ACAP

AOC Claims and Payment System Using the Search Tab Version 1.01

May 30, 2018

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Using the Search Tab

The search tab is used for locating your registration record to update addresses, email or payment information. Or you can search for all your claims by changing the Search Template to My Claims. If looking for denied and removed claims then change the Search Template to Reactivate My Clams. If looking for all your documents then change the Search Template to My Document Search



My Registration Search

Select this search template when you need to update your addresses, email or payment information. Select the registration record by either double-clicking or check mark the box then double click.

Your registration record will display. You have a tool bar that contains several buttons that perform certain functions.

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Active Work	: Search Su	ummarv	Templates an	d Forms	Role: Attorney	8	TE	NNESSEE STAT	E COURT	s (ð			.gc	V
🗔 Change Address	is 🗔 Change 3rd Pa	rty 🗔 Cha	ange Bank 🗔 Chang	ge email 🛛 🥖	Attach Local Document					4	😌 Refresh Case	🗙 Close 🛛	😢 Help 🛛 🌐 Acti	ion •
Properties D	ocuments Histor	y/Comment	ts											
Role:	Attorney		BF	R Number: 3	3990									-
Prefix:	: Mr.			First: J	ohn		Middle: Robert				Last: Adams			_
SSN:		•••••												
Suffix:	ш													
Login ID:	jadams													
Contai	ct Info													
Street:	810 Crescent Centre	Drive STE 160												
Extended Address:	:													Ξ
City:	: FRANKLIN				State: TN				County: Day	ridson				
Zip Code:	37067-6257													
Phone Number:	615-861-2134	+ -	-											
	6152407596	+ -	-											
	6152407596	+ -	-											
Primary Email:	jadams@aoctest.com				Carbon Copy:		+ -							
Languages:	:	× + -	_		Certification:	*	+ -							
A Payme	ent Info													
	: Limited Liability				Firm Name: The K	ennedy Law Firm, PLLC								
Street:	: 127 South Third Stree	t												
Suite/Room:	;													
	and a second													*

Registration Record Tool bar

Button	Description
Change of Address	Select this button when you need to change either your contact, payment
	address or both.
Change 3 rd Party	Select this button when you need to add a 3 rd Party company or to change
	the 3 rd Party information.
Change Bank	Select this button when you need to make a change to the payment method
	or bank account where funds a deposited for direct deposit.
Change Email	Select this button when you need to change your primary email address.
Attach Local Document	Select this button when attaching a document to your registration record.
	Please remember when filling out a W9 please email this to the AOC email
	provided and do not upload. When want to keep your PII (personal
	identification information such as SSN or birth date) information secure and
	not visible.
Refresh	Select this button when wanting to refresh the system so your record will
	reflect your changes.
Close	Select this button when wanting to close the registration record and return
	to the Search Query template.
Help	Select this button when wanting to find help on a certain topic.
Action	This button is grayed since this is a read – only screen. To make changes
	select the appropriate buttons.

Requesting a Change of Address

Select this button when making a change to your contact or payment address. The following screen Change Claimant Address Request will display. Complete the all fields and checkboxes on this screen.

Change Claimant Address Re	quest	×
Contact Address	Payment Address	
Address 1		
Address 2		
City		
County	~	
State	~	
Zip Code		
	OK Cancel	

Change Claimant Address Request Screen

Field/Checkbox	Description
Address check boxes	Select whether the change you make will be to the contact info or payment
	info or both (if both are checked).
Address 1	Enter your street address.
Address 2	Enter your extended address (e.g. P. O Box, etc.).
City	Enter your city.
County	Enter your county.
State	Enter your state.
Zip Code	Enter your Zip Code.

Once the Change Claimant Address Request screen is complete then select the Ok button to save and send your request to the AOC. Select the Cancel button to cancel changes and close screen. Select the Refresh button to see your new changes on your registration record.

You must also complete the Change of Address form if your payment address is changing. You will need to send completed form to the AOC by email or upload to your registration record using the Attach Local Document button. This form is found in the Template/Forms Tab in the forms folder. Double-click document you want to open and save to your desk top.

