



User's Guide for Vendors

Rev. 1/1/20

Connecticut Probate Courts eBilling

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Introducing eBilling

eBilling Basics

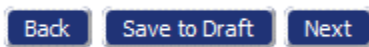
The Connecticut Probate Courts eBilling system is designed to make the submission and processing of invoices more efficient for both vendors and court personnel. The web-based vendor interface allows attorneys, regulation conservators and contract conservators to create invoices and submit them to the court electronically. The vendor interface also provides the means for users to view invoice histories and check the status of submissions.

This user's guide is intended to instruct vendors on the features of the eBilling system.

Following the steps outlined in this manual is highly recommended in order to easily process invoices through the eBilling system.

Also, for best results, users are strongly encouraged to use only the navigation buttons that are displayed on the eBilling interface. These will appear at the bottom of each page and will give the user options such as **Back** or **Next**.

Figure 1: eBilling Navigation



It is important to **avoid using the internet browser back arrow** during the preparation and submission of an invoice.

The vendor may use the menu bar located at the top of each page, just below the Connecticut Probate Courts banner. Another option is the navigation trail at the top of every page. This appears just below the menu bar, and the active links show the pages the user visited to get to the current page. Clicking on any of these links will take the user back to the page listed.

Figure 2: eBilling Navigation Trail



Document Preparation Prior to Login

Vendors are strongly encouraged to use the forms that are integrated with the eBilling system to generate their invoices within the submission. However, there is an option for vendors to upload their own invoices. Invoices created on the vendor's computer must be in an Adobe® Acrobat® PDF format to be uploaded and submitted. If a PDF will be uploaded, it is best if it is prepared before logging into the eBilling system.

Note: Any PDF invoice to be uploaded to the eBilling system must have a top margin no smaller than .75 inches and a bottom margin no smaller than 1 inch. The margins will be used to record the file stamps from the Probate Clerk, the Probate Judge and Probate Court Administration (PCA).

Note: The web session will terminate automatically if a user does not click a **Submit**, **Next** or **Save** button within 30 minutes. The session will time out and log the user off the system. When the system logs the user out, the screen doesn't change. It appears that the user is still logged on; however, as soon as the user clicks an action button, the user will be asked to login. **Typing in a text field does not count as being "active."**

Warning: It is important that the user only open one instance of eBilling at a time. Multiple windows where eBilling is open could cause significant problems with the submissions.

In addition to the in-depth instructions provided in the manual, the user will find abbreviated instructions on the eBilling website itself. They are located under the blue question mark to the right of the menu bar at the top of the page. If the question mark is unavailable, there are no instructions for that particular page.

Figure 3: Online Screen Tips

CONNECTICUT PROBATE COURTS

eBilling

user: System Administrator

Home Invoices My Profile Admin Log Out ? Select Court. Vendor can change their organization's address in the middle of the submission process.

Home ⇒ Case Type ⇒ Invoice Initiation

Invoice Initiation: Contract Conservator Invoice

Probate Court:

Vendor

Vendor Number:

Name: CONNECTICUT PROBATE COURTS

Address: 186 Newington Rd
West Hartford, CT 06110
US

If your address has changed, include a change of address entry from the add a document or submit page.

Back Save to Draft Next

Getting Started

Logging In and Requesting an Account

Prior to making the account request, the user must be set up as a State of Connecticut vendor. To begin eBilling, the user must go to the "Login" page located at: go.tybera.net/ct and request an account.

The "Login" page is also the place where the system administrator periodically may communicate with vendors by posting a message providing links to rules or forms or by posting a message notifying users of upcoming system maintenance that will make the system unavailable for a set time period.

Figure 4: Login Screen

The screenshot shows the login page for the Connecticut Probate Courts eBilling system. The header includes the Connecticut Probate Courts logo, the text "CONNECTICUT PROBATE COURTS", and "eBilling powered by eFlex from Tybera". The main content area has a "Log In" section with a "Log In" button and a "Request Account" button. A "Welcome!" message is displayed on the left. A "Log In" box is highlighted with a red border and a blue callout bubble pointing to it. Another blue callout bubble points to the "Request Account" button. A third blue callout bubble points to the footer links. The footer contains links for User Manual, Terms and Conditions of Use, Privacy Policy, Attorneys, Conservators, Support, Vendor Direct Deposit, and CT Probate Website. The copyright notice is ©2001-2017 Tybera Development Group, Inc. All rights reserved.

Enter the user name and password. Click Login.

Log In

Enter your User Name and Password.

User Name:

Password:

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

[Request Account](#)

In addition to the Log In functionality, the Log In page will have important announcements, including changes to the system or system maintenance dates.

All roles will see the same information when the user clicks on any of the links in the footer section.

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1. The user will need to first register and create an account. To begin the registration process, click on the **Request Account** button on the login page. The "User Agreement" page will open.

Figure 5: Reading and Accepting the User Agreement

CONNECTICUT PROBATE COURTS eBilling

User Agreement

Connecticut Probate Courts
Automated Invoice Processing System
User Agreement

To register for an account for the Connecticut Probate Courts automated invoice processing system, you must accept the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

The Connecticut Probate Courts automated invoice processing system user (User) accepts and agrees:

- To be bound by and follow the Connecticut General Statutes, Connecticut Probate Court Rules of Procedure, Connecticut Probate Court Rules of Practice, and the Connecticut Probate Courts Conditions of Website Use.

Documents that you file in the automated invoice processing system. All invoices and motions to the automated invoice processing system are subject to public inspection, unless exempted by the Connecticut General Statutes or another provision of law.

Amendments. PCA may amend this User Agreement at any time in its sole, absolute discretion. The latest User Agreement will be posted on the Website along with the Terms and Conditions.

☒ I accept the terms of the user agreement
☐ I do not accept the terms of the user agreement

Cancel **Submit**

User Manual Terms and Conditions of Use Support Vendor Direct

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1. From the “User Agreement” page and after reading the terms of agreement, accept the terms by selecting the proper radio button, and click **Submit**. The “User Roles” page will appear.

Figure 6: Association with a User Role

CONNECTICUT PROBATE COURTS eBilling

Log In ?

User Agreement ⇒ Select User Role

USER ROLES

Select your user role:

☒ Attorney submits invoices for services performed as court-appointed attorney

☐ Regulation 16 Conservator submits invoices for services performed as conservator in accordance with Regulation 16

☐ Contract Conservator submits invoices for services performed as conservator in accordance with a signed contract with Probate Court Administration

☐ Attorney/Regulation 16 Conservator submits invoices for services performed as court-appointed attorney and services performed as conservator in accordance with Regulation 16

☐ Attorney/Contract Conservator submits invoices for services performed as court-appointed attorney and services performed as Contract Conservator

Cancel **Next**

2. Each eBilling user must have an assigned role. If you are will be performing services in more than one capacity, select he appropriate combined roles by selecting the radio button.
3. Click **Next**. The “Select an Organization” page will open. This is the business name under which the user will be paid.

Figure 7: Association with an Organization

CONNECTICUT PROBATE COURTS eBilling

User Agreement > Select User Role > Select User Organization

Select an Organization

Select the organization you belong to or type it in below:

☐ Existing
 ☒ New

Either select the Existing Organization (from the dropdown list) or select New and type the Organization name in the text field provided.

Click the Next button to fill out the User Account form.

4. Each user must be associated with an organization. On the “Select an Organization” page, use the drop-down menu to select an organization that is already a part of the eBilling community. Alternately, to create a new organization account, select “New” and fill in the textbox with the organization name for which an account is being established. **Make sure you use the name of the organization as it is set up in the State of Connecticut Accounts Payable System.**
5. Click **Next**. The “Request a User Account” page will display.

Figure 8: User Profile Information

CONNECTICUT PROBATE COURTS eBilling

User Agreement ⇨ Select User Role ⇨ Select User Organization ⇨ Request a User Account

Request a User Account

Company Name: ABC LLC

User Name: * TESTVENDOR

Your password must be at least 8 characters long, must contain at least one number, must contain an upper and lower-case alphabetic character, and must be different than your user name.

Password: * [REDACTED]

Confirm Password: * [REDACTED]

Title: [REDACTED]

First Name: * TEST

Middle Name: [REDACTED]

Last Name: * VENDOR

Suffix Name: [REDACTED]

Juris ID: * 999333

Vendor Number: * 555555

Phone: [REDACTED] Fax: [REDACTED]

Email: * TEST@TESTEMAIL.COM

Confirm Email: * TEST@TESTEMAIL.COM

1st Alternate Email: [REDACTED]

2nd Alternate Email: [REDACTED]

Address Line 1: * 123 TEST TRA [REDACTED]

Address Line 2: [REDACTED]

Address Line 3: [REDACTED]

City: * TESTVILLE State: CONNECTICUT

Postal Code: * 06132 Country: UNITED STATES

Cancel Submit

Fill in the mandatory fields.

Non-Attorney Conservators do NOT require a Juris ID (Bar #). All vendors MUST have a Vendor ID assigned by the State of Connecticut prior to registering in eBilling.

Once the form is completed, click Submit.

6. The password must be at least 8 characters long, must contain at least one number, must contain an upper and lower case alphabetic character and must be different than the user name.
7. If the user selected "Attorney" as the vendor role, then the Juris ID number is required. The Juris ID number is a unique identifier, and it is through the Juris ID number that the eBilling system connects the attorney vendor to the cases submitted.
8. Although not required, many vendors make use of the alternate email fields. An assistant's email or accounting department's email can be entered, and the same system-generated email regarding the invoice will be sent to the alternate email address.

Note: Some information, such as the Juris ID number, organization, or user role cannot be modified by the account holder after registration. Changes to these fields must be done through PCA. Contact PCA at

(860) 231-2442 x301 during regular business hours (M-F, 8 a.m. – 5 p.m.) or
 PCAAccountsPayable@ctprobate.gov.

- Click **Submit**. A page notifying the user that an account has been requested appears and displays basic user information, including the organization with which the user is associated.

Figure 9: Notification of a User Account Request

CONNECTICUT PROBATE COURTS eBilling

User Account Requested

Your User Account request has been submitted. You will receive an email notification once your account has been approved by PCA.

