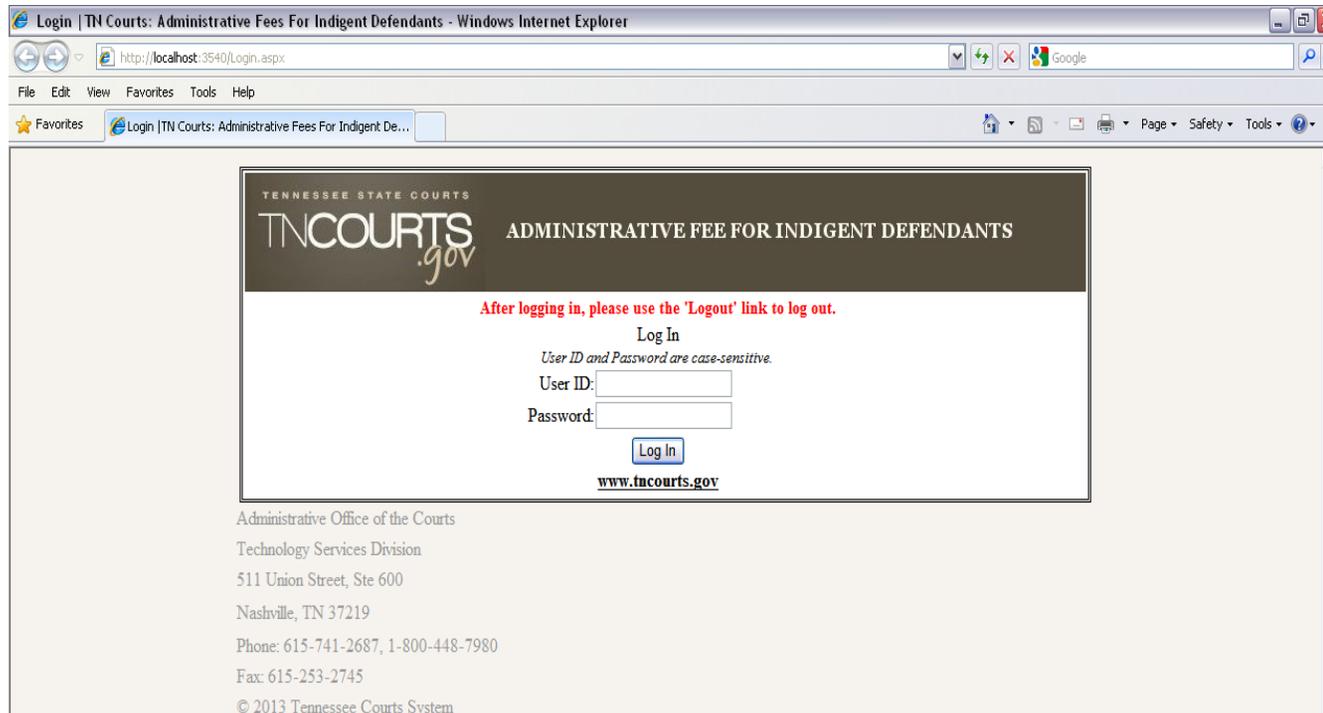


Administrative Fee for Indigent Defendant – Instructions for Online Reporting

Link to reporting online: <https://www2.tncourts.gov/AdminFee/>

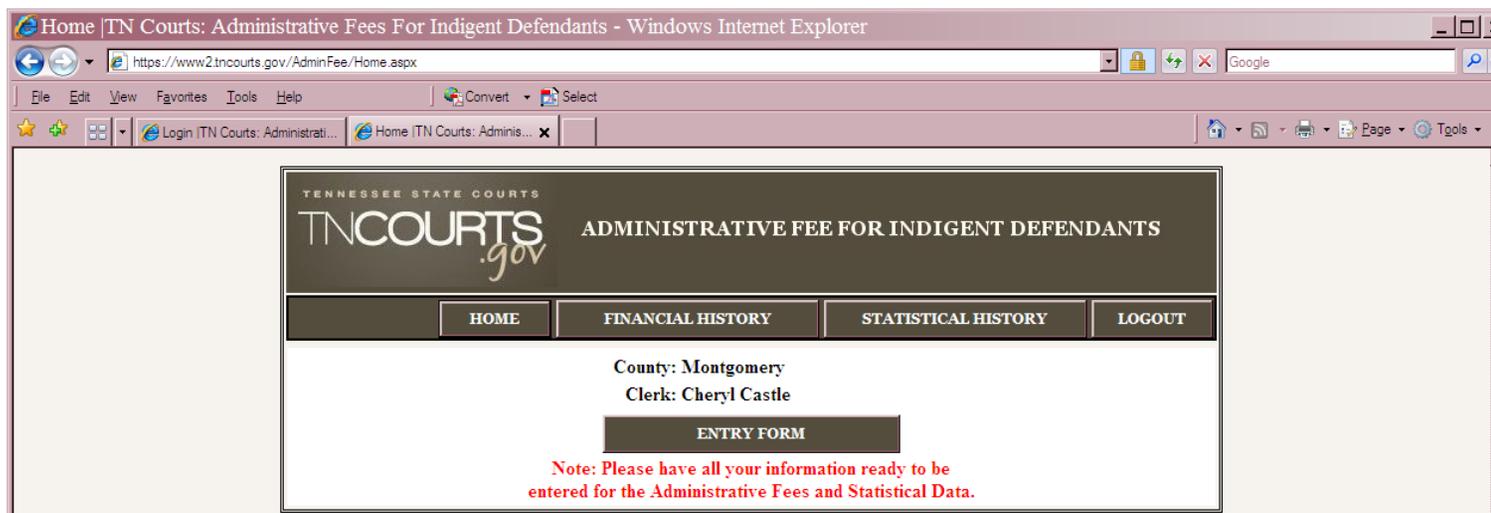
This link will open up to the <Log In> screen.



The screenshot shows a web browser window titled "Login | TN Courts: Administrative Fees For Indigent Defendants - Windows Internet Explorer". The address bar shows "http://localhost:3540/Login.aspx". The page content includes the TN Courts logo and the title "ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS". A red instruction reads: "After logging in, please use the 'Logout' link to log out." Below this is a "Log In" section with the note "User ID and Password are case-sensitive". There are input fields for "User ID:" and "Password:", a "Log In" button, and the website URL "www.tncourts.gov". At the bottom, contact information for the Administrative Office of the Courts is provided: "Technology Services Division, 511 Union Street, Ste 600, Nashville, TN 37219, Phone: 615-741-2687, 1-800-448-7980, Fax: 615-253-2745, © 2013 Tennessee Courts System".

Enter your clerk ID and password. If you do not know it, please call our office and ask for Cindy Eaton at ext. 2200.

After successfully logging in, the clerk will be directed to the <Home> screen.



After you login, the screen will display the Clerk's County and Name information as well as the **<Entry Form>** link as shown in the image above.

The **<Home>**, **<Financial History>**, **<Statistical History>**, and a **<Logout>** button will be displayed to the clerk as they navigate throughout the website.

Click on the **<Entry Form>** tab and this brings you to the "Administrative Fee Financial Entry Form" page.

NOTE: TnCIS Counties will need to run the "Indigent Administrative Fee Report" and it will have all the information needed to enter your financial and statistical data.

The required information for this page is:

Number of defendants for whom the court appointed counsel;

Number of defendants from whom the clerk collected administrative fees;

Total amount of commissions retained by the clerk from the administrative fees; and

Total amount of administrative fees forwarded by the clerk to the state treasurer.

The screenshot shows a web browser window titled "Financial Entry Form | TN Courts: Administrative Fees For Indigent Defendants - Windows Internet Explorer". The address bar shows the URL "https://www2.tncourts.gov/AdminFee/Financial_Entry_Form.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Convert", "Select", "Home", "Page", and "Tools".

The main content area displays the "ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS" form. At the top, there is a navigation bar with buttons for "HOME", "FINANCIAL HISTORY", "STATISTICAL HISTORY", and "LOGOUT". Below this, the form title "Administrative Fee Financial Entry Form" is centered, with a "LOGOUT" button to its right.