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							Welcome	iadams Att	orneys 👻	Logout	TNCOURTS
Active Work Sear	ch 🛛 S	ummary	Templates and	Forms	Role: Attorney 🗵			TENNESSE	EE STATE COURT		.900
	~	Doc	ument Title			Claimant Ty	Document				»
12 E		W9 🔁					W9		Displays and undate	s case user-defined fields.	
Correspondence Templat	es	⊱ Stat	e of TN Supplier Direct D	eposit Author	rization				Displays and apaad		
- Semail Notification Templa	ates										
- Sorms											

Change of Address Form Example:

Expreme Court of Lennessee Andread Control of Courts Courts of the Courts Courts Courts of the Courts Courts Courts of the Courts Courts of the Courts Courts of the Courts Courts of the Courts Courts of the Courts Courts Courts Courts Courts Courts Courts Courts Court									
	Change of Address Form								
Name:									
Edison ID:									
New Address:									
Previous Address:									
Current email:									
Current phone number:									
I, this account.	_authorize the State of Tennessee to change my address on								
Authorized S	ignature Date								
Please complete the forn Patr	and provide your signature. Send completed form by email to isia Brown at <u>patricia brown@thcourts.aov</u>								
	Reset Form								

Requesting a Change of Bank

Claimant will select this button when you need to make a change to the payment method or bank account where funds a deposited for direct deposit. The following screen Change Claimant Bank Request will display. Complete the all fields and checkboxes on this screen.

Change Cla	almant Bank Request Scr	een
Change Claimant B	ank Request	
Street] [
Suite/Room		
City		
State	·	
Zip		
Fed Tax Id	<u>-</u>	
On Line		
Payment Method	~	

OK Cancel

Change Claimant Bank Request Screen:

Change Claimant Bank Request Screen

Field/Checkbox	Description
Street	Enter the street address to appear on the payment.
Suite/Room	Enter the Suite/Room or second address when applicable.
City	Enter the city to appear on the payment.
State	Enter the state to appear on the payment.
Zip	Enter the Zip Code to appear on the payment.
Fed Tax ID	Enter the SSN or Federal Tax ID. This information is stored and displayed in
	an encrypted format.
Online	Check this for online claimant.
Payment Method	Select Check or Direct Deposit. When making a change of payment method
	you will have complete the Supplier Maintenance Form.

Once the fields are completed on the Change Claimant Bank Request screen then select the Ok button to save information. Select the Cancel button to cancel changes and close screen. If you selected OK then the system will populate the payment Warning message informing you that the Supplier Maintenance form should be completed and completed form be sent to the specific address on the form and message.

Check V	Varning)
	State of Tennessee Attn: Supplier Maintenance 21st Floor WRS Tennessee Tower 312 Rosa L Parks Ave Nashville, TN 37243 Cancellation of Direct Deposit To cancel direct deposit, mail a written request to the address above. The request must contain the payee's name, FEIN or SSN, routing and account numbers, that matches the information already on file with the state, and an original signature of an authorized signatory. Should you have any questions or need assistance, contact Supplier Maintenance at 615-741-9745.	
	OK	

This form is found in the Template/Forms Tab in the forms folder. Double-click document you want to open and save to your desk top.

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File Edit View Favorites	Tools Help								
					Welcome	iadams <mark>Atto</mark>	orneys 🗸 🗸	pout TENVESSER	TNCOURTS
Active Work Searc	h Summary	Templates and F	orms Role: Attorney	K)		TENNESSE	EE STATE COURTS		.90v
	« Do	cument Title		Claimant Ty	Document				»»
₩. E	E WS)			W9		Displays and updates c	ase user-defined fields.	
Correspondence Template	Sta	ate of TN Supplier Direct Dep	posit Authorization						
- Email Notification Templat	s								
🛁 Forms									

Change Email

Claimant will select this button when you need to make a change to the Primary Email Address. The Change Email Address screen will display. Enter new email address in the Primary Email field. Select the OK button to save your changes. Select the Cancel button to cancel changes and close screen. Select the Refresh button to see your new changes on your registration record.

Change Email Addre	:55	×
Primary Email		
	OK Cancel	

Adding/Removing a Third Party Company

Adding a 3rd Party Assignment

In the state of Tennessee, an attorney representing an indigent client can assign the payment of any claims to a third party company (e.g. BHI, Rayna, etc.). The attorney must provide the original contract made with the Third Party Company, specify an effective date and provide this information to the Administrative Office of the Courts (AOC) so those payments can be directed to them. This Third Party Company must already be established as one of the third party companies listed on ACAP system.

