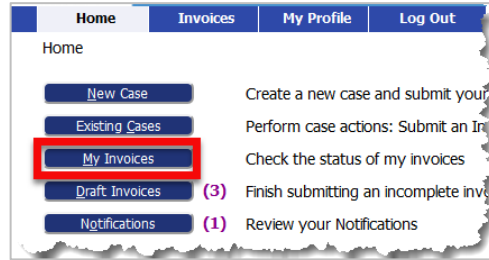


4

Check Invoice Status

1. To check status, from the 'Home' page, click **My Invoices**.
2. Locate the submission listing and check the Status column to the right.

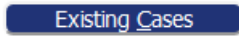


My Invoices Between 05/26/2017 and Today

Submission ID	Invoice #	Case Title	Invoice Case #	Date Submitted	Document Type	Probate Court	Status
3221	456789456	TIMOTHY TOTTON		05-26-2017 02:04:33 PM	Attorney PDF Invoice	Hartford Regional Children's Probate Court	Awaiting Approval

Access Date Stamped Documents

1. To access stamped documents, from the Home page, click the **Existing Case** button.



2. On the "Cases" page, enter the case number, including hyphens, and click **History** or find the case in the list of previously submitted invoices and click the "Case Number" hyperlink for the listing.

Court: CONNECTICUT PROBATE COURTS

Case Number	Probate Court	Submit Invoice	History
PD60-17-00033-1	Hartford Regional Children's Probate Court	Submit Invoice	History

Ex: PD01-16-44402-1/PD01-0000014111

Search Cases

Show Active Show Inactive Show Both

Case Title	Case Number	Submit Invoice	Case Type	Probate Court	Inactive
JACKSON MICHAELS	PD60-17-0004-1	Submit Invoice	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>
TIMOTHY SCHAFER	PD60-17-00033-1	Submit Invoice	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>
RACHEL WARD	PD60-17-00006-1	Submit Invoice	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>

Quick Guide - Attorney (https://go.tybera.net/ct)

1

Request Account

- Click **Request Account** on 'Login' page.
- Create Profile (State of CT Vendor # Requirement)

Request a User Account

Company Name: MY OWN COMPANY

User Name: *

Your password must be at least 8 characters long, must contain at least one number, must contain an up

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Juris ID: *

Vendor Number: *

Log In

Enter your User Name and Password.

User Name:

Password:


[Log In](#) [Forgot Your Password?](#) [Forgot Your User Name?](#)

Request Account

Login (After approval of Account)

2

Entering an Invoice - New Case

1. Click the **New Case** button  and select the correct Case Type.
2. Fill in required info on "Invoice Initiation" page.
 - The pattern for the Case No. must be 2-digit year, hyphen, 5-digit number.
 - Click **Next** to move forward.

Invoice Initiation: Attorney Invoice

Probate Court *

Probate Case No. *

Probate Case Type *

2

Entering an Invoice - New Case (cont.)

3. Add Invoice - Use the dropdown to select the Document Type.
 - a) When selecting "Online Invoice," the user will then click **Add**, which causes the 'Add Invoice' page to display.
 - Fill in required form information.
 - Click Add to enter the first line of charges. Click **Save**.

For Services Performed as an Attorney

Date of Service	Description of Services Rendered	Type of Service	Unit Price	Time	Amount
<input type="button" value="Add"/>					

- Continue clicking **Add** and **Save** to create additional lines.

For Services Performed as an Attorney

Date of Service	Description of Services Rendered	Type of Service	Unit Price	Time	Amount
4/3/2017	Call from client who is upset with conservator.	Prep	50.00	0.25	12.50
4/4/2017	On site visit with client to discuss issues and possible solutions.	Prep	50.00	1.00	50.00
<input type="button" value="Add"/>					

* indicates that amount has been reduced due to Hearing per day maximum limit.

- With all items added, click **Next**.
- b) If selecting "PDF" Invoice, the user will click Browse, locate the PDF, click **Add** and enter the invoice summary.
4. Exceed Maximums

NOTE: Authorization to Exceed Maximums must attach to an invoice submission. Do NOT create a stand-alone submission.

- Select "Authorization to Exceed Maximums" from dropdown and click **Add**.
- Fill in form and click **Next**.

Home ⇒ Draft Invoices ⇒ Add a Document ⇒ Authorization To Exceed

Attorney Invoice

Probate Case Number : PD01-17-02134 Amount Billed: \$0.00 Case Title : JANIS GARDINE

I hereby request authorization to exceed the maximum compensation for services in this matter.

Explanation: Motion for Payment in Excess: The undersigned respectfully requests that this Court authorize payment in excess of the amount normally allowed.

- With all documents added, again, click **Next** on the 'Add a Document' page.

2

Entering an Invoice - New Case (cont.)

5. Review and Submit
 - Review information displayed to verify all is correct.
 - If necessary, add a note to the Probate Court Clerk.
 - Click **Submit Invoice** and attest to compliance with Regulation 13.

3

Entering an Invoice - Existing

Case

1. Click the **Existing Case** button.
2. On the "Cases" page, enter the case number, including hyphens, and click **Submit Invoice** or find the case in the list of previously submitted invoices and click the "Submit Invoice" hyperlink for the listing.

Court: CONNECTICUT PROBATE COURTS

Case Number	Probate Court	Submit Invoice	History
PD60-17-00033-1	Hartford Regional Children's Probate Court	<input type="button" value="Submit Invoice"/>	<input type="button" value="History"/>

Ex: PD01-16-44402-1/PD01-0000014111

Show Active
 Show Inactive
 Show Both

Case Title	Case Number	Submit Invoice	Case Type	Probate Court	Inactive
JACKSON MICHAELS	PD60-17-0004-1	<input type="button" value="Submit Invoice"/>	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>
TIMOTHY SCHAFER	PD60-17-00033-1	<input type="button" value="Submit Invoice"/>	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>
RACHEL WARD	PD60-17-00006-1	<input type="button" value="Submit Invoice"/>	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>

3. From the Add a Document page, the process is the same as the New Case process above.