The form contains the following fields:

- County: Montgomery
- Clerk: Cheryl Castle
- Court Reporting: Select (dropdown menu)
- Month: Select (dropdown menu)
- Year: Select (dropdown menu)

Below these fields, there is a section titled "Enter the total amount below:" with four rows of input fields:

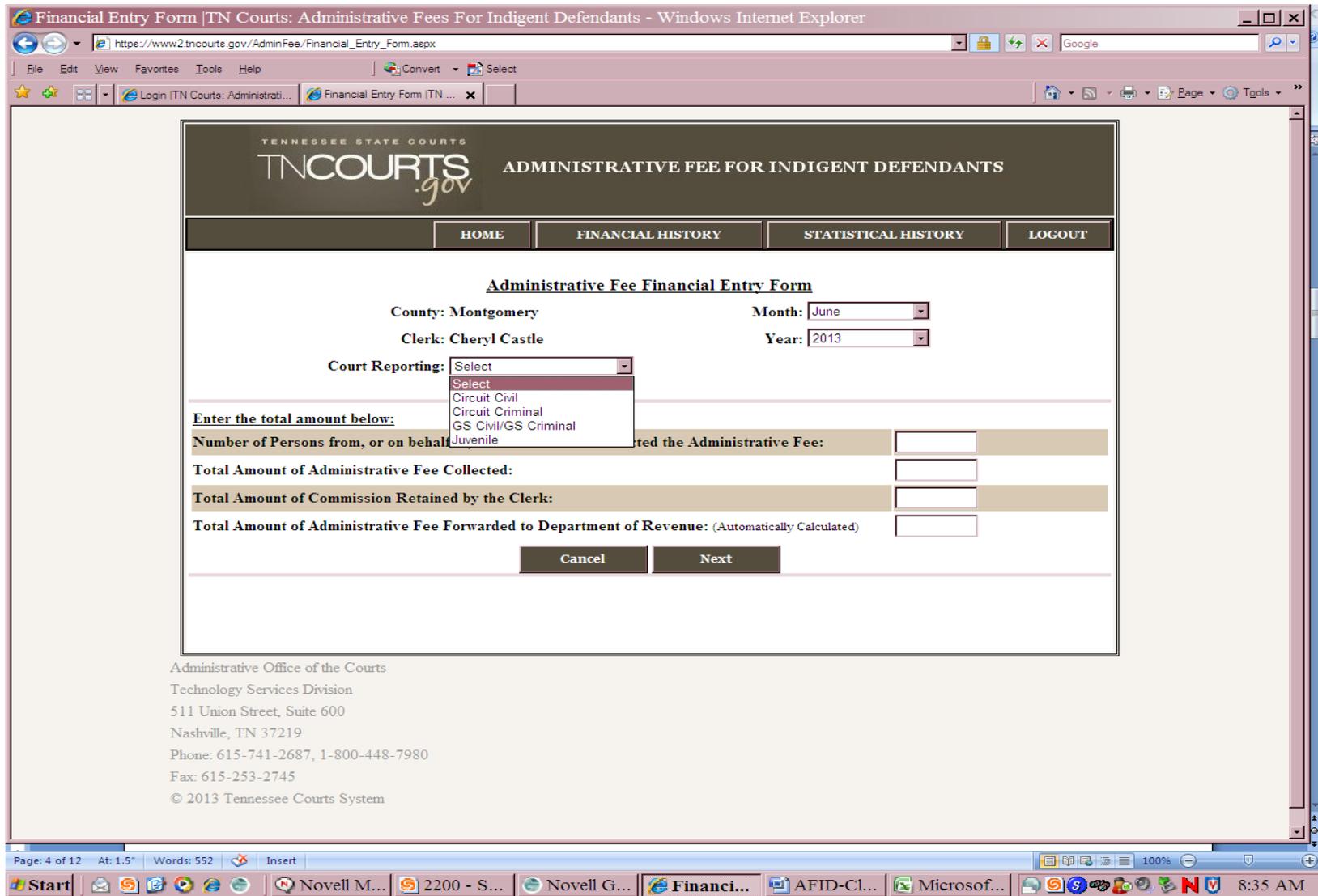
- Number of Persons from, or on behalf of, Whom the Clerk Collected the Administrative Fee: [text box]
- Total Amount of Administrative Fee Collected: [text box]
- Total Amount of Commission Retained by the Clerk: [text box]
- Total Amount of Administrative Fee Forwarded to Department of Revenue: (Automatically Calculated) [text box]

At the bottom of the form, there are two buttons: "Cancel" and "Next".

At the bottom of the browser window, the text "Administrative Office of the Courts" is visible.

A valid form opens the **Financial Entry Form** displaying the County and Clerk's information, DropDownList selections for Courts, Months, Year, and textboxes for inputting accounting information.