After the AOC receives the contract and receives approval from Edison then the attorney can make the following changes to his/her registration record.

The attorney will make a 3rd party assignment through the registration record using the Change 3rd Party button.

1								Welcome: jadams Attorneys	✓ Logo	ut AIR TENNESSER
Active	Work	Search	Summarv	Templates and Forms	Role: Attorney	×		TENNESSEE STAT	E COURTS	3 (*)5
🗔 Change	Address	🗔 Change 3	rd Party 🗔 Cha	nge Bank 🗔 Change email 👔	Attach Local Document					🛛 🍣 Refresh Case 🗍
Propertie	s or	uments H	istory/Comment	5						
	Role: A	ttorney		BPR Number:	3990					
	Prefix: M	۹r.		First:	lohn		Middle:	Robert		Last: Adams

The attorney will check the checkbox if the assignee will be entering claims on his/her behalf. If the assignee is not entering claims on your behalf then leave blank.

At the 'Third Party' field select the 3rd party company from the drop-down list with whom you have contracted with. Then click the OK button.

be entering cla on your behalf	ms		
Third Party	I	~	
	BHI		
	CEDGE		
	DCC		
	RAYNA		

Rescinding or Removing 3rd Party Assignment

The attorney must provide a signed letter specifying the date the contract expires or is rescinded to the AOC. This letter is a legal requirement which documents the contract is no longer binding and will ensure payments will route to the attorney and not the 3rd party company.

After the AOC receives the letter of rescission and receives approval from Edison then the attorney can make the following changes to his/her registration record.

Select the Change 3rd Party button. Remove the check from the checkbox if the assignee was entering claims on your behalf. Next remove the 3rd Party Company name from the 'Third Party' field, then click on the OK button.

Search for My Claims

When you want to search for your claims, select My Claims from the Search Template drop down menu then click on the Search button at the bottom of the panel. This will retrieve all your claims in the different statuses on the right side.

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								W	elcome: jadams	s Attorneys	~ I	ogout		NCOL	JRŢS
Active Work 🛛 <mark>Search</mark> 🛛 Summa	arv 📘	Terr	nplates and	Forms					TENN	IESSEE STA	TE COURTS	3 (20)	*)j		.900
Juery	~	₽	Export												
Search Template:			Claim #	Claim Type	Case Type	Claim Date	Claim Status	Assigned Ju	Role	BPR Number	Last Name	Case Numb	Client Last	Court County	Court
y Claims			2018000708	Attorney Fe	Misdemeanor	11/27/2017	Denied	wacree	Attorney	33990	Adams	CR90876	Stone	WILSON	CIRCUIT
			2018000709	Dependenc	Phase 1	11/27/2017	Denied	wacree	Attorney	33990	Adams	T56789	Washington Washington	DAVIDSON	JUVENILE
laim # is equal to:	Â		2018000711	Attorney Fe	Felony A&B	11/27/2017	Denied	wacree	Attorney	33990	Adams	CR34568	Warren	HENDERSON	CIRCUIT
			2018000743	Attorney Fe	First Degree		Removed	jbeasley	Attorney	33990	Adams	CR 789654	Keller	SHELBY	CRIMINAL
			2018000744	Attorney Fe	Misdemeanor		Removed		Attorney	33990	Adams	GS 898765	Cassidy	LOUDON	GENERAL S
Client Last Name is equal to:			2018000745	Dependenc	Phase 1	12/12/2017	Potential Du	mmeise	Attorney	33990	Adams	JV 78965	Clarke Cooke	DICKSON	JUVENILE
			2018000746	Judicial Hos	Emergency		Removed		Attorney	33990	Adams	JH 98765	Cross	COFFEE	GENERAL
Case Numbers contains:			2018000747	Parole Revo	Revocation		Removed	pbchairman	Attorney	33990	Adams	456788	Young	GRAINGER	Parole Boa
			2018000753	Attorney Fe	Misdemeanor	12/06/2017	Denied	hsledge	Attorney	33990	Adams	GS 898765	Cassidy	LOUDON	GENERAL S
	E		2018000791	Judicial Hos	Emergency	12/08/2017	Denied	probinson	Attorney	33990	Adams	JH 8976	Newsome	DAVIDSON	CIRCUIT
Court is equal to:		• 🔳	2018000792	Judicial Hos	Emergency	12/08/2017	Denied	probinson	Attorney	33990	Adams	JH7865	Craze	DAVIDSON	CIRCUIT
Start typing to search 🝸			2018000793	Parole Revo			Removed		Attorney	33990	Adams				
Court County contains:			2018000857	Attorney Fe	Felony C,D,E		Removed	jayers	Attorney	33990	Adams	CR876512	Huffman	MONTGOME	CIRCUIT
Sur County contains.			2018000864	Attorney Fe			Removed		Attorney	33990	Adams				
			2018001005	Attorney Fe	Post Convic	01/03/2018	Submit for J	justclark	Attorney	33990	Adams	INV2018010	Pervis	DAVIDSON	SUPREME
laim Type contains:			2018001028	Attorney Fe	Felony C,D,E	01/04/2018	Late Claim	psummers	Attorney	33990	Adams	6753	Hicks	DAVIDSON	CIRCUIT
			2018001066	Attorney Fe	First Degree		New		Attorney	33990	Adams	CR9087866	Summers	MCNAIRY	CIRCUIT
			2018001067	Attorney Fe	Misdemeanor	01/14/2018	Overclaim H	wacree	Attorney	33990	Adams	G578643	Rover	DEKALB	GENERAL S
Claim Status contains:			2018001068	Dependenc	Termination		New		Attorney	33990	Adams	JV7895	Monairy	SUMNER	JUVENILE
			2018001070	Judicial Hos	Emergency	01/08/2018	Submit for A	dwootten	Attorney	33990	Adams	45673	lawson	BLOUNT	GENERAL S
Claimant Login is equal to:	-														
× Reset		14	4 Page 1	of 2 🕨	▶ 2							Dis	playing 20 🚿	r items per p	age of total

