that this is the final payment request. Once submitted, this appointment will be closed and you will not be able to submit any other payment requests for this appointment without first contacting ORPC.

Submit Request

Cancel

**You are not allowed to add any additional billing on a closed appointment. If you need to add billing on a closed appointment, you must submit a request to reopen the appointment.**

The billing screen will reopen and the Payment will now show up as "Submitted Approval Pending".

Dashboard

Appointments

Profile

Help

Contact

Request For Expenses

Request For Expert

Request Excess Fees

Payment ID: 0

Appointment ID: 14390

Bill Status: None

Total: \$0.00

Appointment ID: 14390

Case: 16/V8765

Type: Attorney

County: Delta

Respondent: Doe, Jane

Total Payments Submitted: \$225.00

Sara Settle-Attorney

Pay Type: Hourly

Funds Used Percentage: 7%

Total Funds Remaining: \$3,085.00

Total Funds Approved: \$3,310.00

Payment ID	Payment Date	Total Payment	Beginning Date	Ending Date	Date Submitted	Invoice Type	Status
29333		\$225.00	07/22/16	07/22/16	07/29/16	Hourly Initial Invoice	Submitted Approval Pending

EZ Payment

Documents

Report

Date

7/29/2016

Payment Type

Attorney-In-Court

Description

Adjudicatory - Court Trial

Hours

2.3

Add

Clear

Date	Amount	Rate	Total	Payment Type	Description
No Records					

17

Once your payment request is approved by ORPC staff, the status will update from “Submitted Approval Pending” to “Payment Approved.”

Dashboard

Appointments

Profile

Help

Contact

Request For Expenses

Request For Expert

Request Excess Fees

Payment ID: 0

Appointment ID: 14390

Bill Status: None

Total: \$330.00

Appointment ID: 14390

Case: 16JV8765

Type: Attorney

County: Delta

Respondent: Doe, Jane

Sara Settle-Attorney

Pay Type: Hourly

Funds Used Percentage: 7%

Total Funds Approved: \$3,310.00

Total Payments Submitted: \$225.00

Total Funds Remaining: \$3,085.00

	Payment ID	Payment Date	Total Payment	Beginning Date	Ending Date	Date Submitted	Invoice Type	Status	
<a href="#">Edit</a>	<a href="#">Delete</a>	0		\$330.00	07/25/16	07/29/16		None	Saved
<a href="#">View</a>		29333		\$225.00	07/22/16	07/22/16	07/29/16	Hourly Initial Invoice	Payment Approved

EZ Payment

Documents

Report

Date

7/29/2016

Payment Type

Description

Hours

Add

Clear

Submit for Payment

	Date	Amount	Rate	Total	Payment Type	Description	
<a href="#">Edit</a>	<a href="#">Delete</a>	07/29/16	2.30	\$75.00	\$172.50	Attorney-In-Court	Adjudicatory - Court Trial
<a href="#">Edit</a>	<a href="#">Delete</a>	07/25/16	2.10	\$75.00	\$157.50	Attorney-Out-Of-Court	Communication with Family

## Request for Billing Extension

- Go to the Appointment screen > Click on the “Billing” button for the appointment for which you need to request a billing extension.

OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney Log off

Appointment

Dashboard Appointments Funding Requests Profile Help Contact

Search: Case Status: Open Cases Enter New Appointment Record Count: 3

Select	Billing	Case	Jurisdiction	Payment Type	Attorney	Service Type	Respondent	Closed
Select	Billing	17JV15000	Denver	Hourly	TRAINING, ATTORNEY	Attorney	Jackson, Susie	<input type="checkbox"/>
Select	Billing	19JV510000	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Doe, Jane	<input type="checkbox"/>
Select	Billing	19JV51001	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Coates, Sheree	<input type="checkbox"/>

- Select the Request for Extension button.

OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney Log off

Billing

Dashboard Appointments Funding Requests Profile Help Contact

Appointment ID: 41918 Case: 19JV51001 Type: Attorney County: Adams Respondent: Coates, Sheree Total Funds Approved: \$3,600.00 Total Payments Submitted: \$0.00

ATTORNEY TRAINING Pay Type: Hourly Funds Used Percentage: 0% Total Funds Remaining: \$3,600.00

Payment ID: 0 Appointment ID: 41918 Bill Status: None Total: \$0.00

Request For Extension Request For Expenses Request Excess Fees New Payment

EZ Payment Documents Payment Comments

Report

Date: 6/6/2019 Payment Type: Description: Hours:

Comment:

Add Clear

Rate	Amount	Rate	Total	Payment Type	Description	Comment
No Records						

- Enter the date you will need the extension through.
- Enter your reason for the billing extension request, then click “Submit”.

OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney Log off

Billing

Dashboard Appointments Funding Requests Profile Help Contact

Appointment ID: 41918 Case: 19JV51001 Type: Attorney County: Adams Respondent: Coates, Sheree Total Funds Approved: \$3,600.00 Total Payments Submitted: \$0.00

ATTORNEY TRAINING Pay Type: Hourly Funds Used Percentage: 0% Total Funds Remaining: \$3,600.00

Payment ID: 0 Appointment ID: 41918 Bill Status: None Total: \$0.00

Request For Extension Request For Expenses Request Excess Fees New Payment

EZ Payment Documents Payment Comments

Report

Date: 6/6/2019 Payment Type: Description: Hours:

Comment:

Add Clear

Rate	Amount	Rate	Total	Payment Type	Description	Comment
No Records						

Payment Extension Request

Extension Through:

Reason For Request:

Submit Cancel

## Request for Expenses

You must submit a Request for Expenses for the following items:

- Discovery over \$30
  - Instate Overnight Travel/Out of State Travel
  - Transcripts
  - Service of Subpoenas over \$35
- Click on the Appointments tab > Click on the “Billing” button for the appointment you wish to request expenses.

Search:  Case Status: All Cases Enter New Appointment Record Count: 4

		Case	Jurisdiction	Payment Type	Attorney	Service Type	Respondent	Closed
Select	Billing	16JV225	Boulder	Contract	Settle-Attorney, Sara	Attorney	DOE, JOHN	<input type="checkbox"/>
Select	Billing	16JV2258	Boulder	Contract	Settle-Attorney, Sara	Attorney	Doe 2, John	<input type="checkbox"/>
Select	Billing	16JV8765	Delta	Hourly	Settle-Attorney, Sara	Attorney	Doe, Jane	<input checked="" type="checkbox"/>
Select	Billing	16JV2223	Denver	Contract	Settle-Attorney, Sara	Attorney	Doe, Jonathan	<input type="checkbox"/>

- Click “Request for Expenses”
- Select your request type in the drop down
- Add Request Amount, if necessary
- Add Reason for Request
- Click “Submit Request”
- Once your Request has been reviewed by ORPC staff, you will receive an email.