User Account Requested

Test03 Attorney
 User Name: TA03
 Juris ID: 654321
 Phone:
 Fax:
 EMail: ta03@tyberbest.com
 Address: Forks
 Hartford, CT 12345
 US

OK

The user account has been submitted.

Click OK. The user will be routed back to the Log In page.

This Request Account process flow also applies to Regulation Conservator and Contract Conservator.

After approval of the account, the Vendor will be able login to eBilling system to initiate Invoice cases and modify User Profile.

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- Click **OK** to be returned to the “Login” page. When the user has completed the registration, the request will go through PCA’s approval process. The user will receive an email message stating the account has been approved. The user can then log into the eBilling system.

Resetting a Forgotten Password

- If the user has forgotten the password, click **Forgot Your Password?** on the “Login” page. The “Request Password Reset” page will appear.

Figure 10: Requesting a Password Reset

CONNECTICUT PROBATE COURTS eBilling

Reset Password

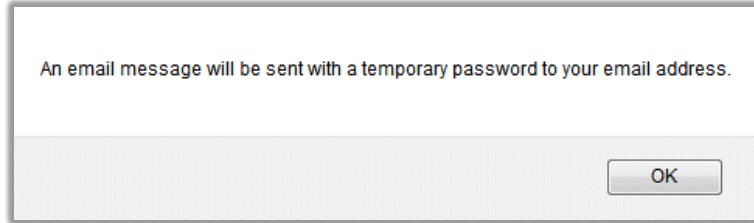
Request Password Reset

After submitting your user name, an email will be sent to the primary email address listed in your account. This email will contain a secure link to the eBilling site that will display a page containing a new random password. You will be able to log in to the eBilling site using this new password and then change your password to one of your choosing.

Enter your user name below:

Cancel **Submit**

- Enter the user name, and click **Submit**.

Figure 11: Temporary Password Sent to Your Email

3. An email containing a link will be sent to the primary email address listed on the user profile. Upon clicking the link, the user will be directed to a page with a temporary password that will be used to log into the eBilling system.
4. Click the email link to be taken to the Connecticut Probate Courts "Login" page. After logging in, proceed to the "Change Password" page to change the temporary password.

Figure 12: Resetting a Forgotten Password

Change Password

*Required Fields

Password: *

New Password: *

Confirm New Password: *

5. Enter the temporary password in the "Password" field.
6. Create a new password. The password must be at least 8 characters long, must contain at least one number, must contain an upper and lower case alphabetic character and must be different than the user name.
7. In the "Confirm New Password" field, re-type the password exactly as it was entered in step 6.
8. Click **Submit** to save the changes.

Navigating from the Home Page

The "Home Page" is the starting point as a vendor and is the default screen upon login. All the basic vendor functions are accessed by clicking the appropriate button. The vendor can also navigate using the menu bar that appears at the top of most pages on the website. Roll the mouse over the listings on the menu bar to become familiar with options not available in the list of buttons at the left of the page.

For instance, on the menu bar, the “My Profile” drop-down list allows the vendor to access pages to view and modify profile information, including changing the password.

Figure 13: Home Page

CONNECTICUT PROBATE COURTS eBilling

user: Test Vendor

Home Invoices My Profile Log Out

Home

New Case Create a new case and submit your first invoice to it

Existing Cases Perform case actions: Submit an Invoice, Search for an Invoice Case, View Billing History

My Invoices Check the status of my invoices

Draft Invoices Finish submitting an incomplete invoice

Notifications Review your Notifications

Home page buttons are quick links to the most used screens on the eBilling system. Navigation options are also duplicated from the menu bar dropdowns accessible from every page.

The eBilling software provides multiple means of navigation within the software. It is **STRONGLY** encouraged that the user navigate the system using the provided links and actions. Please do **NOT** use the browser navigation.

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The user identification appears on the right side below the banner.

Logging Out

1. Click the **Logout** button listed on the right side of the menu bar. A “Logout” page will appear.

Figure 14: Notification of Drafts (or Incomplete Invoices)

CONNECTICUT PROBATE COURTS eBilling

user: TEST VENDOR

Home Invoices My Profile Log Out

Logout

You have Incomplete Invoices. Are you sure you want to log out?

Submission ID	Invoice #	Invoice Case #	Case Title	Description	▼ Create Date	Probate Court	Days Until Deletion
3072			FDAS FDAS	Attorney Invoice	03-29-2017 01:36:27 PM	Hartford Probate Court	179
3064			STAN CROWN	Attorney Invoice	03-28-2017 04:14:34 PM	Hartford Probate Court	178
2193	347	PD60-17-0004-1	JACKSON MICHAELS	Attorney Invoice	01-20-2017 07:15:21 AM	Hartford Regional Children's Probate Court	111
2171	123456		SAM HOUSTON	Attorney Invoice	01-19-2017 03:13:42 PM	Tobacco Valley Probate Court	110
2158	JH011317	PD38-15-95811-1	JANIS HOOPER	Attorney Invoice	01-19-2017 12:31:16 PM	New Haven Probate Court	110
1947	JEW3323	PD01-16-66630-2	JACKSON LEWISTON	Attorney Invoice	01-12-2017 03:35:04 PM	Hartford Probate Court	103
1890	14598		DUSTIN SORENSON	Attorney Invoice	01-10-2017 02:53:41 PM	560	101

2. Prior to user logout, the eBilling system notifies users of drafts that are in process. The eBilling system automatically executes a save action on incomplete invoices when a user selects **Logout**. The information entered will be saved in draft form and will be accessible for completion on subsequent logins.

Working with Profiles

My User Profile

When a user registers for an account, the user is required to provide profile information, which can be edited or updated later as needed.

Viewing or Editing Your User Profile

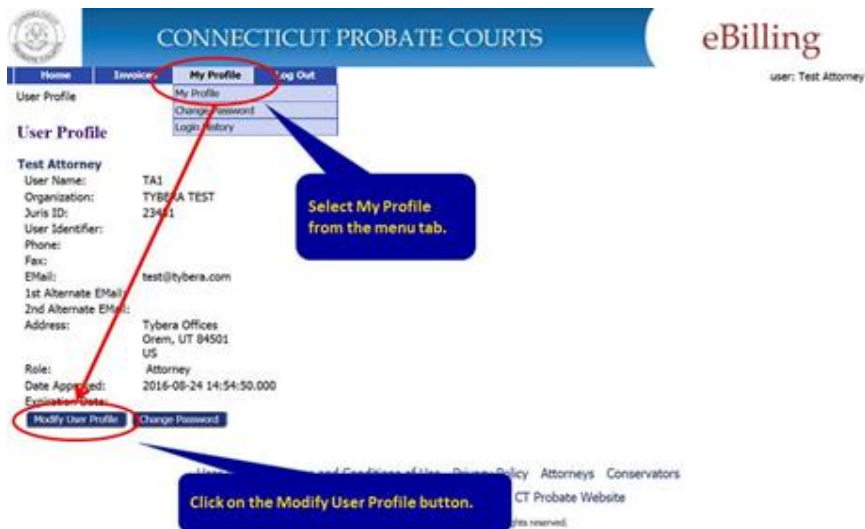
1. Select **My Profile > My Profile** from the menu. The “User Profile” page will appear and display the information entered when the user account was created or modified.

Figure 15: My Profile Navigation



2. To change the information in the user profile, click **Modify User Profile** to cause the “Modify User Profile” page to appear.

Figure 16: User Profile Overview



Note: It is of the utmost importance that the primary email address associated with this account is kept up-to-date because this is one way the eBilling system communicates with the vendor about activity that has taken place on the vendor's cases/invoices. If users change their email addresses and do not record the new email information on the User Profile page, they will no longer receive courtesy notices. However, users can still login the eBilling system and view notifications within the system (**Notifications** button on Home page).

Figure 17: Modify User Profile

CONNECTICUT PROBATE COURTS eBilling

Home efile Invoices My Profile Log Out

User Profile ▸ Modify User Profile

Modify User Profile

Test02 Attorney

Role: Attorney

User Name: TA02
 Subscription Expiration Date: Not Applicable
 Title:
 First Name: *
 Middle Name:
 Last Name: *
 Suffix Name:
 Organization: TYBERA TEST
 Juris ID: 1234
 User Identifier:
 Phone: Fax:
 Email: *
 Confirm Email: *
 1st Alternate Email:
 2nd Alternate Email:

Email Notification: ☐ Do NOT email

☐ Use My Company's Address
 Tybera Offices
 Orem, UT 84501
 US

☒ Use My Address
 Address Line 1: *
 Address Line 2:
 Address Line 3:
 City: * State:
 Postal Code: * Country:

- On the "Modify User Profile" page, fields that display a textbox, radio button, or checkbox may be modified.
- Optional:** The alternative email addresses are provided so that someone else can receive email notices when the user receives courtesy notices. This may be used for partners or assistants.
- Optional:** The eBilling system default is to automatically send users emails notifying them of status updates for action taken on their submissions. If a user does not wish to receive email updates on status changes for rejected submissions, select the appropriate checkbox to discontinue that service.
- Click **Submit** to save the changes made and be returned to the "User Profile" page.

Note: If modification needs to be made to fields without a textbox, such as the user's assigned role or organization, the user will need to contact PCA at 860-231-2442 x 301 during regular business hours (M-F, 8 a.m. – 5 p.m.) or PCAAccounts payable@ctprobate.gov.