The Query panel has several different query options or combinations of queries you can use to search for claims. The << hide button by the Query header will hide the query panel. To unhide then click >> unhide button to display the Query panel.

Query Type:	Description:
Claim # is equal to:	Enter the exact Claim ID number assigned to your claim.
Client Last Name is equal	Enter the exact last name of the client/defendant on the
to:	claim.
Case Numbers contains:	Enter the case number.
Court is equal to:	Select the down arrow and select court from the menu.
Court County contains:	Enter part of name of county will pull in results.
Claim Type contains:	Enter part of the claim type will pull in results.
Claim Status contains:	Enter part of the status name will pull in results.
Claimant login is equal to:	Enter the exact login ID.
Last name is equal to:	Enter the exact name of claimant.

Select the query options you want then select the Search button. The right side panel will display your results. If it is blank, the bottom of the panel will state: No results found. If you want to use a different query then select the Reset button to clear information from all query types so you can perform a different query.

ACAP system provides different ways you can do to manage the result list. Look at the bottom of the result list panel.



To the right of these buttons the system will indicate the number of line items it is displaying (e.g. 20 items per page). You can pick a different number range to view in one page by using the down arrow menu. The system will indicate a total number (e.g. 28) that matched your query. This number may help

you decide how many result items to view on a page or use the buttons on the left to move through pages.

You can manage which column headers you want displayed. Select anyone of the column header down arrows to display menu. Then from the menu select Columns will display another menu listing all the columns that are available. Then click in the check box to either select and place a check mark in check box or deselect if it is already checked to remove check mark by heading.

Once you have selected the columns you want to see but can't see all the information within the column then select

the column header sizing handle $\leq >$. You will find the sizing handles by using your mouse and hovering at the end of the column header. When you see two opposing arrows click and drag to the left or right to increase or decrease the column width.

