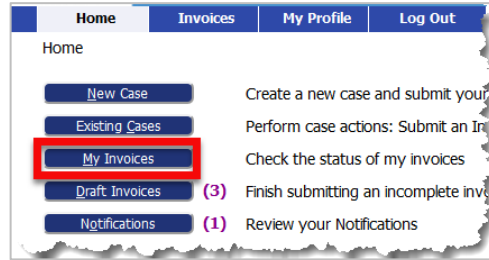


4

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.

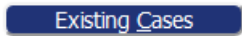


My Invoices Between 05/26/2017 and Today

Submission ID	Invoice #	Case Title	Invoice Case #	Date Submitted	Document Type	Probate Court	Status
3221	456789456	TIMOTHY TOTTEN		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.

Cases

Court: CONNECTICUT PROBATE COURTS

Case Number	Probate Court	Submit Invoice	History
PD01-17-00071-1	Hartford Probate Court	<input type="button" value="Submit Invoice"/>	<input type="button" value="History"/>

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

Case Title	Case Number	Submit Invoice	Case Type	Probate Court	Inactive
LESTER MULLIGAN	PD01-17-00243-1	<input type="button" value="Submit Invoice"/>	Regulation Conservator Invoice	Hartford Probate Court	<input type="checkbox"/>
MOSES MONET	PD01-17-00166-1	<input type="button" value="Submit Invoice"/>	Regulation Conservator Invoice	Hartford Probate Court	<input type="checkbox"/>
MAXINE MASTERS	PD01-17-00165-1	<input type="button" value="Submit Invoice"/>	Regulation Conservator Invoice	Hartford Probate Court	<input type="checkbox"/>

Quick Guide - Reg. Conservator (<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:

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

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: Regulation Conservator 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.

Invoice Details
 Unique invoice numbers are required for every invoice submitted. Using duplicate invoice numbers will cause a delay in payment. Invoice numbers can include letters and numbers, no spaces. Do not include the case name in the invoice number.

Date Appointed: 02/01/2016
 Invoice Number: 174865

Is this a final invoice? Yes No
 Temporary Conservator? Yes No
 Conservator Of Person? Yes No
 Conservator Of Estate? Yes No
 Conserved person resides in Nursing Home/Hospital/Other Facility? Yes No
 Diagnosis of Psychiatric Disability? Yes No
 Respondent receives Title XIX? Yes No
 Counted assets less than Title XIX max (\$1,600)? Yes No

For Services Performed as a Conservator

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

- Fill in required form information.
- Click **Add** to begin add the first of charges. Click **Save**.

For Services Performed as a Conservator

Date of Service	Description of Services Rendered	Conservator/Staff Member Initials	Unit Price	Time	Amount
<input checked="" type="checkbox"/> 11/28/2016	Phone call from client requesting meeting to discuss potential changes due to issues client perceives.	SH	50.00	0.15	7.50
<input checked="" type="checkbox"/> 12/2/2016	On site visit with client to discuss issues and possible solutions.	SH	50.00	1.00	50.00

Total Amount: \$57.50

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

2

Entering an Invoice – New Case (cont.)

Probate Case Number : PD01-14-06821 Amount Billed: \$0.00 Case Title : STEPHANIE SNOW

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

Explanation: (Optional) 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.
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 16.

3

Entering an Invoice - Existing Case

1. Click the **Existing Case** button.

Existing Cases

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.

Cases Number of cases displayed per page: 50

Court: CONNECTICUT PROBATE COURTS

3.

Case Number	Probate Court	
PD01-17-00071-1	Hartford 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
LESTER MULLIGAN	PD01-17-00243-1	<input type="button" value="Submit Invoice"/>	Regulation Conservator Invoice	Hartford Probate Court	<input type="checkbox"/>
MOSES MONET	PD01-17-00166-1	<input type="button" value="Submit Invoice"/>	Regulation Conservator Invoice	Hartford Probate Court	<input type="checkbox"/>
MAXINE MASTERS	PD01-17-00165-1	<input type="button" value="Submit Invoice"/>	Regulation Conservator Invoice	Hartford Probate Court	<input type="checkbox"/>

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