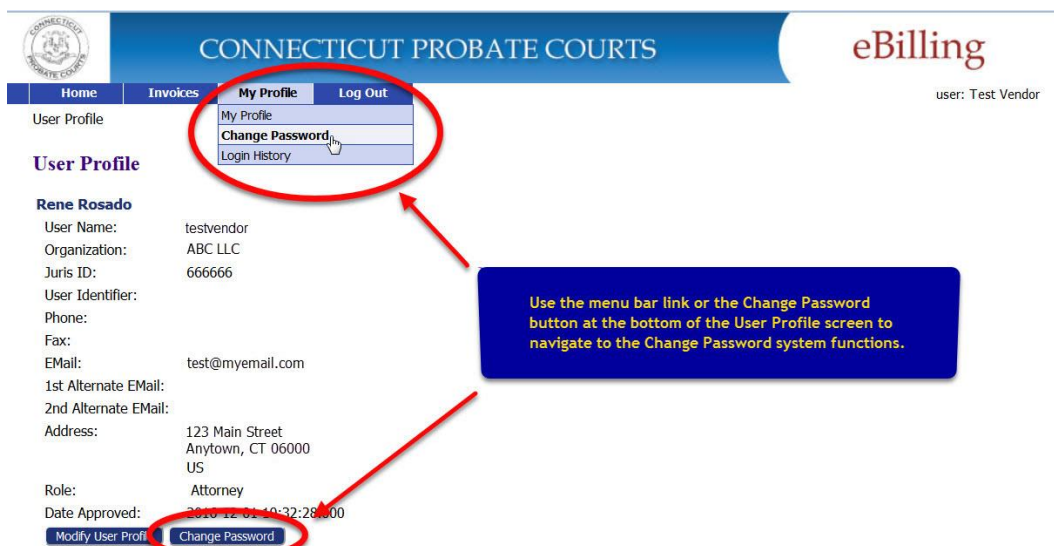
Passwords

Users may change their passwords whenever desired. Periodically changing the account password is a wise security measure. The password must be at least 8 characters long, must contain at least one number, must contain an upper and lower case alphabetic character and must be different than the user name.

Changing the Password

1. Select **My Profile > Change Password** from the menu bar at the top of the page, or go to the "User Profile" page and click **Change Password**.

Figure 18: Change Password



2. Enter the current password in the "Password" field.
3. Create a new password following the password requirements, and type it into the "New Password" field.
4. In the "Confirm New Password" field, re-type the password exactly as it was entered in step 3.
5. Click **Submit** to save the changes and return to the "User Profile" page.

Login Attempts

Note: User accounts are suspended after 5 failed login attempts. In order to regain access to the eBilling account, wait 30 minutes and login successfully or contact Tybera Support (844-892-3721) during regular business hours (M-F 8 a.m. – 7 p.m. EST except federal holidays).

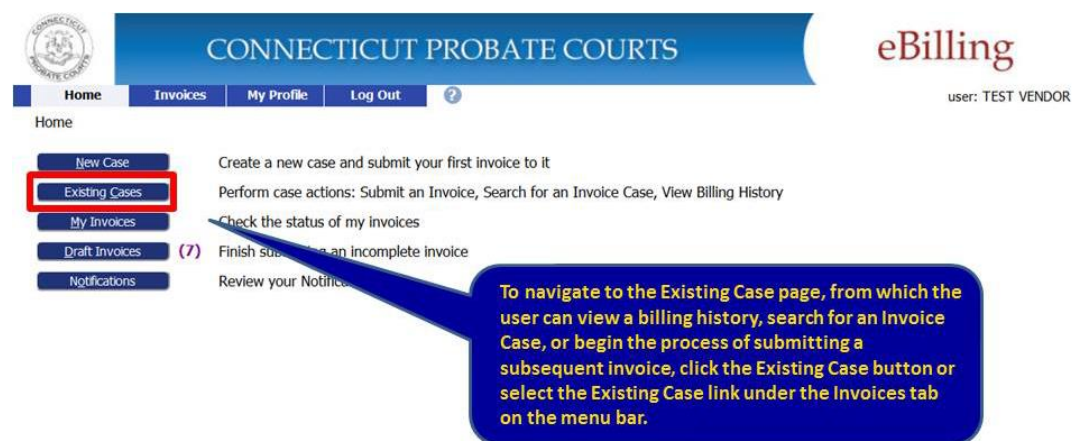
Working with Cases

When a user initiates a new case, submits an invoice to a court and the court approves it, the case number is added to the “Existing Cases” list.

To View My Cases

1. Click **Existing Cases** on the home page or select **Invoices > Existing Cases** from the menu bar.

Figure 20: Navigate to Existing Cases



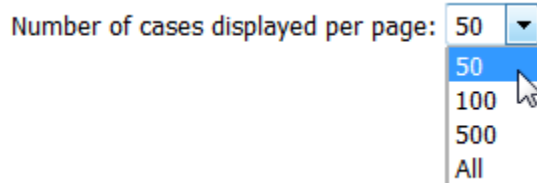
From here the user can:

- Search for cases.
- Filter cases by active, inactive, or both.
- View a history of invoiced cases that are stored electronically.
- View case documents.

Navigate to the My Cases Page

1. Limit or expand the number of cases listed by clicking on the “Number of Cases Displayed per Page” drop-down menu in the upper right corner of the page.

Figure 21: “Number of Cases Displayed “Drop-down”



2. **Optional:** Pull up an Invoicing History by entering the case number, including the court prefix (ex. PDxx), and clicking **History**.

Figure 22: Viewing the Case History

CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Cases

Court: CONNECTICUT PROBATE COURTS

Case Number: PD01-16-66630-2 Probate Court: Hartford Probate Court Submit Invoice History

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

Search Cases

Use the search functionality by entering the case number, including the hyphens, and selecting the correct court from the dropdown. Click Submit Invoice to begin the process of submitting subsequent invoices for the case, or click History to open the invoicing history for the case in a new browser tab.

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"/>
RACHEL WARD	PD60-17-00006-1	Submit Invoice	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>
ASHLEY PINK	PD60-16-00315-1	Submit Invoice	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>
DUSTIN LORRAINE	PD38-16-45678-1	Submit Invoice	Attorney Invoice	New Haven Probate Court	<input type="checkbox"/>
JANIS HOOPER	PD38-15-95811-1	Submit Invoice	Attorney Invoice	New Haven Probate Court	<input type="checkbox"/>
BENJAMIN MINOR	PD38-15-75789-1	Submit Invoice	Attorney Invoice	New Haven Probate Court	<input type="checkbox"/>

3. A detailed Invoicing History displays in another browser tab.

Figure 23: "Case History" Page

CONNECTICUT PROBATE COURTS

PD01-16-99993-1 : JENNIFER BANKS
CONNECTICUT PROBATE COURTS - Hartford Probate Court

Case Number: PD01-16-99993-1
Case Type: Attorney Invoice
Opened: 01-11-2017
Status: Open
Amount: \$455.00

Show/Hide Participants

File Date	Case History
12-29-2016 04:11:00 PM Court	Approved Attorney Online Invoice – Modified
12-29-2016 04:09:00 PM Vendor	Attorney Online Invoice : KB122920164
12-29-2016 04:08:00 PM Vendor	Attorney Online Invoice : KB122920163
12-22-2016 02:38:00 PM Court	Approved Attorney Online Invoice – Modified
12-22-2016 02:19:00 PM Vendor	Attorney Online Invoice : KB122220161
12-08-2016 02:50:00 PM Court	Approved Attorney Online Invoice
12-08-2016 02:18:00 PM	Fee Waiver Date : 12/8/2016
12-08-2016 02:18:00 PM	Attorney Online Invoice : JBAN120816-1

Clicking the History button or the Case Number from the Existing Case page causes the case history to open in a new browser tab. Case information is displayed at the top of the screen. The user can click the "+" next to Show/Hide Participants to view participant information. To view the official, stamped document, click the document title in the Case History list.

4. The "Show Active," "Show Inactive," and "Show Both" radio buttons above the list of cases are another means of filtering what is displayed on the page. The system default is "Show Active."

Figure 24: Show Active, Show Inactive and Show Both Filters

CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Cases

Court: CONNECTICUT PROBATE COURTS

Case Number: PD01-16-6
Ex: PD01-1

Search Cases

History

The filters on this page relate to the table on display only and are for use to make the number of displayed items more manageable. These filters do NOT reflect on or impact any action on cases, currently active or closed, on the Probate Court's case management system.

Filters are provided to manage the number of cases displayed on the Cases page. By default, the system displays only Active cases on this page.

☒ 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"/>
RACHEL WARD	PD60-17-0000-1			Probate Court	<input type="checkbox"/>
ASHLEY PINK	PD60-16-003-1			Probate Court	<input type="checkbox"/>
DUSTIN LORRAINE	PD38-16-456-1			Probate Court	<input type="checkbox"/>
JANIS HOOPER	PD38-15-958-1			Probate Court	<input type="checkbox"/>
BENJAMIN MINOR	PD38-15-15789-1	Submit Invoice	Attorney Invoice	New Haven Probate Court	<input type="checkbox"/>

The user can mark an individual case as Inactive, and the eBilling system will remove it from view if the filter setting is at Show Active.

5. The "+" expansion sign listed next to the case title will expand to display a list of documents submitted with the submission.

Figure 25: Case Sorting and Expansion Button

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: TEST VENDOR

Cases

Court: CONNECTICUT PROBATE COURTS

of cases displayed per page: 50

Case Number PD01-16-66630-2 Hartford 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"/>
RACHEL WARD	PD60-17-00006-1	Submit Invoice	Attorney Invoice	Hartford Regional Children's Probate Court	<input type="checkbox"/>
2017-03-15 12:23:00 PM Approved Attorney PDF Invoice - Adjusted 2017-03-15 11:52:00 AM Authorization To Exceed Maximums 2017-03-15 11:52:00 AM Attorney PDF Invoice 2017-02-10 10:00:00 AM Approved Attorney Online Invoice 2017-02-10 09:56:00 AM Fee Waiver Date 2017-02-10 09:56:00 AM Attorney Online Invoice					
ASHLEY PINK	PD60-16-00315-1	Submit Invoice			<input type="checkbox"/>
DUSTIN LORRAINE	PD38-16-45678-1	Submit Invoice			<input type="checkbox"/>

- Clicking the document title within the expanded case will open the document in another browser tab or in Adobe Reader, depending on the browser configuration.

Figure 26: "Inactive" Cases

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: TEST VENDOR

Home » Cases

Cases Number of cases displayed per page: 50

Court: CONNECTICUT PROBATE COURTS

Case Number
Ex: PD01-16-44402-1/PD
Search Cases

Selecting a different filter causes a page to refresh and a new display corresponding to the chosen filter.