			Welcome: jadan
Templates and Forms		Claim #	TEN
	V	Claim Type	
Export		Case Type	
Claim # 👻 Claim Type Case	e 🔽	Claim Date	J Claim Status
2018000743 21 Sort Ascending	V	Assigned Judge	Removed
2018000744 Sort Descending		Claim Status	Removed
2018000746		Case Numbers	Removed
2018000/4/		Client Last Name	۱ Removed
2018000793 Parole Revo		Court County	Removed
2018000857 Attorney Fe Feld	1		Removed
2018000864 Attorney Fe		Court	Removed
2018001066 Attorney Fe First	-	Total Amount	New
2018001068 Dependenc Terr	۳ 🔽	ID	New
2018001071 Parole Revo Rev		Role	New
2018001094 Judicial Hos Eme	- m	BPR Number	Removed
2018001148 Dependenc Pha	s	Last Name	New
2018000708 Attorney Fe Mise	1	First Name	Denied
2018000709 Dependenc Pha	s 📄	Middle Name	Denied
2018000711 Attorney Fe Feld	r 🖻	Primary Email	Denied
2018000753 Attorney Fe Mise		Client First Name	Denied
2018000791 Judicial Hos Eme		Client Middle Name	Denied
2018000792 Judicial Hos Eme		Court Districts	Denied
2018000745 Dependenc Pha	s 📄	ACAP_DateofDisposition	Potential D
		Complex	

All these managing tools are available throughout the system with the different work tabs you will be using.

The search tab provides a way for you to export your result list into a report. First select which records you want to include in your report by clicking the checkbox by the record in the result list; if you want to select all records then click the check box by the Claim # header which will select 'All' records.

Claim #	Client First Name	Client Last Name	Claim Status	Claim Date 👻	Assigned Judge	Total Amount	Voucher Nu
2018114099	Ofelia	Valdez Trujillo	Paid	03/27/2018	kclarkreferee	140	00592636
2018109563	Hortencia	Zacarias	Paid	03/12/2018	dbunch	172.9	00587144
2018109319	Humbertina	Mendez	Paid	03/11/2018	msmith	60	00587144
2018109315	Ethan	Wakeman	Paid	03/11/2018	Igaither	152.9	00587144
2018109308	Oscar	Jacinto-Raymond	Paid	03/11/2018	kclarkreferee	60	00587144
2018109304	Ana	Caspar	Paid	03/11/2018	sowensreferee	80	00587144
2018109288	Iliana	Silva-Esperanza	Paid	03/11/2018	ajones	180	00587144
2018109276	Iliana	Silva-Esparza	Paid	03/11/2018	rphilyaw	200	00592779
2018109235	Maylin	Gramajo	Paid	03/10/2018	lgaither	152.9	00587144
2018109230	Ethan	Wakeman	Paid	03/10/2018	lgaither	192.9	00587144
2018109197	Maylin	Gramajo	Paid	03/10/2018	Igaither	112.9	00587144
2018109192	Marily	Lopez=Ramirez	Paid	03/10/2018	sowensreferee	120	00587144

Next, create the report by clicking on the Export button at the top of the panel. The 'Preview list of Documents' screen opens displaying the records you selected. This new screen provides three buttons. You can Print, Save as HTML or Save as CSV file. Selecting Print will print the preview list. Selecting Save as HTML will allow you to save list in an HTML format on your computer. Selecting Save as CSV file will allow you to view list in a CSV file format which is like Excel. A CSV file can be saved as an Excel file. The CSV or Excel file will allow you to sort your records in the report however you want.

<i>e</i> https://iic	e. tn.gov /iacap/	export?exportId=ext-1894				
🖶 Print 🔜	Save as HTML	Save as CSV				
Claim #	Client First Name	Client Last Name	Claim Status	Claim Date	Assigned Judge	Total Amou
2018114099	Ofelia	Valdez Trujillo	Paid	03/27/2018	kclarkreferee	140
2018109563	Hortencia	Zacarias	Paid	03/12/2018	dbunch	172.9
2018109319	Humbertina	Mendez	Paid	03/11/2018	msmith	60
2018109315	Ethan	Wakeman	Paid	03/11/2018	Igaither	152.9
2018109308	Oscar	Jacinto-Raymond	Paid	03/11/2018	kclarkreferee	60
2018109304	Ana	Caspar	Paid	03/11/2018	sowensreferee	80
2018109288	Iliana	Silva-Esperanza	Paid	03/11/2018	ajones	180
2018109276	Iliana	Silva-Esparza	Paid	03/11/2018	rphilyaw	200
2018109235	Maylin	Gramajo	Paid	03/10/2018	Igaither	152.9
2018109230	Ethan	Wakeman	Paid	03/10/2018	Igaither	192.9
2018109197	Maylin	Gramajo	Paid	03/10/2018	Igaither	112.9
2018109192	Marily	Lopez=Ramirez	Paid	03/10/2018	sowensreferee	120
2018109190	Delmer & Emioly	Zacarias	Paid	03/10/2018	lgaither	338.7
2040400470			D -14	00/40/0040		404