Appointment ID: 14389  
Case: 16JV2258  
Type: Attorney  
County: Boulder  
Respondent: Doe 2, John  
Total Funds Approved: \$3,310.00  
Total Payments Submitted: \$1,125.00  
Funds Used Percentage: 34%  
Total Funds Remaining: \$2,185.00

Request For Expenses Request For Expert Change to Hourly  
Payment ID: 0 Appointment ID: 14389 Bill Status: None Total: \$0.00  
EZ Payment Documents Report

Request Type: Select Request Type  
Request Amount: Select Request Type  
Reason For Request: Discovery over \$30  
In State Overnight Travel  
Transcripts

Submit Request Cancel

Submit for Payment

Payment ID	Payment Date	Total Payment	Date Submitted	Invoice Type
29332		\$1,125.00	07/29/16	None

Payment Type	Description
Termination Contract Payment	

## Request for Excess Fees

Requests for Excess Fees will not be approved for more than \$1,500 at a time and must be made **prior to** commencing work that will exceed the case maximum. From the Billing Screen, click "Request Excess Fees".

The screenshot shows the ORPC (Office of Respondent Parents' Counsel) Billing Screen. The user is Linda Edwards-A. The screen displays appointment details for Appointment ID: 41898, Case: 16/JV12345, Type: Attorney, County: Adams, Respondent: Doo, Winky Dinky, Pay Type: Hourly, Funds Used Percentage: 75%. A table lists five invoices with their respective amounts and statuses. The 'Request Excess Fees' button is highlighted with a red circle. The 'EZ Payment' section is also visible.

Payment ID	Payment Date	Total Payment	Beginning Date	Ending Date	Date Submitted	Invoice Type	Status
282571		\$920.00	06/12/19	06/12/19	06/26/19	Hourly Invoice	Submitted Approval Pending
282558		\$520.00	06/05/19	06/05/19	06/26/19	Hourly Invoice	Submitted Approval Pending
282352		\$136.00	06/11/19	06/11/19	06/25/19	Hourly Invoice	Submitted Approval Pending
282351		\$952.00	06/11/19	06/24/19	06/25/19	Hourly Invoice	Submitted Approval Pending
282350		\$1,275.84	06/04/19	06/25/19	06/25/19	Hourly Initial Invoice	Submitted Approval Pending

The window below will appear. Enter a reasonable estimate of the excess fees needed to complete the appointment. The maximum request is \$1,500.

Enter a complete and concise explanation of the need for excess fees. Include the specific special and extraordinary circumstances that justify the request. Click "Request Excess Fees".

The screenshot shows the ORPC Billing Screen with the 'Excess Fee Request' modal window open. The modal window contains fields for 'Requested Amount' and 'Reason For Request', both of which are highlighted with red circles. The 'Request Excess Fees' button is also highlighted with a red circle. The background shows the same appointment details and invoice table as the previous screenshot.

Payment ID	Payment Date	Total Payment	Beginning Date	Ending Date	Date Submitted	Invoice Type	Status
282571		\$920.00	06/12/19	06/12/19	06/26/19	Hourly Invoice	Submitted Approval Pending
282558		\$520.00	06/05/19	06/05/19	06/26/19	Hourly Invoice	Submitted Approval Pending
282352		\$136.00	06/11/19	06/11/19	06/25/19	Hourly Invoice	Submitted Approval Pending
282351		\$952.00	06/11/19	06/24/19	06/25/19	Hourly Invoice	Submitted Approval Pending
282350		\$1,275.84	06/04/19	06/25/19	06/25/19	Hourly Initial Invoice	Submitted Approval Pending

You will receive an email informing you if the request has been approved or denied. If it is approved, you will be able to submit payment requests up to the new maximum.

## Request for Over Hours

If you enter payment requests which total more than 12 hours of billable time for a single day, the message window below will appear. Click "OK" then click "Submit for Payment" again.

STATE OF COLORADO  
ORPC  
OFFICE OF RESPONDENT  
PARENTS' COUNSEL

User: EDWARDS-A, LINDA Log off  
Billing

Dashboard Appointments Funding Requests Profile Help Contact

Request For Extension Request For Expenses Request Excess Fees New Payment

Payment ID: 0 Appointment ID: 41898 Bill Status: None Total: \$1,275.84

Appointment ID: 41898 Type: Attorney LINDA EDWARDS-A  
Case: 16JV12345 County: Adams Pay Type: Hourly  
Respondent: Doo, Winky Dinky Funds Used Percentage: 0%  
Total Funds Approved: \$3,600.00 Total Payments Submitted: \$0.00 Total Funds Remaining: \$3,600.00

Payment ID Payment Date Total Payment Beginning Date Ending Date Date Submitted Invoice

No Records

Warning  
Over Hours - Please resubmit payment and enter a reason for the additional hours  
OK

Submit for Payment

Amount	Rate	Total	Payment Type	Description	Comment
7.40	\$80.00	\$592.00	Attorney Travel Time	Travel Time	Round-trip to visit client in prison
4.00	\$80.00	\$320.00	Attorney-Out-Of-Court	Review Reports/Evaluations	
0.70	\$80.00	\$56.00	Attorney-Out-Of-Court	Communication with City/County Attorney	
392.00	\$0.52	\$203.84	Travel Mileage in State	Mileage	Round-trip to visit client in prison
1.30	\$80.00	\$104.00	Attorney-Out-Of-Court	Meeting with Client	

You must either revise the billing or complete the Over Hours request before you can submit the billing.

To revise the billing, click "Edit" on the line of the payment that you want to correct, make the correction, and resubmit.

To complete the Over Hours Request, enter a complete and concise reason for the request in the Over Hours request box.

STATE OF COLORADO  
ORPC  
OFFICE OF RESPONDENT  
PARENTS' COUNSEL

User: EDWARDS-A, LINDA Log off  
Billing

Dashboard Appointments Funding Requests Profile Help Contact

Request For Extension Request For Expenses Request Excess Fees New Payment

Payment ID: 0 Appointment ID: 41898 Bill Status: None Total: \$1,275.84

Appointment ID: 41898 Type: Attorney  
Case: 16JV12345 County: Adams  
Respondent: Doo, Winky Dinky  
Total Funds Approved: \$3,600.00 Total Payments Submitted: \$0.00

Payment ID Payment Date Total Payment Beginning Date Ending Date

No Records

OVER HOURS

You have exceeded **12.00** hours of billable time for the dates listed in the table below. The hours are calculated based on all payments for all appointments for a given date. You will need to submit an over hours request for this payment to be processed. Please enter the reason for the excess hours.