☐ Show Active
 ☒ Show Inactive
 ☐ Show Both

Case Title	Case Number	Submit Invoice	Case Type	Probate Court	Inactive
JANS YAKOV	PD38-16-99630-1	Submit Invoice	Attorney Invoice	New Haven Probate Court	<input checked="" type="checkbox"/>
PAIGE JONES	PD01-16-95000-1	Submit Invoice	Attorney Invoice	Hartford Probate Court	<input checked="" type="checkbox"/>
FANNIE SPAGNOLLA	PD01-16-93302-1	Submit Invoice	Attorney Invoice	Hartford Probate Court	<input checked="" type="checkbox"/>
HILLARY GAINES	PD01-16-88899-1	Submit Invoice	Attorney Invoice	Hartford Probate Court	<input checked="" type="checkbox"/>
LAURIE SIMPSON	PD01-16-85999-1	Submit Invoice	Attorney Invoice	Hartford Probate Court	<input checked="" type="checkbox"/>
NATALIE WOSOWSKI	PD01-16-66633-1	Submit Invoice	Attorney Invoice	Hartford Probate Court	<input checked="" type="checkbox"/>
FELIX RAMIREZ	PD01-16-58999-1	Submit Invoice	Attorney Invoice	Hartford Probate Court	<input checked="" type="checkbox"/>

Note: If action is taken on a case marked as "Inactive," the user will still receive notifications of that action and can then reset the flag to "Active" so the case will display on the "My Cases" list.

- To reset a case as "Active," select the **Show Inactive** radio button on the right side above the list. The page will refresh and only list the cases that have been marked "Inactive."
- When the inactive cases appear on the page, uncheck the "Inactive" checkbox for the entry that has become active. The entry will be reset to "Active" and will display on the "My Cases" active list.
- Optional:** Access additional information about the cases listed on the page by clicking on the "Case Number" link to view the case history or on the "Submit Invoice" link to route the user to the process of submitting a subsequent invoice on the case. The subsequent submission process will be covered later in this user guide.

Notifications

As part of the original account registration, one and potentially two additional email addresses were associated with the account. The eBilling system automatically generates emails to communicate with participants when eBilling action is taken on their cases. The email does not include the actual documents or all the details of the submissions. Contained in the email are links to the vendor interface

so that the user can access the details and documents. The email informs the user that there is a notice waiting for the user to access.

Accessing Notifications

1. To access notifications from within the email, click on the link embedded in the email.
2. This will launch a web browser directly to the "Login" page. Once logged in, the user will be transferred to the "Notification Listing." (It is not recommended to open a new session if the user already has the eBilling application open.)

Figure 27: Notification



Action has been taken on one or more documents for case #: PD03-16-12345-1

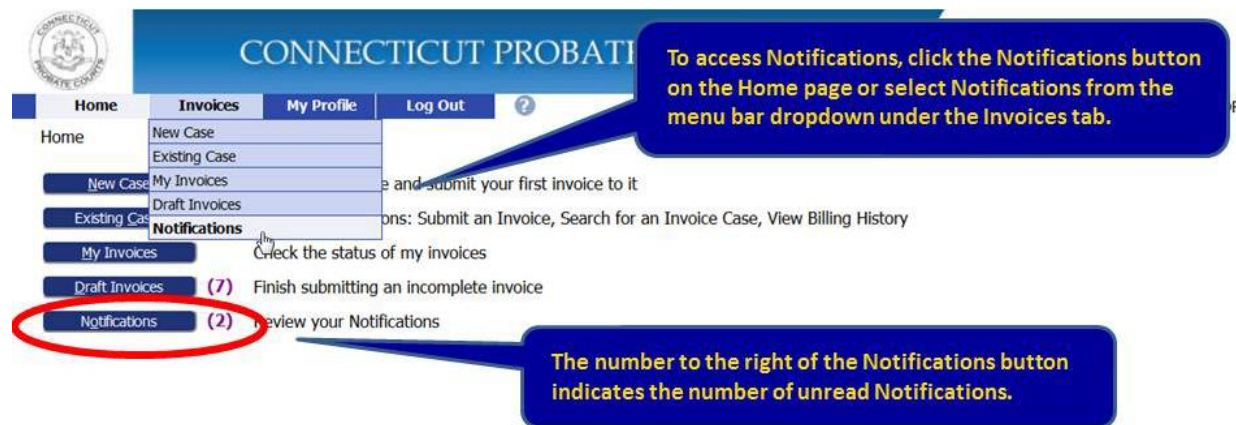
Date/Time: 04-07-2017:11:40:38 AM
Court: CONNECTICUT PROBATE COURTS
 Tobacco Valley Probate Court
Case Title: SAM HOUSTON
Document(s): Approved Attorney Online Invoice : 123456751

This notification was automatically generated by the court's auto-notification system.

Note: The user can always log in and view notifications. The eBilling system holds all notifications, access to the details of the notifications and the ability to download the documents for at least 60 days from the time of the event.

3. To access notifications from the "Home" page, click on the **Notifications** button. Next to the **Notifications** button on the "Home" page may be a number in parentheses such as **(2)**. This number represents the number of notifications not accessed yet and does not include the notifications that have already been read.

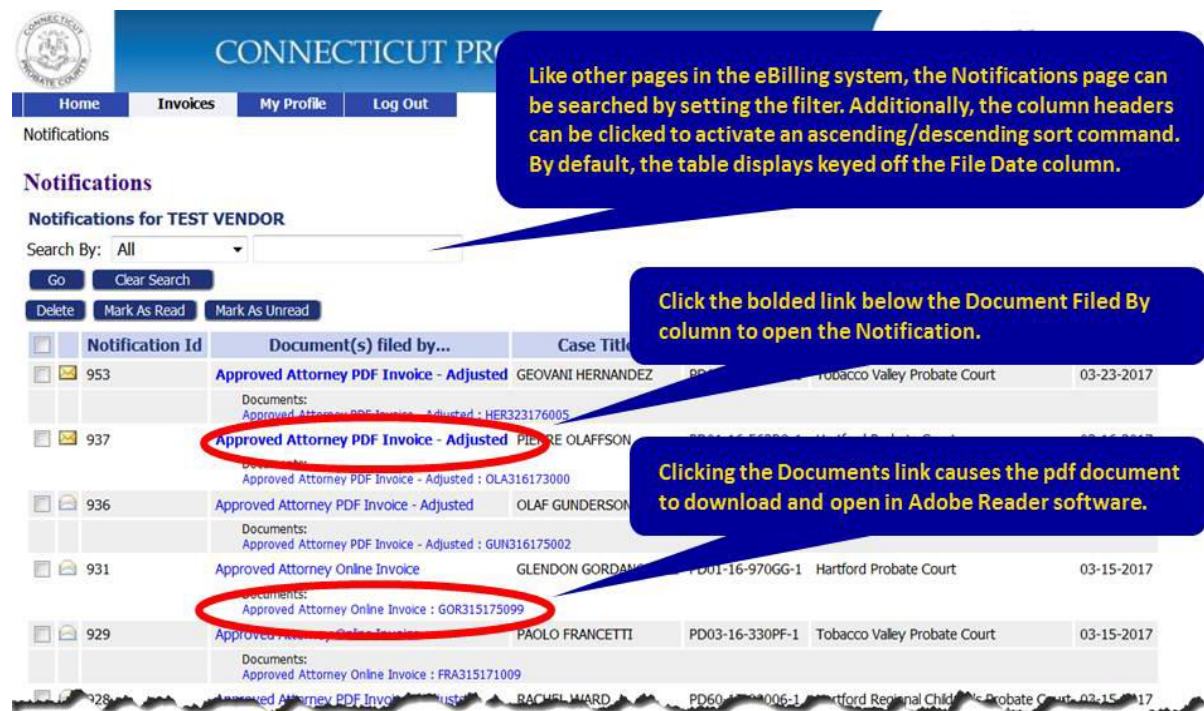
Figure 28: Accessing Notifications




4. The user can also access notifications from the menu bar **Cases > Notifications**.

Note: These notifications are not permanent. They are deleted after a period of time determined by the court. Generally, this auto-clean out time period is not less than 60 days.

Figure 29: List of Notifications



5. An unopened envelope icon ✉ will appear to the left of each notification that has not been viewed.

6. Click the link of the submission to view. A secondary page opens, and the notification displays, indicating submission information about the invoice.
7. A sub-listing of each entry will display the documents that were included with the submission. Click on the document link to download a PDF of the document onto the local computer.
8. The envelope icon will change to an open envelope  after the notification has been viewed.
9. After the notification has been viewed and the related documents downloaded, the user can delete the notification by selecting the checkbox to the left of the notification and clicking the **Delete** button. The page will refresh, and the deleted notification will no longer appear on the list.

Submitting an Invoice

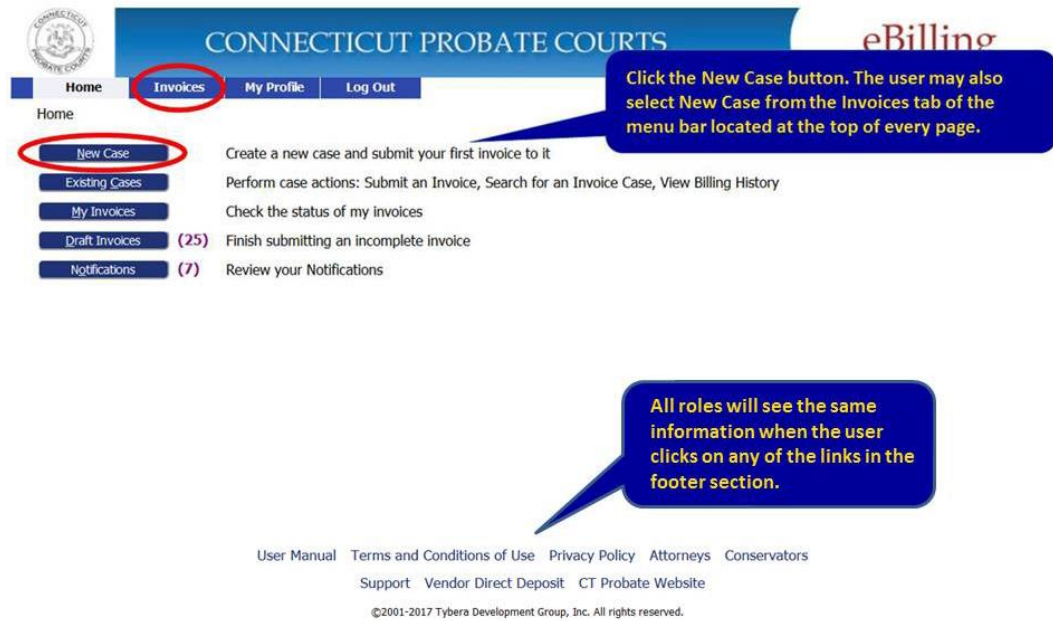
There are four options associated with the process of submitting an invoice to the Connecticut Probate Courts. They are:

- **New Case**
- **Invoice Status**
- **Existing Case**
- **Draft Invoices**

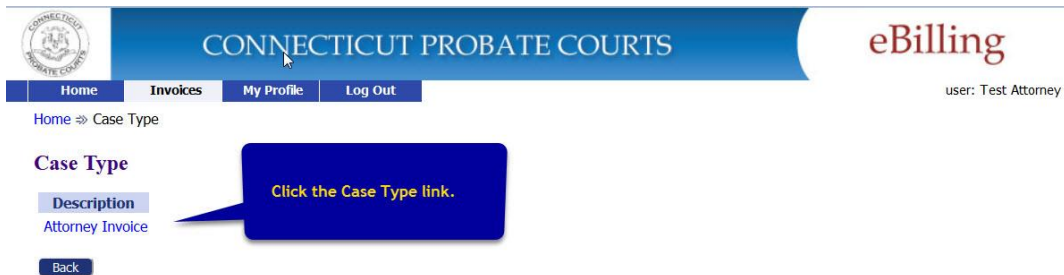
Initiating a New Case: Attorney

1. From the home page, click the **New Case** button or select **Invoices > New Case** from the menu bar at the top of most pages on the website.