The 'Drop Down List' for <Court Reporting> will display how many **courts** (checkboxes) the clerk has. The clerk will only be allowed to choose one Court they are reporting for. See the example below with 'Drop Down List' showing courts.



In the Accounting detail, you are required to enter the monthly accounting administrative fees. This will be the second entry form. This screen will be accessible once the clerk has <Continue> from the first entry screen. See the example below.

TENNESSEE STATE COURTS
TNCOURTS.gov
ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS

HOME FINANCIAL HISTORY STATISTICAL HISTORY LOGOUT

Administrative Fee Financial Entry Form

County: Montgomery Month: June
Clerk: Cheryl Castle Year: 2013
Court Reporting: Circuit Criminal

Please make sure the data you entered is correct. You will not be able to make any changes once submitted.
Cancel Continue

Enter the total amount below:

Number of Persons from, or on behalf of, Who	:	13
Total Amount of Administrative Fee Collected:		\$176.96
Total Amount of Commission Retained by the Clerk:		\$8.87
Total Amount of Administrative Fee Forwarded to Department of Revenue: (Automatically Calculated)		\$168.09

Cancel Next

Please select Judge Name, Courts, and enter numeric amounts. Please click <Save> to save the entry. If you do not click <Save>, your entry will not be submitted.

Statistical Entry Form | TN Courts: Administrative Fees For Indigent Defendants - Windows Internet Explorer

https://www2.tncourts.gov/AdminFee/Statistical_Entry_Form.aspx

File Edit View Favorites Tools Help

Convert Select

Login (TN Courts: Administrati... Statistical Entry Form (TN ... x

HOME FINANCIAL HISTORY STATISTICAL HISTORY LOGOUT

Administrative Fee Statistical Data Entry Form

Note: If you have more than one Judge data for the Court(s), you may click the 'Add New' button after saving the first record.

Judge Name (Last, First Middle)	Court(s)	Total Number Of Persons Appointed Counsel	Total Number Of Persons For Whom The Judge Waived The Administrative Fee	Total Number Of Children Appointed A Guardian Ad Litem (Juvenile Court Only)	Total Number Of Children For Whom The Judge Appointed A Guardian Ad Litem And Waived The Administrative Fee (Juvenile Court Only)	
Select (Last, First Middle)	Select	0	0	0	0	Save Remove

Add New Cancel Submit

Administrative Office of the Courts

Once you click <Save>, you will have the option to Edit or Remove your entry. If everything looks correct and you only have one judge to enter data for, click <Submit>. See the example below.

Statistical Entry Form | TN Courts: Administrative Fees For Indigent Defendants - Windows Internet Explorer

https://www2.tncourts.gov/AdminFee/Statistical_Entry_Form.aspx

File Edit View Favorites Tools Help | Convert Select

Login | TN Courts: Administrati... | Statistical Entry Form ITN ...

HOME FINANCIAL HISTORY STATISTICAL HISTORY LOGOUT

ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS

Administrative Fee Statistical Data Entry Form

Note: If you have more than one Judge data for the Court(s), you may click the 'Add New' button after saving the first record.

Judge Name (Last, First Middle)	Court(s)	Total Number Of Persons Appointed Counsel	Total Number Of Persons For Whom The Judge Waived The Administrative Fee	Total Number Of Children Appointed A Guardian Ad Litem (Juvenile Court Only)	Total Number Of Children For Whom The Judge Appointed A Guardian Ad Litem And Waived The Administrative Fee (Juvenile Court Only)	
GASAWAY III, JOHN H.	CRIMINAL	46	46	0	0	Edit Remove

Add New Cancel Submit

Administrative Office of the Courts

If you have more than one judge to add data for, you will click on the <Add New> tab to add a record.

You will need to click <Save> after each record added. You will have the option here to Edit or Remove the data. Click <Submit> after you make sure the data entered is correct. See the example below.

Statistical Entry Form | TN Courts: Administrative Fees For Indigent Defendants - Windows Internet Explorer

https://www2.tncourts.gov/AdminFee/Statistical_Entry_Form.aspx

File Edit View Favorites Tools Help

Log in (TN Courts: Administrati... Statistical Entry Form (TN ...)

TENNESSEE STATE COURTS
TNCOURTS.gov
 ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS

HOME FINANCIAL HISTORY STATISTICAL HISTORY LOGOUT

Administrative Fee Statistical Data Entry Form

Note: If you have more than one Judge data for the Court(s), you may click the 'Add New' button after saving the first record.