Total over hours for this payment: 0.10

Reason for Request:

Case Number	Def Name	Payment ID	Group	DOS	Amount
View 16JV12345	Doo, Winky Dinky	New	Attorney	06/25/2019	7.40
View 16JV12345	Doo, Winky Dinky	New	Attorney	06/25/2019	4.00
View 16JV12345	Doo, Winky Dinky	New	Attorney	06/25/2019	0.70
View Total Hours					12.10

Submit for Payment

Payment Type	Description	Comment
Attorney Travel Time	Travel Time	Round-trip to visit client in prison
Attorney-Out-Of-Court	Review Reports/Evaluations	
Attorney-Out-Of-Court	Communication with City/County Attorney	
Travel Mileage in State	Mileage	Round-trip to visit client in prison
Attorney-Out-Of-Court	Meeting with Client	

Scroll to the bottom of the Over Hours request window and select “OK”.

STATE OF COLORADO  
ORPC  
OFFICE OF RESPONDENT  
PARENTS' COUNSEL

User: EDWARDS-A, LINDA Log off  
Billing

Dashboard Appointments Funding Requests Profile Help Contact

Request For Extension Request For Expenses Request Excess Fees New Payment Payment ID: 0 Appointment ID: 41898 Bill Status: None Total: \$1,275.84

Appointment ID: 41898 Type: Attorney  
Case: 16JV12345 County: Adams  
Respondent: Doo, Winky Dinky  
Total Funds Approved: \$3,600.00  
Total Payments Submitted: \$0.00

Case Number	Def Name	Payment ID	Group	DOS	Amount
16JV12345	Doo, Winky Dinky	New	Attorney	06/25/2019	7.40
16JV12345	Doo, Winky Dinky	New	Attorney	06/25/2019	4.00
16JV12345	Doo, Winky Dinky	New	Attorney	06/25/2019	0.70
Total Hours					12.10

Scroll to bottom →

OK Cancel

Your payment request will now appear with the message “OverHours Approval Pending”. If the Request is approved, the payment request will be submitted. If the Request is denied, you will need to revise and resubmit the payment request.

STATE OF COLORADO  
ORPC  
OFFICE OF RESPONDENT  
PARENTS' COUNSEL

User: EDWARDS-A, LINDA Log off  
Billing

Dashboard Appointments Funding Requests Profile Help Contact

Request For Extension Request For Expenses Request Excess Fees New Payment Payment ID: 0 Appointment ID: 41898 Bill Status: None Total: \$0.00

Appointment ID: 41898 Type: Attorney  
Case: 16JV12345 County: Adams  
Respondent: Doo, Winky Dinky  
Total Funds Approved: \$3,600.00  
Total Payments Submitted: \$1,275.84  
Funds Used Percentage: 35%  
Pay Type: Hourly  
Total Funds Remaining: \$2,324.16

Payment ID	Payment Date	Total Payment	Beginning Date	Ending Date	Date Submitted	Invoice Type	Status
282350		\$1,275.84	06/04/19	06/25/19	06/25/19	Hourly Initial Invoice	OverHours Approval Pending

EZ Payment Documents Payment Comments

Report

Date: 6/25/2019 Payment Type: Description: Hours:

Comment:

Add Clear

Date	Amount	Rate	Total	Payment Type	Description	Comment
No Records						



## Changing an Appointment from Contract to Hourly

Go to the Appointment screen > Click on the “Billing” button for the appointment you wish to Change to Hourly.

Search:

Case Status:

All Cases

Enter

New Appointment

		Case	Jurisdiction	Payment Type	Attorney	Service Type	Respondent	Closed
Select	Billing	15JV1234	Adams	Hourly	Settle-A, Sara	Attorney	Smith, Test One	<input checked="" type="checkbox"/>
Select	Billing	15JV1121	Adams	Hourly	Settle-A, Sara	Attorney	Smith, Sally	<input type="checkbox"/>
Select	Billing	16JV222	Alamosa	Hourly	Settle-A, Sara	Attorney	Smith, John J	<input type="checkbox"/>
Select	Billing	16JV888	Broomfield	Hourly	Settle-A, Sara	Attorney	Smith, John	<input checked="" type="checkbox"/>
Select	Billing	16JV12	Arapahoe	Contract	Settle-A, Sara	Attorney	Lastname, test1	<input type="checkbox"/>
Select	Billing	16JV444	Arapahoe	Contract	Settle-A, Sara	Attorney	Waters, Melissa	<input type="checkbox"/>
Select	Billing	16JV897	Arapahoe	Contract	Settle-A, Sara	Attorney	Miller, Jerry	<input type="checkbox"/>
Select	Billing	16JV1245	Boulder	Hourly	Settle-A, Sara	Attorney	Thorp, Sharon C.	<input type="checkbox"/>
Select	Billing	16JV869	Costilla	Hourly	Settle-A, Sara	Attorney	Smith, John	<input type="checkbox"/>
Select	Billing	16JV135	El Paso	Hourly	Settle-A, Sara	Attorney	Doe, Jane	<input type="checkbox"/>
Select	Billing	16JV437	Arapahoe	Contract	Settle-A, Sara	Attorney	Last, Fred	<input type="checkbox"/>
Select	Billing	16JV223	Broomfield	Hourly	Settle-A, Sara	Attorney	Doe, Jane	<input type="checkbox"/>

Click the “Change to Hourly” button.

Dashboard

Appointments

Profile

Help

Contact

Request For Expenses

Request For Expert

Change to Hourly

Payment ID: 0

Appointment ID: 14388

Bill Status: None

Total: \$0.00

Appointment ID: 14388

Case: 16JV225

Total Funds Approved: \$3,310.00

Type: Attorney

County: Boulder

Respondent: DOE, JOHN

Total Payments Submitted: \$1,125.00

Sara Settle-Attorney

Pay Type: Contract

Funds Used Percentage: 34%

Total Funds Remaining: \$2,185.00

EZ Payment

Documents

Report

Date: 7/29/2016

Payment Type: Contract

Description: Termination Contract Payment

Submit for Payment

Payment ID	Payment Date	Total Payment	Date Submitted	Invoice Type	Status
29331		\$1,125.00	07/29/16	None	Payment Approved

Dashboard

Appointments

Expert Requests

Profile

Help

Contact

Select a reason from the drop down list and add a comment in the box.  
Click “Submit” and “OK”.

Enter the reason that you want to convert from Contract to Hourly.

Reason:

Case Over 24 Months

Testing

Submit

Cancel

Success

Request has been saved

OK

## Closing an Appointment

There are 2 ways to close out an appointment in RPPS.

**NOTE:** The ORPC will pay for up to .2 hours attorney time to collect the information to complete the appointment record in RPPS and up to .2 hours attorney time to complete the appointment closure screen in RPPS. Paralegals and/or billers are prohibited from billing this time to open or close an appointment. The ORPC believes that the information in these screens is of vital importance to our agency and this information must not be delegated to billing staff without direction as to exactly what data should be entered into RPPS. However, time spent entering the information in RPPS is not billable time.

You can close an appointment with a final billing.