Example of CSV file:

A	В	С	D	E	F	G	н
			Claim		Assigned	Total	Voucher
Claim #	Client First Name	Client Last Name	Status	Claim Date	Judge	Amount	Number
2018114099	Ofelia	Valdez Trujillo	Paid	3/27/2018	kclarkrefe	140	592636
2018109563	Hortencia	Zacarias	Paid	3/12/2018	dbunch	172.9	587144
2018109319	Humbertina	Mendez	Paid	3/11/2018	msmith	60	587144
2018109315	Ethan	Wakeman	Paid	3/11/2018	lgaither	152.9	587144
2018109308	Oscar	Jacinto-Raymond	Paid	3/11/2018	kclarkrefe	60	587144
2018109304	Ana	Caspar	Paid	3/11/2018	sowensre	80	587144
2018109288	Iliana	Silva-Esperanza	Paid	3/11/2018	ajones	180	587144
2018109276	Iliana	Silva-Esparza	Paid	3/11/2018	rphilyaw	200	592779
2018109235	Maylin	Gramajo	Paid	3/10/2018	lgaither	152.9	587144
2018109230	Ethan	Wakeman	Paid	3/10/2018	lgaither	192.9	587144
2018109197	Maylin	Gramajo	Paid	3/10/2018	lgaither	112.9	587144

The Export feature enables you to pull different reports relating to your claims. You can choose the different search criteria to produce the result list for your report and then you can manage the columns you want to view in the report.

Reactivate My Claims Search

When you want to search for your claims that have a removed status (deleted claim) or denied status then select 'Reactivate My Claims' from the Search Template drop down menu. Next select the Search button at the bottom of the panel. This will retrieve all your claims with the status of 'Removed' and 'Denied' on the right side.

		We	lcome: jadam	s Attorneys		Logout	THE TENNESSEE	, TN	COU	RTS
es and Forms			TENN	IESSEE ST	ATE COUP	RTS		1		.gov
										?
# Claim Type	Case Type	Claim Date	Claim Sta	Assigned	Case Nu	Client Las	Court Co	Court	Total Am	ID
00708 Attorney Fee Claim - N	Misdemeanor 1	11/27/2017	Denied	wacree	CR90876	Stone	WILSON	CIRCUIT	384	{DCA2A1
00709 Dependency and Negle	Phase 1	11/27/2017	Denied	wacree	T56789	Washington Washington	DAVIDSON	JUVENILE	302.43	{0DD50B
0711 Attorney Fee Claim - N	Felony A&B o 1	11/27/2017	Denied	wacree	CR34568	Warren	HENDERS	CIRCUIT	235	{7BCD82
00743 Attorney Fee Claim - C	First Degree M		Removed	jbeasley	CR 789654	Keller	SHELBY	CRIMINAL		{2D95F3B
0744 Attorney Fee Claim - N	Misdemeanor		Removed		GS 898765	Cassidy	LOUDON	GENERAL		{BEED5D
00746 Judicial Hospitalization	Emergency In		Removed		JH 98765	Cross	COFFEE	GENERAL		{374CCFA
00747 Parole Revocation Claim	Revocation He		Removed	pbchairman	456788	Young	GRAINGER	Parole Bo		{ECA24E
00753 Attorney Fee Claim - N	Misdemeanor 1	12/06/2017	Denied	hsledge	GS 898765	Cassidy	LOUDON	GENERAL	250	{C1FBD7
00791 Judicial Hospitalization	Emergency In	12/08/2017	Denied	probinson	JH 8976	Newsome	DAVIDSON	CIRCUIT	30	{462F814
00792 Judicial Hospitalization	Emergency In	12/08/2017	Denied	probinson	JH7865	Craze	DAVIDSON	CIRCUIT	20	{46493C5
00793 Parole Revocation Claim			Removed							{726C084
00857 Attorney Fee Claim - N	Felony C,D,E		Removed	jayers	CR876512	Huffman	MONTGO	CIRCUIT		{B8DF581
0864 Attorney Fee Claim - N			Removed							{25AECF6
Judicial Hospitalization	Emergency In		Removed				DAVIDSON	GENERAL		{1754855
	age 1 of 1 🕨 🕅 🥭	age 1 of 1	age 1 of 1 🕨 🕅 🤓	age 1 of 1 > > 2	age 1 of 1 🕨 🕅 🤕	age 1 of 1 > > @	age 1 of 1 🕨 🕅 🚓	age 1 of 1 🕨 🕅 🤕 Displayin	age 1 of 1 P @ Displaying 20 v ite	age 1 of 1 🕨 🗏 🤕 Displaying 20 🗸 items per page

The Query panel has several different query options or combinations of queries you can use to search for claims.