You **MUST** wait for the court to take action on the 1st invoice before submitting any subsequent invoices on the case. **DO NOT** create another new case for the same matter.

Figure 30: Initiating a New Case - Attorney

2. A "Case Type" page will appear based on the user profile.

Figure 31: Defining Case Type - Attorney Invoice

3. Select the link for the appropriate case type. An "Invoice Initiation" page appears.

Adding Case Data

The "Invoice Initiation" page allows the user to enter case-relevant information.

Figure 32: "Invoice Initiation" Page - Attorney Case Info

CONNECTICUT PROBATE COURT

Home Invoices My Profile Log Out

Case Type ⇒ Invoice Initiation

Invoice Initiation: Attorney Invoice

Probate Court * Hartford Probate Court

Probate Case No. * 16-20175

Probate Case Type * Conservatorship

Represented Party

Party Type: *

Name Prefix:

First Name: *

Middle Name:

Last Name: *

Name Suffix: (Jr, Sr, ...)

Vendor

Vendor Number: 00000

Name: TEST

Address: 123 T
West
US

Removal of Guardian/Temporary Custody
Termination of Parental Rights/Temporary Custody
Emancipation of Minor (for Minor Only)
Reinstatement of Parental Rights
Conservatorship
Psychotropic Meds/ECT Therapy
1 or 3 year review - conservatorship
Guardianship of Person with Intellectual Disability
Placement of Person with Intellectual Disability
Sterilization of Adult with Intellectual Disability
3 year review-Guardianship of Person with I.D.
3 year Review-Placement of Person with I.D.
Commitment of Adult with Psychiatric Disabilities
1-year Review-Commitment
Commitment Alcohol and/or Substance Abuse
Commitment of Mentally Ill Child if Parent/Guardian is unable to pay
GAL for child - paternity
GAL for child - abuse or neglect alleged
GAL for minor or incompetent parent

* indicates a required field

Back Save to Draft Next

address entry from the add a document or submit page.

4. Select the appropriate Probate Court from the dropdown. Key in the case number, including the hyphen. Use the drop-down to select the correct "Probate Case Type".

Figure 33: Represented Party - Attorney

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: TEST VENDOR

Case Type ⇒ Invoice Initiation

Invoice Initiation: Attorney Invoice

Probate Court * Hartford Probate Court

Probate Case No. * 16-20175

Probate Case Type * Conservatorship

Represented Party

Party Type * Conserved Person

Name Prefix:

First Name: * STAN

Middle Name:

Last Name: * CROWN

Name Suffix: (Jr, Sr, ...)

Vendor

Vendor Number: 0000011857

Name: TEST VENDOR

Address: 123 Test Trail
West Hartford, CT 06107
US

If your address has changed, include a change of address entry from the add a document or submit page.

* indicates a required field

Back Save to Draft **Next**

5. Enter the Represented Party information and select the appropriate "Party Type" from the drop-down. Fields marked with an asterisk (*) are required to be filled in order to move forward in the submission process.
6. When the information is entered, click **Next** to move to the "Add a Document" page.

Adding Documents

7. From the "Document Type" drop-down menu, select the type of document to be added to the submission. More than one document can be added to the submission, but it must be done one document at a time, repeating each of the "Add Document" steps for each document.

Figure 34: Add a Document Page - Attorney

CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Home ⇒ Case Type ⇒ Invoice Initiation ⇒ Add a Document

Probate Case Number : PD01-16-23456 Case Title : SUSAN SMITH

Case Type : Attorney Invoice

Document Type *

Document Location

Add to Submission

Attorneys have the choice to use the Online Invoice form or upload their own invoice in pdf format.

Back Move to Draft Next

Table: Case Data

Edit Data	Size	Remove
	0.01 MB	
Total Size: 0.0 MB		

8. It is strongly recommended to use the “Online Invoice” form, but attorneys have a choice to upload their own invoice in PDF format. To do so, in the “Document Type”, select “PDF Invoice”. In “Document Location”, select “Browse”, which causes an Explorer window to open so the user can choose a document. Select the document, and click **Open**. Back on the eBilling “Add a Document” screen, Click **Add**.

Note: Any PDF invoice to be uploaded to the eBilling system **must** have a top margin no smaller than .75 inches and a bottom margin no smaller than 1 inch. The margins will be used to record the file stamps from the Probate Clerk, the Probate Judge and the PCA staff. Only one PDF document can be attached to a submission.

Figure 35: Add a Document Page - Attorney Online Invoice

CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Home ⇒ Case Type ⇒ Invoice Initiation ⇒ Add a Document

Probate Case Number : PD01-16-23456 Case Title : SUSAN SMITH

Case Type : Attorney Invoice

Document Type *

Document Location

Add to Submission

With the Online Invoice option selected, the Browse button is grayed out. The user clicks Add to continue to the form used to create the invoice.

Table: Case Data

Document Name	View Document	Edit Data	Size	Remove
Case Data			0.01 MB	
Total Size: 0.0 MB				

Back Move to Draft Next

9. Select the "Attorney Online Invoice", and click the **Add** button. A form will display, allowing the user to key in service information that will be used in generating the invoice.
10. Enter a unique invoice number and whether the invoice is final or not. The requested "Amount" will auto-fill based on services entered.

Figure 36: Add Billing Details to Online Invoice - Attorney

CONNECTICUT PROBATE COURTS eBilling

user: Test Attorney

Home Invoices My Profile Log Out

Home » Case Type » Invoice Initiation » Add a Document » Attorney Invoice

Attorney Invoice

Probate Case Number : PD01-16-23456 Amount Billed: \$0.00 Case Title : SUSAN SMITH

Invoice Information

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.

Invoice Number:

Is this a final invoice? ☐ Yes ☐ No

Requested Amount: \$0

For Services Performed as an Attorney

Date of Service	Description of Services Rendered	Type of Service	Unit Price	Time Amount
Add				

Back Save Changes Next

After filing in the required information above the table, click the Add button to begin creating the invoice. Multiple line items can be added, one at a time, following the steps of this process.

11. Click the **Add** button to begin entering detailed billing entries.
12. Add the requested detailed information for one line item in the popup. Complete the "Date of Service", a "Detailed Description" (up to 400 characters), "Type of Service" and "Amount of Time". When the form is complete, click **Save**.

Actual time must be documented for all services in at least one tenth (.10) of an hour increments. You are also able to bill out to two digits to the right of the decimal if you chose.

Note: After 01/01/20 will have no distinction between hearing and prep. time. The billing time is at one rate for either service.

Figure 37: Billing Details Information - Attorney

The screenshot displays the Connecticut Probate Courts eBilling interface. At the top, there is a header with the Connecticut Probate Courts logo, a "TEST SYSTEM" label, and the "eBilling" logo. Below the header is a navigation bar with links: Home, Invoices, My Profile, and Log Out. A breadcrumb trail indicates the current path: Home » Case Type » Invoice Initiation » Add a Document » Attorney Invoice.

The main section is titled "Attorney Invoice". It features a yellow banner with the following information: Probate Court : Hartford, Probate Case Number : PD01-16-23456, Amount Billed: \$0.00, and Case Title : SUSAN SMITH.

Below the banner is the "Invoice Information" section. It includes a warning: "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." The form fields include:

- Invoice Number: 16542
- Is this a final invoice? ☐ Yes ☒ No
- Requested Amount: \$0.00

The "For Services Performed as an Attorney" section contains a table with columns: Date of Service, Description of Services Rendered, Type of Service, Unit Price, Time, and Amount. An "Add" button is located above the table.

A modal window titled "Add Invoice Item" is open, showing:

- Date of Service: [text input]
- Description: [text area]
- Time: [text input]
- Buttons: Cancel, Save

On the right side of the page, there are links for: Home, User, Privacy Policy, Attorneys, Conservators, Vendor Direct Deposit, and CT Probate Website. A footer note states: "Copyright 2016 by the State of Connecticut, Department of Judicial Services, Inc. All rights reserved."

13. Upon clicking **Save**, the user will be returned to the "Invoice Information" page. Additional line items may be added, one at a time, by following the steps above. Begin the next line item by clicking **Add**.

Click save changes between each entry to ensure data is saved. The system will time out after a determined period of time.

Figure 38: Editable Invoice Line Items - Attorney Invoice

CONNECTICUT PROBATE COURTS **TEST SYSTEM** **eBilling**

Home Invoices My Profile Log Out ?

Home > Case Type > Invoice Initiation > Add a Document > Attorney Invoice

Attorney Invoice

Probate Court : Hartford
Probate Case Number : PD01-16-23456 **Amount Billed: \$0.00** **Case Title : SUSAN SMITH**

Invoice Information
 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.