NT

User: Training, Attorney [Log off](#)

Billing

Dashboard Appointments Funding Requests Profile Help Contact

Request For Extension Request For Expenses Request Excess Fees New Payment

Type: Attorney County: Denver Respondent: Jackson, Susie  
ATTORNEY TRAINING Pay Type: Hourly Funds Used Percentage: 0%  
Total Payments Submitted: \$0.00 Total Funds Remaining: \$3,600.00

Beginning Date Ending Date Date Submitted Invoice Type Status

Payment ID: 0 Appointment ID: 25628 Bill Status: None Total: \$16.00

EZ Payment Documents Payment Comments

Report

Date: 6/7/2019 Payment Type: Attorney-Out-Of-Court Description: Hours:

Comment:

Add Clear Submit for Payment

	Date	Amount	Rate	Total	Payment Type	Description	Comment
Edit Delete	06/07/19	0.20	\$80.00	\$16.00	Attorney-Out-Of-Court	Close case in RPPS	

OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney [Log off](#)

Billing

Dashboard Appointments Funding Requests Profile Help Contact

Request For Extension Request For Expenses Request Excess Fees New Payment

Appointment ID: 25628 Case: 17JV15000  
Type: Attorney County: Denver Respondent: Jackson, Susie  
Total Funds Approved: \$3,600.00 Total Payments Submitted: \$0.00  
ATTORNEY TRAINING Pay Type: Hourly Funds Used Percentage: 0%  
Total Funds Remaining: \$3,600.00

Payment ID: 0 Appointment ID: 25628 Bill Status: None Total: \$16.00

EZ Payment Documents Payment Comments

Report

Date: 6/7/2019 Payment Type: Attorney-Out-Of-Court Description: Hours:

Comment:

Add Clear Submit for Payment

	Amount	Rate	Total	Payment Type	Description	Comment
	0.20	\$80.00	\$16.00	Attorney-Out-Of-Court	Close case in RPPS	

Close Appointment Screen

Is this the final invoice for this appointment? ☒ Yes ☐ No

Submit Cancel

When you choose “Yes” on the “final invoice” question, a Close Appointment questionnaire screen will pop up. You will need to answer each question.

### Close Appointment Screen

Is this the final invoice for this appointment? ☒Yes ☐No

Appointment Disposition?

Select Appointment Disposition ▼

Close Date:

Status of client's attendance at final hearing?

Select Attendance ▼

Current Judge:

Select Judge ▼

Was your client ever in custody during a scheduled hearing on the case? ☐Yes ☐No

Select all disabilities/conditions for your client. (To select multiple items hold the Ctrl key and then click on the item in the list)

ADHD  
Anxiety  
Autism/Asperger's  
Bipolar  
Blind  
Borderline/Low IQ  
Cancer  
Cerebral Palsy  
Chronic illness/Chronic Fatigue  
Chronic pain/Back issues

Was a termination motion filed? ☐Yes ☐No

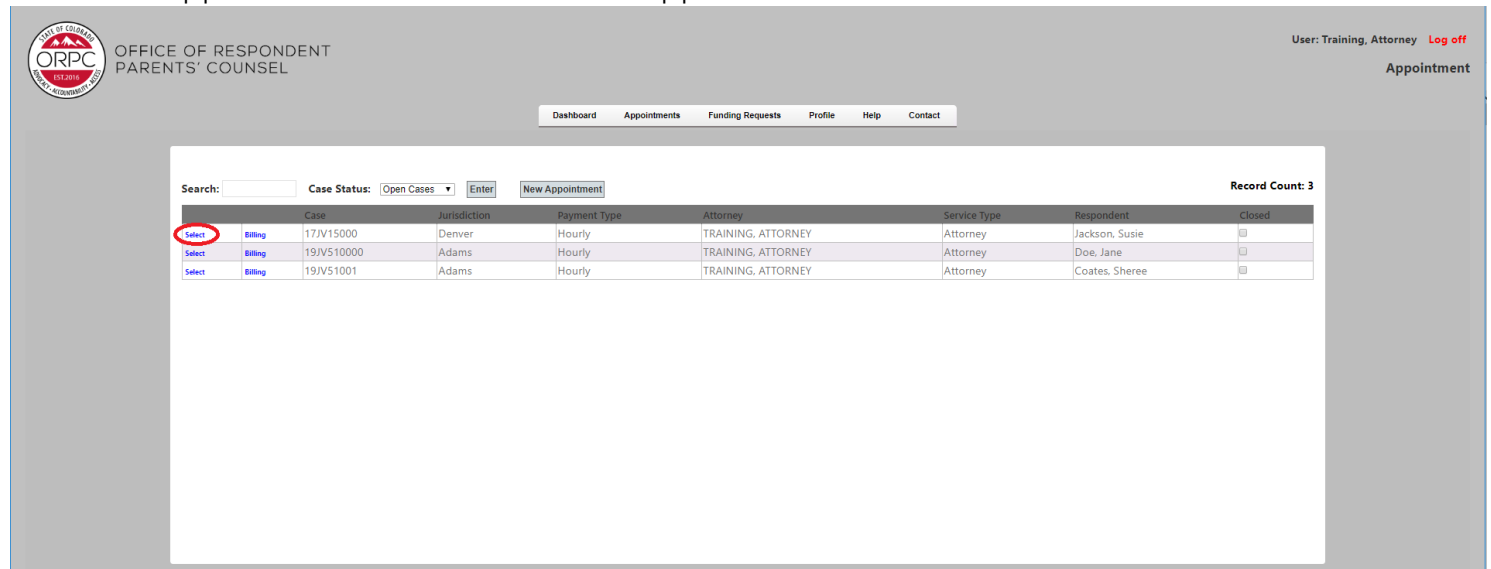
Submit

Cancel

After completing the questions, click “Submit”.

**NOTE:** The Close Appointment questionnaire for Appellate appointments is different.

If there is no billing to be entered, you will close the appointment through the appointment screen. Select the Appointments tab and select the appointment from the list.



OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney [Log off](#)