Query Type:	Description:
Claim # is equal to:	Enter the exact Claim ID number assigned to your claim.
Client Last Name is equal	Enter the exact last name of the client/defendant on the
to:	claim.
Case Numbers contains:	Enter the case number.
Claim Type contains:	Enter part of the claim type will pull in results.
Claim Status contains:	Enter part of the status name will pull in results.
Last name is equal to:	Enter the exact name of claimant.

You can manage which column headers you want displayed. Select anyone of the column header down arrows to display menu. Then from the menu select Columns will display another menu listing all the columns that are available. Then click in the check box to either select and place a check mark in check box or deselect if it is already checked to remove check mark by heading.

Once you have selected the columns you want to see but can't see all the information within the column

then select the column header sizing handle $|\rangle$. You find the sizing handles by using your mouse and hovering at the end of the column header. When you see two opposing arrows click and drag to the left or right to increase or decrease the column width

All these managing tools are available throughout the system with the different work tabs you will be using. This tab also provides the Export button at the top so you can export your results.

My Documents Search

When you want to search for your documents then select My Documents Search from the Search Template drop down menu. Next select the Search button at the bottom of the panel. This will retrieve all your documents uploaded to your claims on the right side.

		- 🗎 C	Search	ター 合 🕁 锁
* ACAP ×				
File Edit View Favorites Tools Help				
		Welcome: jadams Attorneys	V Logout	TNCOURTS
Active Work Search Summary	Templates and Forms	TENNESSEE ST	ATE COURTS	gov gov
Query «	Claim #	Document Title	Document Date	Assigned Judge
Search Template:	1	Appt Order	11/27/2017 11:27	wacree
My Documents Search		Appt order	11/27/2017 11:47	wacree
by bocuments search		appt order	11/27/2017 01:27	wacree
Claim # is equal to:	2018000744	parking receipt	12/06/2017 01:40	
Ciain # is equal to.		Appt Order	12/06/2017 01:41	
		appt order	12/08/2017 11:35	probinson
Document Title contains:		appt order	12/08/2017 11:38	probinson
		appt order	12/12/2017 03:28	pbchairman
		Appt Order	12/18/2017 11:16	jayers
Assigned Judge contains:		Pervis Appt INV20180103-001	01/03/2018 09:52	justclark
		appointment order	01/04/2018 11:43	psummers
	1	appt order	01/08/2018 09:35	dwootten
× Reset	2018001072	Title	01/12/2018 06:57	
x Reset	2018001072	Receipts	01/12/2018 06:58	
		Appt Order	01/12/2018 06:58	wacree
		Appt Order	01/12/2018 07:15	dwootten
		Appt order	01/12/2018 07:35	dwootten
	2018001095	Parking Receipt	01/12/2018 07:44	
		Appt Order	01/12/2018 07:45	dwootten
	2018001070	2018001070	01/12/2018 07:47	
	I Page 1 of 2 ▶ ▶ @			Displaying 20 v items per page of total 31

The Query panel has several different query options or combinations of queries you can use to search for your documents.

Query Type:	Description:
Claim # is equal to:	Enter the exact Claim ID number assigned to your claim.
Document Title contains:	Enter part of the name of your document – does not have
	to be exact match.
Assigned Judge contains:	Enter part of the name does not have to be exact match.

You can manage which column headers you want displayed. Select anyone of the column header down arrows to display menu. Then from the menu select Columns will display another menu listing all the columns that are available. Then click in the check box to either select and place a check mark in check box or deselect if it is already checked to remove check mark by heading.

Once you have selected the columns you want to see but can't see all the information within the column

then select the column header sizing handle |> . You find the sizing handles by using your mouse and hovering at the end of the column header. When you see two opposing arrows click and drag to the left or right to increase or decrease the column width

All these managing tools are available throughout the system with the different work tabs you will be using.