Judge Name (Last, First Middle)	Court(s)	Total Number Of Persons Appointed Counsel	Total Number Of Persons For Whom The Judge Waived The Administrative Fee	Total Number Of Children Appointed A Guardian Ad Litem (Juvenile Court Only)	Total Number Of Children For Whom The Judge Appointed A Guardian Ad Litem And Waived The Administrative Fee (Juvenile Court Only)	
GASAWAY III, JOHN H.	CRIMINAL	46	46	0	0	Edit Remove
JONES, MICHAEL R.	CRIMINAL	42	31	0	0	Edit Remove
HICKS, ROSS	CRIMINAL	0	0	0	0	Edit Remove

Add New Cancel Submit

If you click on <Cancel>, it returns the clerk to the statistical form. After checking the data, you click <Submit> to move to the next screen.

Statistical Entry Form | TN Courts: Administrative Fees For Indigent Defendants - Windows Internet Explorer

https://www2.tncourts.gov/AdminFee/Statistical_Entry_Form.aspx

TENNESSEE STATE COURTS
TNCOURTS.gov
 ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS

HOME FINANCIAL HISTORY STATISTICAL HISTORY LOGOUT

Administrative Fee Statistical Data Entry Form

Note: If you have more than one Judge data for the Court(s), you may click the 'Add New' button after saving the first record.

Judge Name (Last, First Middle)	Court(s)	Total Number Of Persons Appointed	Total Number Of Persons For Whom The Judge Waived The Administrative Fee	Total Number Of Children Appointed A Guardian Ad Litem (Juvenile Court Only)	Total Number Of Children For Whom The Judge Appointed A Guardian Ad Litem And Waived The Administrative Fee (Juvenile Court Only)	
GASAWAY III, JOHN H.	CRIMINAL			0	0	Edit Remove
JONES, MICHAEL R.	CRIMINAL			0	0	Edit Remove
HICKS, ROSS	CRIMINAL	0	0	0	0	Edit Remove

Add New Cancel Submit

Please make sure the information entered is correct. Once the information is submitted, changes can only be made by the AOC.
 Cancel Submit

The new Confirmation screen will display data from the financial report and statistical data report which you entered (The first and second screen.). See the example of Confirmation screen below, which displays the Confirmation number.

Confirmation | TN Courts: Administrative Fees For Indigent Defendants - Windows Internet Explorer

https://www2.tncourts.gov/AdminFee/Confirmation.aspx

TENNESSEE STATE COURTS
TNCOURTS.gov
 ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS

HOME ENTRY FORM FINANCIAL HISTORY STATISTICAL HISTORY PRINT LOGOUT

Your Administrative Fee was successfully submitted on 7/15/2013 9:13:20 AM
 To correct this report, please contact Cindy Eaton at 800-448-7980 or email Cindy.Eaton@tncourts.gov
 Confirmation Number: 117

REPORTING FORM FOR ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS

Confirmation Number: 117	Administrative Office of the Courts
County: Montgomery	Technology Services Division
Court: Circuit Criminal	511 Union Street, Suite 600
Clerk: Cheryl Castle	Nashville, TN 37219
	Phone: 615-741-2687, 1-800-448-7980
	Fax: 615-253-2745

ADMINISTRATIVE FEE STATISTICAL DATA

Judge Name (Last, First Middle)	Court(s)	Total Number of Persons Appointed Counsel	Total Number Of Persons For Whom The Judge Waived The Administrative Fee	Total Number of Children Appointed A Guardian Ad Litem (Juvenile Court Only)	Total Number Of Children For Whom The Judge Appointed A Guardian Ad Litem And Waived The Administrative Fee (Juvenile Court Only)
GASAWAY III, JOHN H.	CRIMINAL	46	46	0	0
JONES, MICHAEL R.	CRIMINAL	42	31	0	0
HICKS, ROSS	CRIMINAL	0	0	0	0

Number of Persons from, or on behalf of, whom the Clerk collected the Administrative Fee: 13
 Total Amount of Administrative Fee Collected: \$176.96