Invoice Number:

Is this a final invoice? ☐ Yes ☒ No

Requested Amount: \$290.00

For Services Performed as an Attorney

Date of Service	Description of Services Rendered	Type of Service	Unit Price	Time	Amount
10/3/2019	Services provided as per allowance - review of documentation. Phone calls on behalf of client.	Attorney	58.00	1.00	58.00
10/10/2019	Interview with client. Meeting with staff.	Attorney	58.00	2.50	145.00
10/14/2019	Hearing	Attorney	58.00	1.00	58.00
10/14/2019	Hearing continued.	Attorney	58.00	0.50	29.00

14. When all line items have been added successfully, click **Next** to be returned to the “Add a Document” page and continue with the submission process.

Figure 39: View Generated Invoice - Attorney

CONNECTICUT PROBATE COURTS **eBilling** user: Test Attorney

Home Invoices My Profile Log Out

Home > Case Type > Invoice Initiation > Add a Document

Probate Case Number : PD01-16-23456 **Case Title : SUSAN SMITH**

Case Type : Attorney Invoice

Document Type *

Document Location No file selected

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Case Data			0.01 MB	
Attorney Online Invoice : 16542	View Generated Document	Edit Data	0.0 MB	

To view the invoice that will be submitted, click the “View Generated Document” hyperlink.

Additional documents can be filed on the case by selecting the Document Type from the dropdown and either browsing to locate and Add the document or by clicking Add and filling out the form presented.

Click Next to move forward with the submission.

To edit information included on the invoice, click the Edit Data icon.

15. The “Attorney Online Invoice” displays on the “Add a Document” page table.

16. View the completed invoice by clicking the “View Generated Document” hyperlink. The generated invoice opens in a new browser tab.

Figure 40: Generated –Attorney Invoice

INVOICE FOR SERVICES AS ATTORNEY

STATE OF CONNECTICUT
PROBATE COURT ADMINISTRATION

Invoice Number 16542	Invoice Amount \$290.00	Core-CT Vendor No. 0000011219
Vendor Information: Payee Name: Address: City:		

FOR SERVICES PERFORMED AS AN ATTORNEY IN THE MATTER OF: SUSAN SMITH
Hartford

Invoice for service must be received at the local court within 6 months from the date services were rendered.

Date of Service	Description of Services Rendered	Type of Service	Unit Price	Time (.1 Hr.)	Amount
10/3/2019	Services provided as per allowance - review of documentation. Phone calls on behalf of client.	Attorney	58.00	1.00	58.00
10/10/2019	Interview with client. Meeting with staff.	Attorney	58.00	2.50	145.00
10/14/2019	Hearing	Attorney	58.00	1.00	58.00
10/14/2019	Hearing continued.	Attorney	58.00	0.50	29.00
TOTAL				5.00	\$290.00


17. **Optional:** Using the browser tools provided, the vendor can print or save the invoice. Close the new browser tab when finished with the invoice.
18. If changes are needed on the invoice, under the “Edit Data” column, click the “Edit Data” icon  , which looks like a piece of paper and a pencil, listed to the right of the “Attorney Online Invoice” listing.
19. Clicking **Next**, the user views the “Review and Submit Invoice” screen. The purpose of the “Review and Submit Invoice” screen is to allow the user a view of what will be submitted as well as to provide links to allow for any necessary editing.

Figure 41: Review and Approve for Submission - Attorney

CONNECTICUT PROBATE COURT

Home Invoices My Profile Log Out

Home » Case Type » Invoice Initiation » Add a Document » Review

Review and Submit Invoice

Probate Case Number : PD01-16-23456 Case Title : JAMES H. SMITH

Case Type : Attorney Invoice

Invoice #: 16542

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Attorney Online Invoice : 16542	View Generated Document

Vendor Change Of Address: [Add Change of Address](#)

123 Test Trail
West Hartford, CT 06107
US

Additional Comments:

Thank you for your attention to this matter. Please contact me at 860-226-2746 if you have any questions.

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit Invoice](#)

Verify that all information to be submitted is correct. The Change Case Data button allows users to edit case information. The Add/Remove Document button allows edit of invoice detail or addition of Address Change Form or Authorization to Exceed Maximum.

Use the textbox provided to communicate with the court clerk or PCA clerk. This field should contain no more than 250 characters.

Once all information is verified, click Submit Invoice.

Activating the Cancel (Delete) button will permanently erase any information associated with the creation of the submission. This is a permanent action. Retrieval of submission information is NOT possible once the Cancel button is activated.

20. If the information is correct, the user can add comments to the Probate Court or PCA staff by entering in the textbox provided. The textbox accepts a maximum of 250 characters.

21. Click **Submit Invoice**.

Figure 42: Regulation 13 Compliance - Attorney

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: Test Attorney

Home » Case Type » Invoice Initiation » Add a Document » Review and Submit Invoice

Review and Submit Invoice

Probate Case Number : PD01-16-23456 Case Title : SUSAN SMITH

Case Type : Att

Invoice #: By submission of this invoice, I attest that the services rendered by me are compensable activities under Probate Court Regulation 13.

Generated Case I

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Attorney Online Invoice : 16542	View Generated Document

Vendor Change Of Address: [Add Change of Address](#)

312 Park Rd. Ste. 205
West Hartford, CT 06107
US

Additional Comments:
Thank you for your attention to this matter. Please contact me at 860-226-2746 if you have any questions.

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit Invoice](#)

22. A dialog box displays when the user clicks **Submit Invoice**. The user must click **Yes** to attest to being in compliance with Probate Court Regulation 13.

23. Upon the user acknowledging compliance, the eBilling page refreshes, a notice displays information on the invoice being submitted, and a button linking to the "Invoice Status" displays.

Figure 43: Invoice Submitted Message - Attorney

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: Test Attorney

Home » Case Type » Submission Confirmation

Your Invoice has been submitted

Case Type: Attorney Invoice - Attorney Online Invoice

Note: Your invoice has been submitted and will be reviewed for approval. You may view the status of this invoice at any time by choosing "My Invoices" on the home page or under the "Invoices" menu.

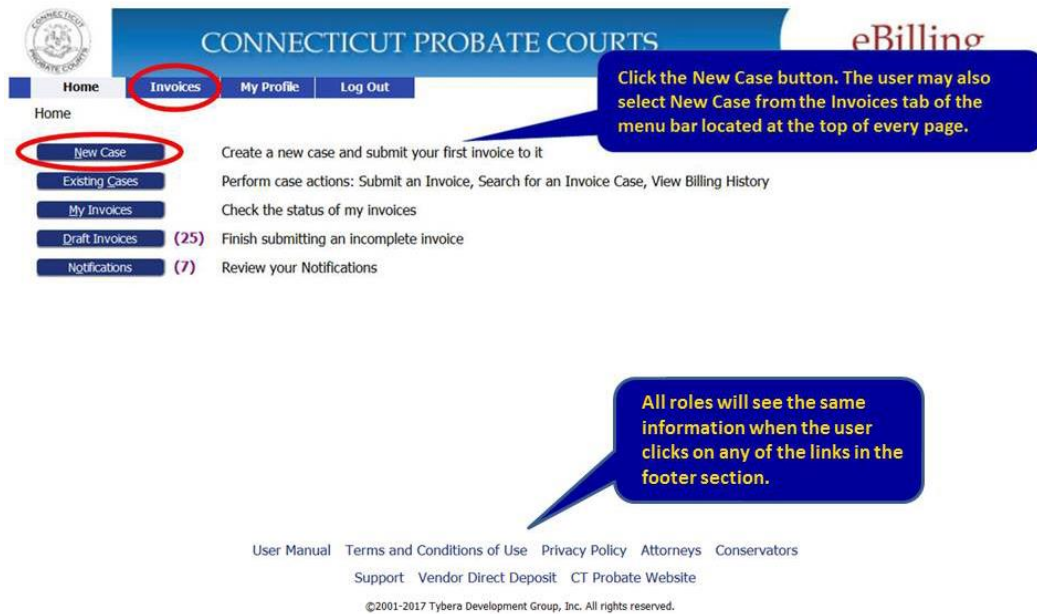
[Invoice Status](#)

Click Invoice Status to be routed to the My Invoices page where additional information about the submission can be found.

Initiating a New Case: Regulation Conservator

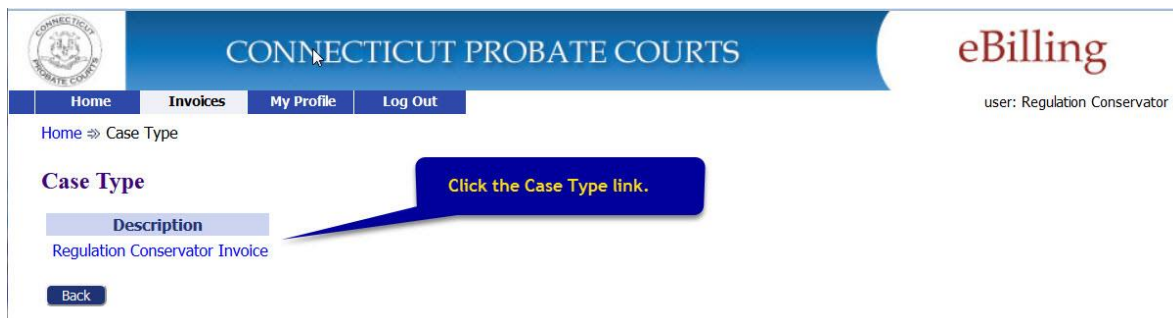
1. From the home page, click the **New Case** button or select **Invoices > New Case** from the menu bar at the top of most pages on the website.

Figure 44: Initiating a New Case - Regulation Conservator



2. A “Case Type” page will appear based on the user profile.

Figure 45: Defining Case Type - Regulation Conservator



3. Select the link for the appropriate case type. An “Invoice Initiation” page appears.

Adding Case Data

The “Invoice Initiation” page allows the user to enter case-relevant information.

Figure 46: "Case Initiation Page" - Regulation Conservator

CONNECTICUT PROBATE COURTS eBilling

user: Regulation Conservator

Home Invoices My Profile Log Out

Home > Case Type > Invoice Initiation

Invoice Initiation: Regulation Conservator Invoice

Appointment Date * 10/03/2016

Probate Court * New Haven Probate Court

Probate Case No. * 15-45612

Probate Case Type Conservatorship

Represented Party

Party Type: * Conserved Person

Name Prefix:

First Name: * WANDA

Middle Name:

Last Name: * RASMUSSEN

Name Suffix: (Jr, Sr, ...)