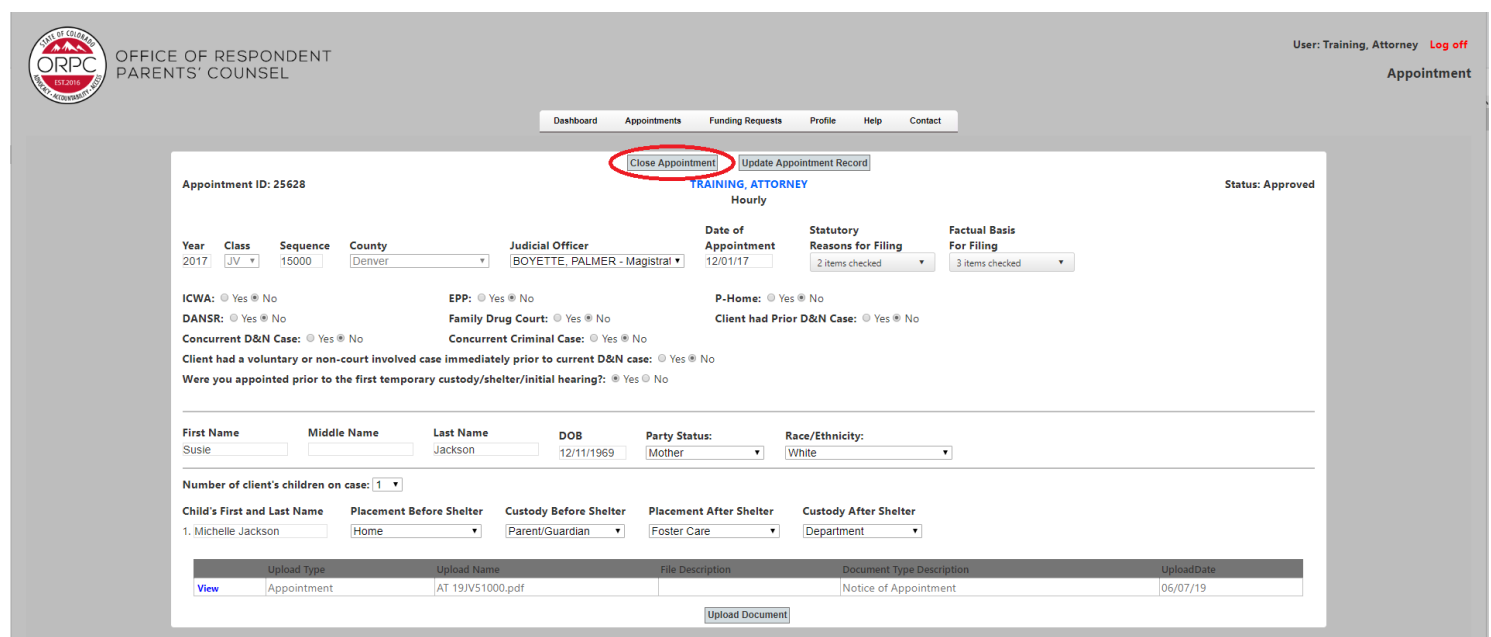
Appointment

Dashboard Appointments Funding Requests Profile Help Contact

Search:  Case Status:    Record Count: 3

	Case	Jurisdiction	Payment Type	Attorney	Service Type	Respondent	Closed	
<a href="#">Select</a>	Billing	17/JV15000	Denver	Hourly	TRAINING, ATTORNEY	Attorney	Jackson, Susie	<input type="checkbox"/>
<a href="#">Select</a>	Billing	19/JV510000	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Doe, Jane	<input type="checkbox"/>
<a href="#">Select</a>	Billing	19/JV51001	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Coates, Sheree	<input type="checkbox"/>

Select "Close Appointment" and complete the Close Appointment questionnaire.



OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney [Log off](#)

Appointment

Dashboard Appointments Funding Requests Profile Help Contact

Appointment ID: 25628 [Close Appointment](#) [Update Appointment Record](#) Status: Approved

TRAINING, ATTORNEY  
Hourly

Year: 2017 Class: JV Sequence: 15000 County: Denver Judicial Officer: BOYETTE, PALMER - Magistral Date of Appointment: 12/01/17 Statutory Reasons for Filing: 2 items checked Factual Basis For Filing: 3 items checked

ICWA: ☐ Yes ☒ No EPP: ☐ Yes ☒ No P-Home: ☐ Yes ☒ No  
DANSR: ☐ Yes ☒ No Family Drug Court: ☐ Yes ☒ No Client had Prior D&N Case: ☐ Yes ☒ No  
Concurrent D&N Case: ☐ Yes ☒ No Concurrent Criminal Case: ☐ Yes ☒ No  
Client had a voluntary or non-court involved case immediately prior to current D&N case: ☐ Yes ☒ No  
Were you appointed prior to the first temporary custody/shelter/initial hearing?: ☐ Yes ☒ No

First Name: Susie Middle Name: Last Name: Jackson DOB: 12/11/1969 Party Status: Mother Race/Ethnicity: White

Number of client's children on case: 1

Child's First and Last Name: 1. Michelle Jackson Placement Before Shelter: Home Custody Before Shelter: Parent/Guardian Placement After Shelter: Foster Care Custody After Shelter: Department

Upload Type	Upload Name	File Description	Document Type Description	UploadDate
<a href="#">View</a>	Appointment	AT 19/JV51000.pdf	Notice of Appointment	06/07/19

## Close Appointment Screen

Is this the final invoice for this appointment? ☒ Yes ☐ No

Appointment Disposition?

Select Appointment Disposition ▼

Close Date:

Status of client's attendance at final hearing?

Select Attendance ▼

Current Judge:

Select Judge ▼

Was your client ever in custody during a scheduled hearing on the case? ☐ Yes ☐ No

Select all disabilities/conditions for your client. (To select multiple items hold the Ctrl key and then click on the item in the list)


ADHD  
Anxiety  
Autism/Asperger's  
Bipolar  
Blind  
Borderline/Low IQ  
Cancer  
Cerebral Palsy  
Chronic illness/Chronic Fatigue  
Chronic pain/Back issues

Was a termination motion filed? ☐ Yes ☐ No

Submit

Cancel

When you close an appointment, it will move to the “closed” appointment screen.



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User: Training, Attorney [Log off](#)

Appointment

DashboardAppointmentsFunding RequestsProfileHelpContact

Search:

Case Status: Closed Cases

		Case	Jurisdiction	Payment Type	Attorney	Service Type	Respondent	Closed
<a href="#">Select</a>	<a href="#">Billing</a>	17JV10000	Denver	Hourly	TRAINING, ATTORNEY	Attorney	Smith, Joe	<input checked="" type="checkbox"/>
<a href="#">Select</a>	<a href="#">Billing</a>	19JV500000	Adams	Hourly	TRAINING, ATTORNEY	Attorney	Doe, Jane	<input checked="" type="checkbox"/>

## Reopen Requests

- Reopen Requests are the appointments in the selected date range that have been closed, but are waiting for ORPC approval to be reopened.
- To submit a Reopen Request
  - Click on the number under the Closed Appointments.
    - This will show you the closed appointments on the right side of the dashboard screen.
  - Click on View on the appointment you wish to re-open.

The screenshot shows the ORPC Dashboard for a user named 'Training, Attorney'. The dashboard includes a navigation bar with links to Dashboard, Appointments, Funding Requests, Profile, Help, and Contact. The main content area is divided into two sections: 'Dashboard' and 'Closed Appointments'.