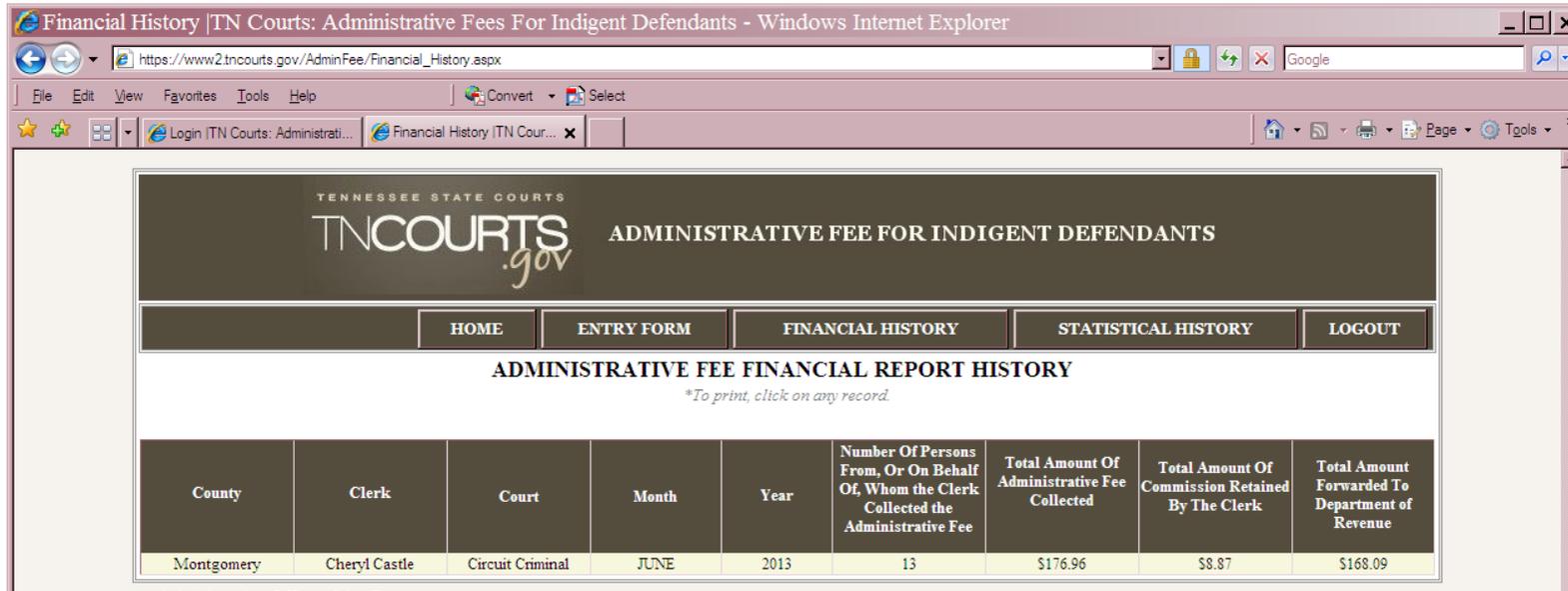
Page: 9 of 14 | At: 5.5" | Words: 552 | Insert | 100% | 9:13 AM

You may click <Print > and this will allow the clerk to print the confirmation page. In printing, the orientation is defaulted at *Portrait*. The clerk must change to orientation to *Landscape* if there is a need.

Summary

The AOC would enter and maintain all user account information and would provide user-id/passwords to clerks as needed.

A user can view/print previously reported data or create new entries.



The screenshot shows a web browser window displaying the 'Financial History' page for the Tennessee State Courts. The page title is 'ADMINISTRATIVE FEE FOR INDIGENT DEFENDANTS'. The navigation menu includes 'HOME', 'ENTRY FORM', 'FINANCIAL HISTORY', 'STATISTICAL HISTORY', and 'LOGOUT'. The main heading is 'ADMINISTRATIVE FEE FINANCIAL REPORT HISTORY' with a note: '*To print, click on any record.' Below this is a table with the following data:

County	Clerk	Court	Month	Year	Number Of Persons From, Or On Behalf Of, Whom the Clerk Collected the Administrative Fee	Total Amount Of Administrative Fee Collected	Total Amount Of Commission Retained By The Clerk	Total Amount Forwarded To Department of Revenue
Montgomery	Cheryl Castle	Circuit Criminal	JUNE	2013	13	\$176.96	\$8.87	\$168.09

If you want to view your records for a particular month, click on the <Financial History> or <Statistical History> tab and you may view your records. If you forget to print a confirmation page for your records, click on the <Financial History> tab. See the