Vendor

Vendor Number: 0074747890

Name: TEST REG CONSERVATOR

Address: 456 Test Run
Canton, CT 06019
US

If your address has changed, include a change of address entry from the add a document or submit page.

* Indicates a required field

Back Save to Draft **Next**

Fill in all required fields on the Invoice Initiation page. Use the dropdown to select the correct Probate Court. Be sure to enter the case number accurately, including punctuation.

With all information keyed in correctly, click Next to move forward to entering invoicing information.

4. Enter preliminary information by selecting the court and entering the case number, including the hyphen.
5. Add the "Represented Party" information. Fields marked with an asterisk (*) are required to be filled in order to move forward in the submission process.
6. With information entered, click **Next** to move to the "Add a Document" page.

Adding Documents

7. From the "Document Type" drop-down menu, select the type of document to be added to the submission. More than one document type can be added to the submission, but it must be done one document type at a time, repeating each of the "Add Document" steps for each document.

Figure 47: "Add a Document Page" - Regulation Conservator

CONNECTICUT PROBATE COURTS

eBilling

user: Regulation Conservator

Home Invoices My Profile Log Out

Home ⇒ Case Type ⇒ Invoice Initiation ⇒ Add a Document

Probate Case Number : PD38-15-45612 Case Title : WANDA RASMUSSEN

Case Type : Regulation Conservator Invoice

Document Type: [Dropdown]

Acceptable File Format Type(s) (*.pdf)

Document Location: [Browse...] No file selected.

Add to Submission: [Add]

Back Move to Draft Next

Multiple documents can be added to a submission, one at a time, beginning by selecting the Document Type from the dropdown provided.

Regulation Conservators have the choice to use the Online Invoice form or upload their own in pdf format.

Edit Data	Size	Remove
[Icon]	0.01 MB	[X]
Total Size: 0.0 MB		

- It is strongly recommended that Regulation Conservators use the "Online Invoice" form; however, Regulation Conservators may choose to upload their own invoice in PDF format. To do so, in the "Document Type", select "PDF Invoice". In "Document Location", select **Browse**. This causes an Explorer window to open so the user can choose a document. Select the document, and click **Open**. Back on the eBilling "Add a Document" screen, click **Add**.

Note: Any PDF invoice to be uploaded to the eBilling system must have a top margin no smaller than .75 inches and a bottom margin no smaller than 1 inch. The margins will be used to record the file stamps from the Probate Clerk, the Probate Judge and PCA staff. Only one PDF can be attached to a submission.

Figure 48: Add a Document - Regulation Online Invoice

CONNECTICUT PROBATE COURTS

eBilling

user: Test Regulation Conservator

Home Invoices My Profile Log Out

Cases ⇒ Add a Document

Probate Case Number : PD38-15-45612 Case Title : WANDA RASMUSSEN

Case Type : Regulation Conservator Invoice

Document Type: Regulation Online Invoice

Acceptable File Format Type(s) (*.pdf)

Document Location: [Browse...] No file selected.

Add to Submission: [Add]

Back Move to Draft Next

With the Online Invoice option selected, the Browse button is grayed out. The user clicks Add to continue to the form used to create the invoice.

Document Name	View Document	Edit Data	Size	Remove
---------------	---------------	-----------	------	--------

- Select the "Regulation Online Invoice", and click the **Add** button. A form will display, allowing the user to key in service information that will be used in generating the invoice.

10. At the top of the Regulation Invoice Form, enter a unique invoice number, whether the invoice is final or not and complete the conservator appointment information.

Figure 49: Add Line Item - Regulation Conservator Invoice

CONNECTICUT PROBATE COURTS eBilling
user: Regulation Conservator

Home Invoices My Profile Log Out
Home » Case Types » Invoice Initiation » Add a Document » Regulation Invoice

Regulation Conservator Invoice

Probate Case Number : PD38-15-45612 Amount Billed: \$0.00 Case Title : WANDA RASMUSSEN

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.

Invoice Number: WR16987

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
Add					

Total Amount: \$0

Back Save Changes Next

After completing the required information above the table, click the Add button to begin adding invoicing details. Multiple line items can be added, one at a time, following this process.

11. Click the **Add** button to begin entering detailed billing entries.
12. Add the requested detailed information for one line item in the popup. Complete the “Date of Service”, “Description of Service” (up to 400 characters allowed), the initials of the person performing the service, the appropriate rate and the time spent on the service.

Figure 50: Invoice Billing Details - Regulation Conservator**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:	<input type="text" value="06/11/2019"/>	
Invoice Number:	<input type="text" value="WR16987"/>	
Is this a final invoice?	Yes <input type="radio"/>	No <input checked="" type="radio"/>
Temporary Conservator?	Yes <input type="radio"/>	No <input checked="" type="radio"/>
Conservator Of Person?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Conservator Of Estate?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Conserved person resides in Nursing Home/Hospital/Other Facility?	Yes <input type="radio"/>	No <input type="radio"/>
Diagnosis of Psychiatric Disability?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Respondent receives Title XIX?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Counted assets less than Title XIX max (\$1,600)?	Yes <input checked="" type="radio"/>	No <input type="radio"/>

For Services Performed as a Conservator

Date of Service	Description of Services Rendered	Conservator/Staff Member Initials	Unit Price	Time	Amount
<div> <div>Add</div> <div> <div>Add Invoice Item</div> <div> Date of Service: <input type="text"/> Description: <input type="text"/> Conservator/Staff Member Initials: <input type="text"/> Unit Price: <input type="radio"/> \$52 <input type="radio"/> \$26 Time (.1 HR): <input type="text"/> <div>Cancel Save</div> </div> </div> </div>					

Policy Attorneys Conservators
 Deposit CT Probate Website
 Rights reserved.

13. Upon clicking **Save**, the user will be returned to the "Invoice Information" page. Additional line items may be added, one at a time, by following the steps above. Begin the next line item by clicking **Add**.

Note: The web session will terminate automatically if a user does not click a **Submit**, **Next** or **Save** button within 30 minutes. The session will time out and log the user off the system. When the system logs the user out, the screen doesn't change. It appears that the user is still logged on; however, as soon as the user clicks an action button, the user will be asked to login. **Typing in a text field does not count as being "active."**

Figure 51: Create Generated Invoice - Regulation Conservator

Regulation Conservator Invoice

Probate Court : New Haven
Probate Case Number : PD38-15-45612 Amount Billed: \$0.00 Case Title : WANDA RASMUSSEN

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:	<input type="text" value="1/1/19"/>	
Invoice Number:	<input type="text" value="WR16987"/>	
Is this a final invoice?	Yes <input type="radio"/>	No <input checked="" type="radio"/>
Temporary Conservator?	Yes <input type="radio"/>	No <input checked="" type="radio"/>
Conservator Of Person?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Conservator Of Estate?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Conserved person resides in Nursing Home/Hospital/Other Facility?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Diagnosis of Psychiatric Disability?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Respondent receives Title XIX?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Counted assets less than Title XIX max (\$1,600)?	Yes <input checked="" type="radio"/>	No <input type="radio"/>


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"/>					

Total Amount: \$0.00

14. When all line items have been added successfully, click **Next** to be returned to the “Add a Document” page and continue with the submission process.

Figure 52: View/Edit Generated Invoice - Regulation Conservator



CONNECTICUT PROBATE COURTS

eBilling

[Home](#) | [Invoices](#) | [My Profile](#) | [Log Out](#)

user: Regulation Conservator

[Home](#) ⇒ [Case Type](#) ⇒ [Invoice Initiation](#) ⇒ [Add a Document](#)

Probate Case Number : PD38-15-45612 Case Title : WANDA RASMUSSEN



Case Type : Regulation Conservator Invoice

Document Type:

Acceptable File Format Type(s) (

Document Location: No file selected.

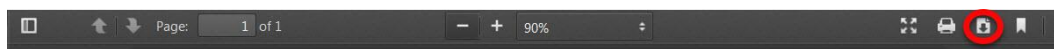
Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
Case Data			0.01 MB	
Regulation Online Invoice : WR16987	View Generated Document		0.0 MB	
Total Size:			0.0 MB	

15. The “Regulation Online Invoice” displays on the “Add a Document” page table.

16. The invoice can be viewed by clicking the “View Generated Document” hyperlink. The generated invoice opens in a new browser tab.

Figure 53: Generated Invoice - Regulation Conservator



INVOICE FOR SERVICES AS CONSERVATOR (Regulation 16)

**STATE OF CONNECTICUT
PROBATE COURT ADMINISTRATION**

Invoice Number WR16987	Invoice Amount \$260.00	Core-CT Vendor No. 0000011219
Vendor Information:		
Payee Name:		
Address:		
City:	State:	Zip Code:

RESPONDENT: WANDA RASMUSSEN

Court: New Haven

Case Number:

Date Appointed: 1/1/2019

Temporary Conservator? No

Conservator of Person? Yes

Conservator of Estate? Yes

Respondent resides in Nursing Home or Hospital? Yes

Diagnosis of Psychiatric Disability? Yes

Respondent receives Title XIX? Yes

Counted assets less than Title XIX max (\$1,600)? Yes

By submission of this invoice, I attest that:

1) I am not related by blood or marriage to the person under conservatorship,

2) the services rendered are within the scope of the authority granted to me, and

3) the services rendered by me are compensable activities under Probate Court Regulation 16.

Invoice for service must be received at the local court within 6 months from the date services were rendered.

Date of Service	Description of Services Rendered	Initials of Conservator/ Staff Member who performed work	Unit Price	Time (.1 Hr.)	Amount
10/1/2019	Client Visit	ds	52.00	2.50	130.00
10/10/2019	Appt. with Health Care provider	DS	52.00	2.50	130.00
TOTAL				5.00	\$260.00


17. **Optional:** Using the browser tools provided, the vendor can print or save the invoice. Close the new browser tab when finished with the invoice.
18. If changes are needed on the invoice, go to the “Edit Data” column. Click the “Edit Data” icon , which looks like a piece of paper and a pencil, listed to the right of the “Regulation Conservator Online Invoice” listing.
19. Clicking **Next** routes the user to the “Review and Submit Invoice” screen. The purpose of this screen is to allow the user a bird’s eye view of what will be submitted as well as to provide links to allow for any necessary editing.