**Dashboard Section:**

- NEEDS ATTENTION:** Inactive Appointments (1), Need Appointment Documents (1), Unsubmitted Payments (0), 80% Funding (0).
- APPOINTMENTS:** Total (3), Open (2), Closed (1) - The 'Closed' count is circled in red.
- PAYMENTS:** Pending (\$640.00), Approved (\$0.00).
- EXCESS FEE REQUESTS:** Pending (\$0.00), Approved (\$0.00), Denied (\$0.00).
- OVER HOURS REQUESTS:** Pending (0), Approved (0), Denied (0).
- FUNDING REQUESTS:** Pending (\$0.00), Approved (\$0.00), Denied (\$0.00).
- CONTRACT TO HOURLY:** Pending (0), Approved (0), Denied (0).
- TRANSCRIPT REQUESTS:** Pending (0), Approved (0), Denied (0).
- DISCOVERY REQUESTS:** Pending (0), Approved (0), Denied (0).
- OVERNIGHT TRAVEL REQUESTS:** Pending (0), Approved (0), Denied (0).
- Social Workers:** Pending (0), Approved (0), Denied (0).

**Closed Appointments Section:**

Record Count: 1

Contractor	Case Number	County Name	Date of Appointment	Name of Respondent	Amount
TRAINING, ATTORNEY	19JV500000	Adams	05/01/19	Doe, Jane	

A red arrow points to the 'View' link next to the appointment entry.

- Click on Request Appointment be reopened.

The screenshot shows the ORPC Appointment form for a user named 'Training, Attorney'. The form includes a navigation bar with links to Dashboard, Appointments, Funding Requests, Profile, Help, and Contact. The main content area is divided into two sections: 'Appointment' and 'Request Appointment be Reopened'.

**Appointment Section:**

- Appointment ID:** 41904
- Status:** Approved
- Year:** 2019, **Class:** JV, **Sequence:** 500000, **County:** Adams, **Judicial Officer:** ANDERSON, EMILY - Judge, **Date of Appointment:** 05/01/19, **Statutory Reasons for Filing:** Injurious Environment, **Factual Basis For Filing:** Neglect.
- ICWA:** Yes, **DANSR:** Yes, **Concurrent D&N Case:** Yes, **Client had a voluntary or non-court involved case immediately prior to current D&N case:** Yes, **Were you appointed prior to the first temporary custody/shelter/initial hearing?:** Yes.
- First Name:** Jane, **Middle Name:**, **Last Name:** Doe, **DOB:** 01/01/1990, **Party Status:** Mother, **Race/Ethnicity:** White.
- Number of client's children on case:** 1.
- Child's First and Last Name:** 1. Jack Doe, **Placement Before Shelter:** Home, **Custody Before Shelter:** Parent/Guardian, **Placement After Shelter:** Relative/Kinship, **Custody After Shelter:** Relative/Kinship.
- Upload Type:** Appointment, **Upload Name:** AT 19JV51000.pdf, **File Description:**, **Document Type Description:** Notice of Appointment, **Upload Date:** 05/04/19.

**Request Appointment be Reopened Section:**

The 'Request Appointment be Reopened' button is circled in red.

- Click on the drop down box "Select Reason Category", add a brief but meaningful explanation of the need for the request, and click "Submit".
- You will then see a pop-up box showing "Success Request has been saved." Click "OK."

Enter the reason that you want to reopen this appointment .

Reason Category:  
Select Reason Category ▼

Submit Cancel

Enter the reason that you want to reopen this appointment .

Reason Category:  
Reason1 ▼

Test Reopen Request

Submit Cancel

Success

Request has been saved

OK



## Funding Requests Tab

- Go to the Funding Requests tab to request the following:
  - Expert
  - Family Advocate
  - Interpreter Certified
  - Interpreter Not Certified
  - Interpreter (Telelanguage)
  - Investigator
  - Licensed Clinical Social Worker
  - Licensed Social Worker
- Click the drop down for "Select Appointment", select the Appointment, then click "New".

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User: Training, Attorney [Log off](#)

Funds Request

Dashboard Appointments **Funding Requests** Profile Help Contact

Select Appointment:

Name	Type	Classification	Date Requested	Requested Amount	Approved Amount	Status	Travel Requested Amount	Travel Approved Amount
No Records								

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Funds Request

Dashboard Appointments Funding Requests Profile Help Contact

Select Appointment: 19JV51001 - Adams - Coates, Sheree **New**

Name	Type	Classification	Date Requested	Requested Amount	Approved Amount	Status	Travel Requested Amount	Travel Approved Amount
No Records								

- Click the drop down for "Type of Request" and select the type.
- Click the drop down for "Expert Category" and select a category.
- Click the drop down for the "Requested Individual" and select an expert from the approved list.

**Note: If no expert is available for the category selected, the attorney should contact ORPC staff.**

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Funds Request

Dashboard Appointments Funding Requests Profile Help Contact

**Select Type**  
Type of Request:

**Select Category**  
Expert Category:

**Select Individual**  
Requested Individual:

Is this expert required to be paid for a termination pursuant to C.R.S. 19-3-607? ☐ Yes ☐ No

Reason:

Select Appointment: 19JV510000 - Adams - Doe, Jane **New**

Name	Type	Classification	Date Requested	Requested Amount	Approved Amount	Status	Travel Requested Amount	Travel Approved Amount
No Records								

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- The expert's rates will autopopulate.
- Enter the requested hours in the "Requested Hours" box. The "Request Amount" will autopopulate.
- Enter the requested travel hours in the "Requested Travel Hours" box. The "Travel Amount" will autopopulate.
- Enter a complete and concise reason for the need for the Expert in the "Reason" box.
- Click "Submit".

State of Colorado  
ORPC  
EST. 2016  
OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney [Log off](#)

Funds Request

Dashboard Appointments Funding Requests Profile Help Contact

Type of Request:

Expert Category:

Requested Individual:

Requested Hours:

Requested Rate:

Request Amount:

Requested Travel Hours:

Requested Travel Rate:

Travel Amount:

Is this expert required to be paid for a termination pursuant to C.R.S. 19-3-607? ☐ Yes ☐ No

Reason:

Provide a detailed reason for request

View Payment Uploads View Past Payments Submit Cancel

Select Appointment:

Name	Type	Classification	Date Requested	Requested Amount	Approved Amount	Status	Travel Requested Amount	Travel Approved Amount
No Records								

- The Attorney Certification will appear.
- Click "View Past Payments".
- If any Past Payments on the appointment appear, review the payments to determine if they appear reasonable and in accordance with your expectations based on your knowledge of the expert's work on the appointment. If they are, select "OK". If they are not, contact the ORPC to discuss the items before submitting the Request.
- If there are no Past Payments or if the Past Payments are reasonable and as you expected, click the box to certify that the payments have been reviewed, then click "Submit."

State of Colorado  
ORPC  
EST. 2016  
OFFICE OF RESPONDENT PARENTS' COUNSEL

User: Training, Attorney [Log off](#)

Funds Request

Dashboard Appointments Funding Requests Profile Help Contact

Type of Request:

Expert Category:

Requested Individual:

Requested Hours:

Requested Rate:

Request Amount:

Requested Travel Hours:

Requested Travel Rate:

Travel Amount:

Is this expert required to be paid for a termination pursuant to C.R.S. 19-3-607? ☐ Yes ☐ No

Reason:

Attorney Certification


☐ I certify that I have reviewed previous payments submitted by ANG, JULIAN on this case, if any.

View Payment Uploads View Past Payments  Cancel

View Payment Uploads View Past Payments  Cancel

Select Appointment:

Name	Type	Classification	Date Requested	Requested Amount	Approved Amount	Status	Travel Requested Amount	Travel Approved Amount
No Records								

- 

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User: Training, Attorney [Log off](#)

Dashboard

Dashboard

Appointments

Funding Requests

Profile

Help

Contact

Dashboard

0

Inactive Appointments

1

NEEDS ATTENTION

Need Appointment Documents

1

Unsubmitted Payments

0

80% Funding

0

Date Range: 7/13/2018

To: 7/10/2019

Update Date Range

Total

3

APPOINTMENTS

Open

2

Closed

1

MISC. REQUESTS

Pending

0

Approved

0

Denied

1

PAYMENTS

Pending

2

\$640.00

Approved

0

\$0.00

EXCESS FEE REQUESTS

Pending

0

\$0.00

Approved

0

\$0.00

Denied

0

\$0.00

OVER HOURS REQUESTS

Pending

0

Approved

0

Denied

0

FUNDING REQUESTS

Pending

0

\$0.00

Approved

0

\$0.00

Denied

0

\$0.00

CONTRACT TO HOURLY

Pending

0

Approved

0

Denied

0

TRANSCRIPT REQUESTS

Pending

0

Approved

0

Denied

0

DISCOVERY REQUESTS

Pending

0

Approved

0

Denied

0

OVERNIGHT TRAVEL REQUESTS

Pending

0

Approved

0

Denied

0

Social Workers

Pending

0

Approved

0

Denied

0

Inactive Appointments

Update Inactive Status

Download

Record Count: 1

	Contractor	Case Number	County Name	Appointment Date	Last Payment Date	Name of Respondent	Amount
<a href="#">View</a>	<a href="#">Detail</a>	TRAINING, ATTORNEY	17JV15000	Denver	12/01/17	Jackson, Susie	

↑

If you click on the blue number(s) under pending, approved or denied, you can view them here.

- NOTE:** The expert should submit their billing/invoice directly to the ORPC for payment processing. Please have the expert reference the appointment number, the respondent name, and the attorney name on their billing/invoice. Invoices should be emailed to: **payments@coloradoorpc.org**.

## Profile Tab and Preferences

Click on the Profile tab > select "Preferences."

This screen allows the user to set options for most screens.

### Default Display List

The user may select what information to display in the data grid when the Dashboard screen is displayed.

### Default Date Range

This is the date range that displays after the initial login on the Dashboard screen. If the user changes the dates, the system remembers the dates until the next user login.

### Grid Options

The user may set two options for a given grid on a screen.

- **Max Lines per Grid**

This is the maximum number of lines that will be displayed in a grid before it shows page numbers at the bottom. The maximum number of lines is 1,000 before the grid will automatically create a new page.

- **Scrollable**

Instead of paging, the user may scroll through the records. The maximum number of lines is 1,000 before the grid will automatically create a new page.

When you finish modifying your preferences for all tabs, Click "Save".

## Screen Layout

The "Screen Layout" section allows the user to adjust how the screen is displayed in order to obtain the best format for individual display types (tablet, small or large monitors). Three options are available, with examples of each. The side by side layout is the default selection.

Screen Preferences

Dashboard Appointment Payment Funds

<b>Screen Layout:</b> <ul style="list-style-type: none"><li>• Side by Side</li><li>• Below</li><li>• As a tab</li></ul>	<b>Default Display List:</b> <ul style="list-style-type: none"><li>• Open Appts</li><li>• Inactive Appts</li><li>• Unsubmitted Pmts</li><li>• Need Appt Docs</li><li>• Unread Msgs</li></ul>	<b>Default Date Range:</b> <ul style="list-style-type: none"><li>• Calendar Year YTD</li><li>• Fiscal Year YTD</li><li>• Current Month MTD</li></ul>	<b>Grid Options:</b> <p>Max Lines Main grid: 20 <input checked="" type="checkbox"/> Scrollable Height: 400</p> <p>Max Lines Sub grid: 20 <input checked="" type="checkbox"/> Scrollable Height: 200</p> <p>Max Lines Pay Adj grid: 3 <input checked="" type="checkbox"/> Scrollable Height: 100</p>
---	--	--	---

Save

## Side By Side

Dashboard
Appointments
Profile
Help
Contact

Dashboard

NEEDS ATTENTION

Inactive Appointments  
0

Need Appointment Documents  
0

Unsubmitted Payments  
0

80% Funding  
0

Date Range: 7/31/2015 To: 7/29/2016 Update Date Range

APPOINTMENTS

Total  
3

Open  
2

Closed  
1

REOPEN REQUESTS

Pending  
1

Approved  
0

Denied  
0

PAYMENTS

4

Pending  
\$2,805.00

0

Approved  
\$0.00

EXCESS FEE REQUESTS

0

Pending  
\$0.00

0

Approved  
\$0.00

0

Denied  
\$0.00

OVER HOURS REQUESTS

0

0

0

EXPERT WITNESS REQUESTS

0

Pending  
\$0.00

0

Approved  
\$0.00

0

Denied  
\$0.00

CONTRACT TO HOURLY

1

0

0

TRANSCRIPT REQUESTS

0

0

0

DISCOVERY REQUESTS

0

0

0

OVERNIGHT TRAVEL REQUESTS

0

0

0

Open Appointments
Download
Record Count: 2

		Contractor	Case Number	County Name	Date of Appointment	Name of Respondent	Amount
View	Detail	Settle-Attorney, Sara	16JV225	Boulder	07/29/16	DOE, JOHN	
View	Detail	Settle-Attorney, Sara	16JV2258	Boulder	07/29/16	Doe 2, John	

## Below

Dashboard

NEEDS ATTENTION

Inactive Appointments  
0

Need Appointment Documents  
0

Unsubmitted Payments  
0

80% Funding  
0

Date Range: 7/31/2015 To: 7/29/2016 Update Date Range

APPOINTMENTS

Total  
3

Open  
2

Closed  
1

REOPEN REQUESTS

Pending  
1

Approved  
0

Denied  
0

PAYMENTS

4

Pending  
\$2,805.00

0

Approved  
\$0.00

EXCESS FEE REQUESTS

0

Pending  
\$0.00

0

Approved  
\$0.00

0

Denied  
\$0.00

OVER HOURS REQUESTS

0

0

0

EXPERT WITNESS REQUESTS

0

Pending  
\$0.00

0

Approved  
\$0.00

0

Denied  
\$0.00

CONTRACT TO HOURLY

1

0

0

TRANSCRIPT REQUESTS

0

0

0

DISCOVERY REQUESTS

0

0

0

OVERNIGHT TRAVEL REQUESTS

0

0

0

All Appointments
Download
Record Count: 3

As a Tab

**Dashboard** **Data Grid**

**NEEDS ATTENTION**

Inactive Appointments 0	Need Appointment Documents 0	Unsubmitted Payments 0	80% Funding 0
----------------------------	---------------------------------	---------------------------	------------------

Date Range: 7/31/2015 To: 7/29/2016 [Update Date Range](#)

APPOINTMENTS			REOPEN REQUESTS		
Total 3	Open 2	Closed 1	Pending 1	Approved 0	Denied 0

PAYMENTS			
4	Pending \$2,805.00	0	Approved \$0.00

EXCESS FEE REQUESTS					OVER HOURS REQUESTS			
0	Pending \$0.00	0	Approved \$0.00	0	Denied \$0.00	Pending 0	Approved 0	Denied 0

EXPERT WITNESS REQUESTS					CONTRACT TO HOURLY			
0	Pending \$0.00	0	Approved \$0.00	0	Denied \$0.00	Pending 1	Approved 0	Denied 0

TRANSCRIPT REQUESTS			DISCOVERY REQUESTS			OVERNIGHT TRAVEL REQUESTS		
Pending 0	Approved 0	Denied 0	Pending 0	Approved 0	Denied 0	Pending 0	Approved 0	Denied 0

**Dashboard** **Data Grid**

**Open Appointments** [Download](#)

		Contractor	Case Number	County Name	Date of Appointment	Name of Respondent	Amount
<a href="#">View</a>	<a href="#">Detail</a>	Settle-A, Sara	15JV1121	Adams	04/11/16	Smith, Sally	\$20.00
<a href="#">View</a>	<a href="#">Detail</a>	Settle-A, Sara	16JV222	Alamosa	04/20/16	Smith, John J	\$510.00
<a href="#">View</a>	<a href="#">Detail</a>	Settle-A, Sara	16JV12	Arapahoe	04/25/16	Lastname, test1	
<a href="#">View</a>	<a href="#">Detail</a>	Settle-A, Sara	16JV444	Arapahoe	04/20/16	Waters, Melissa	\$2,387.00
<a href="#">View</a>	<a href="#">Detail</a>	Settle-A, Sara	16JV897	Arapahoe	05/05/16	Miller, Jerry	\$1,125.00
<a href="#">View</a>	<a href="#">Detail</a>	Settle-A, Sara	16JV1245	Boulder	05/06/16	Thorp, Sharon C.	\$622.50
<a href="#">View</a>	<a href="#">Detail</a>	Settle-A, Sara	16JV869	Costilla	05/02/16	Smith, John	\$274.50
<a href="#">View</a>	<a href="#">Detail</a>	Settle-A, Sara	16JV223	Broomfield	05/02/16	Doe, Jane	

When you finish modifying your preferences for all tabs, click "Save".

## Dashboard Tab

Dashboard

Appointments

Profile

Help

Contact

Screen Preferences

Dashboard

Appointment

Payment

Expert Requests

**Screen Layout:**

- ☒ Side by Side
- ☐ Below
- ☐ As a tab

**Default Display List:**

- ☐ Open Appts
- ☒ Inactive Appts
- ☐ Unsubmitted Pmts
- ☐ Need Appt Docs
- ☐ Unread Msgs

**Default Date Range:**

- ☐ Calendar Year YTD
- ☒ Fiscal Year YTD
- ☐ Current Month MTD

**Grid Options:**

Max Lines Main grid:  
15 ☐ Scrollable Height: 400

Max Lines Sub grid:  
10 ☐ Scrollable Height: 200

Max Lines Pay Adj grid:  
3 ☐ Scrollable Height: 100

Save

## Appointment Tab

Dashboard

Appointments

Profile

Help

Contact

Screen Preferences

Dashboard

Appointment

Payment

Expert Requests

**Search by Open/Close Appointments:**

- ☐ All Appointments
- ☐ Closed Appointments
- ☐ Open Appointments

**Grid Options 1:**

Max Lines Selection grid:  
15 ☐ Scrollable Height: 400

Max Lines Documents grid:  
10 ☐ Scrollable Height: 300

Save

## Payment Tab

Dashboard

Appointments

Profile

Help

Contact

Screen Preferences

Dashboard

Appointment

Payment

Expert Requests

**Screen Layout:**

- ☒ Side by Side
- ☐ Below
- ☐ As a tab

**Payment Entry Date:**

- ☒ Default to today's date
- ☐ Default to last date entered
- ☐ No default

**Grid Options 1:**

Max Lines Documents grid:  
10 ☐ Scrollable Height: 350

Max Lines Payment grid:  
10 ☐ Scrollable Height: 400

**Grid Options 2:**

Max Lines Detail grid:  
10 ☐ Scrollable Height: 300

Max Lines Adjustment grid:  
10 ☐ Scrollable Height: 200

Save

## Help Tab

The Help tab contains the following options:

- Screen Help
- Click the Help button on the main menu bar and then select the Help option to display a pop-up containing specific help for the screen you are on in RPPS. This is an example of the Help screen for the Dashboard screen.

Dashboard

The Dashboard screen summarizes the status of all cases the current user has on the system. The top of the screen displays items in red that need to be addressed by the user. By clicking on any number displayed the user can bring up a list to the right of the details that comprise the selected category.

**Needs Attention**

- **Inactive Appointment**  
Appointments that have not had a payment within the past 90 days or number of days specified by ORPC
- **Need Appt. Docs**  
Attorney appointments where appointment documents have not been uploaded by the attorney
- **Un-submitted Pmts.**  
Payments whose entries have been saved but have not been submitted for payment.
- **Messages**  
Number of messages from ORPC

**Date Range**

The default date range is set by the user on the preference screen under the Utilities menu. It can be set for Calendar, Fiscal or Current Month to Date. The ranged entered determines the statistics displayed below.

**Appointments**

- **Total**  
Total Number of appointments in the specified date range.
- **Open**  
Total Number of open appointments in the specified date range. These are appointments where a final payment has not been entered and the user has not specified that the appointment is closed.
- **Closed**  
Number of appointments in the specified date range that have a final payment entered or is indicated closed by the user.
- **Pending**  
Number of cases submitted in the specified date range and waiting approval from ORPC.


**Payments**

- **Approved**  
Number of payments within the specified date range that have been approved by ORPC.
- **Pending**  
Number of payments within the specified date range that have been submitted to ORPC and are awaiting approval.

**Funding Requests**

- **Pending**

## Contact



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User: Training, Attorney [Log off](#)

Contact

DashboardAppointmentsFunding RequestsProfileHelpContact

QUESTIONS REGARDING BILLING

Contact Sheree Coates by clicking [here](#) or 303-731-8748