Figure 54: Review and Approve for Submission - Regulation Conservator

CONNECTICUT PROBATE COURT

Home Invoices My Profile Log Out

Home » Case Type » Invoice Initiation » Add a Document

Review and Submit Invoice

Probate Case Number : PD38-15-45612 Case Title : NANDA RASMUSSEN

Case Type : Regulation Conservator Invoice

Invoice #: WR16987

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Regulation Online Invoice : WR16987	View Generated Document

Vendor Change Of Address: [Add Change of Address](#)

456 Test Run
Canton, CT 06019
US

Additional Comments:

Thank you for processing this invoice. Please call me at 860-224-1765 if there are any questions.

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit Invoice](#)

Activating the Cancel(Delete) button will permanently erase any information associated with the creation of the invoice submission. This is a permanent action. Retrieval of submission information is NOT possible one the Canel button is activated.

Verify that all information to be submitted is correct. The Change Case Data button allows users to edit case information. The Add/Remove Document button allows edit of invoice detail or addition of Address Change Form or Authorization to Exceed Maximum.

Use the textbox provided to communicate with the court clerk or the PCA clerk. This field should contain no more than 250 characters.

Once all information is verified, click Submit Invoice.

20. If the information is correct, the user can add comments to the Probate Court or PCA staff by entering in the textbox provided. The textbox accepts a maximum of 250 characters.

21. Click **Submit Invoice**.

Figure 55: Regulation 16 Compliance - Regulation Conservator

CONNECTICUT PROBATE COURTS

eBilling

user: Regulation Conservator

Home Invoices My Profile Log Out

Home > Case Type > Invoice Initiation > Add a Document > Review and Submit Invoice

Review and Submit Invoice

Probate Case Number : PD38-15-45612 Case Title : WANDA RASMUSSEN

Case Type : Regulation Conservator Invoice

Invoice #: WR16987

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Regulation Online Invoice : WR16987	View Generated Document

Vendor Change Of Address: [Add Change of Address](#)

456 Test Run
Canton, CT 06019
US

Additional Comments:

Thank you for processing this invoice. Please call me at 860-224-1765 if there are any questions.

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit Invoice](#)

By submission of this invoice, I attest that:

- I am not related by blood or marriage to the person under conservatorship
- the services rendered are within scope of the authority granted to me, and
- the services rendered by me are compensable activities under Probate Court Regulation 16

[Yes](#) [No](#)

The final step of submitting the invoice is to attest to complying with Probate Court Regulation 16.

22. A dialog box displays when the user clicks **Submit Invoice**. The user must click **Yes** to attest to being in compliance with Probate Court Regulation 16.

23. Upon the user acknowledging compliance, the “eBilling” page refreshes, a notice displays information on the invoice being submitted, and a button linking to the “Invoice Status” displays.

Figure 56: Invoice Submission Status - Regulation Conservator

CONNECTICUT PROBATE COURTS

eBilling

user: Regulation Conservator

Home Invoices My Profile Log Out

Home > Case Type > Submission Confirmation

Your Invoice has been submitted

Case Type: Regulation Conservator Invoice - Regulation Online Invoice

Note: Your invoice has been submitted and will be reviewed for approval. You may view the status of this invoice at any time by choosing "My Invoices" on the home page or under the "Invoices" menu.

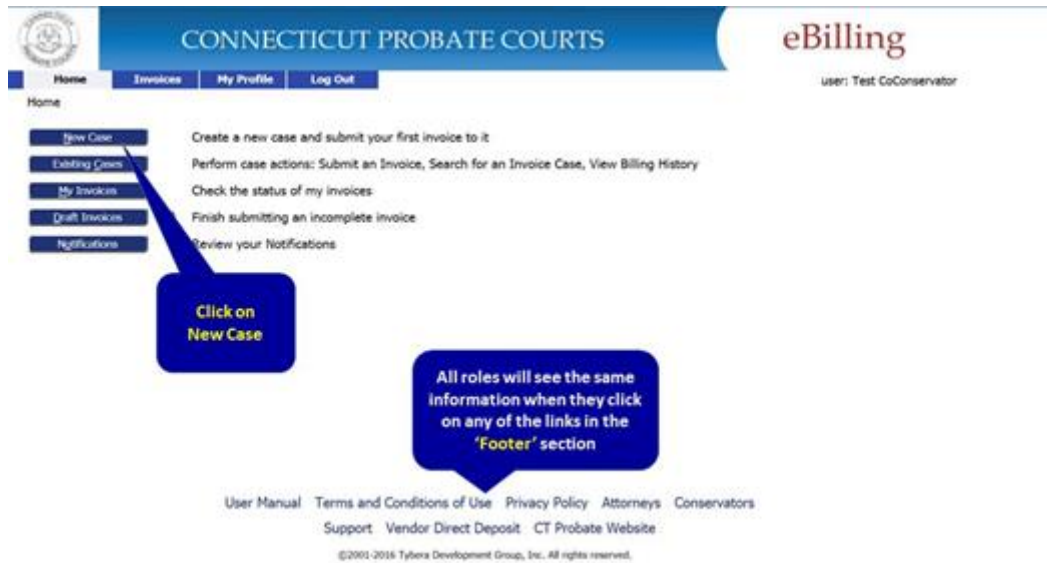
[Invoice Status](#)

Click Invoice Status to be routed to the My Invoices page where additional information about the invoice submission can be found.

Initiating a New Case: Contract Conservator

1. From the home page, click the **New Case** button or select **Invoices > New Case** from the menu bar at the top of most pages on the website.

Figure 57: Initiating a New Case - Contract Conservator



2. A “Case Type” page will appear based on the user profile.

Figure 58: Defining the Case Type - Contract Conservator



3. Select the link for the appropriate case type. An “Invoice Initiation” page appears.

Figure 59: "Case Initiation Page" - Contract Conservator

CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Home » Case Type » Invoice Initiation

Invoice Initiation: Contract Conservator Invoice

Probate Court: Hartford Probate Court

Vendor
 Vendor Number: 0000083519
 Name: TEST CONTRACT CONSERVATOR
 Address: 789 Test Place
 New Haven, CT 06510
 US

If your address has changed, include a change of address entry from the add a document or submit page.

Back Save to Draft Next

Click Next to move forward.

Select the correct court.

Adding Case Data

4. Select the correct court and verify that the vendor information displayed is correct.
5. Click **Next** to route to the "Add a Document" page.

Adding Documents on a New Case

Figure 60: "Add a Document Page" - Contract Conservator

CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Home » Case Type » Invoice Initiation » Add a Document

Case Type : Contract Conservator Invoice

Document Type: Contract Invoice

Acceptable File Format Type(s) (*.pdf)

Document Location: Browse... No file selected.

Add to Submission: Add

Click Add. The screen will refresh and the user will be presented a form to enter invoice details.

Select Contract Invoice for the Document Type.

Document Name	Size	Remove
Case Data	0.01 MB	

Back Move to Draft Next

6. From the "Document Type" drop-down menu, select the type of document to be added to the submission. More than one document can be added to the submission, but it must be done one document at a time, repeating each of the "Add Document" steps for each document.

7. Select the "Contract Invoice", and click the **Add** button. A form will display, allowing the user to key in information that will be used in generating the invoice.

Invoice Form

8. At the top of the form, fill in the required invoice information. The "Total Amount" calculates automatically.

Figure 61: Invoice Form - Contract Conservator

CONNECTICUT PROBATE COURTS eBilling
user: Test Contract Conservator

Home Invoices My Profile Log Out
Home » Case Type » Invoice Initiation » Add a Document » Contract Invoice

Contract Conservator Invoice

Enter the Invoice Number.

Invoice Information
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.

Invoice Number:

Conservator Name: Test Contract Conserva

Total Amount: \$0.00

Quarter:

Select the Quarter being billed.

Medicaid Applications
Total Medicaid Applications Amount: \$ 0.00

Case #	Case Name	Date of Determination	Amount
Add			

If billing for Medicaid Applications, click Add under Medicaid Applications.

Add Medicaid Application Entry

Case #:

Case Name:

Date of Determination:

With all field on the popup filled in, click Save.

New Cases this Quarter

Case #	Case Name	Date Appointed	Appointed As	Conserved Person	Status
--------	-----------	----------------	--------------	------------------	--------

9. If the vendor is billing for Medicaid applications, click the **Add** button under the "Medicaid Applications" subheading. A popup displays. Fill in all information requested, and click **Save**.
10. Continue to add additional applications by clicking the **Add** button and following the above steps until all applications to be submitted are listed on the "Medicaid Applications" table.

Figure 62: Billing Items - Contract Conservator

Invoice Information

Unique invoice numbers are required for every invoice submitted. Using duplicate invoice numbers include letters and numbers, no spaces. Do not include the case name in the invoice number.

Invoice Number:

Conservator Name:

Total Amount: \$2,600.00

Quarter:

Medicaid Applications

Total Medicaid Applications Amount: \$ 2,600.00

Case #	Case Name	Date of Determination	Amount
X 16-00154	Suzanne Adamson	7/1/2019	\$1,300.00
X 15-01265	Bryant Patrick	7/1/2019	1,300.00

[Add](#)

Detailed Billing Items

Total Detailed Billing Amount: \$ 0.00

Case #	Case Name	New Case (Y/N)	No. of Billable Months	Amount
--------	-----------	----------------	------------------------	--------

[Add](#)

Add Invoice Item

Case #:

Case Name:

New Case: ☒ Yes ☐ No

No. of Billable Months:

Date Appointed:

Appointed As:

☒ Yes ☐ No Conserved person resides in Nursing Home/Hospital/Other Facility?

☒ Yes ☐ No Diagnosis of Psychiatric Disability?

☒ Yes ☐ No Conserved person receives Title XIX?

☒ Yes ☐ No Counted assets are less than Title XIX max (\$1,600)?

[Cancel](#) [Save](#)

- Under the “Detailed Billing Items” subheading, click **Add**.
- A popup will display. Fill in all of the information requested and when complete, click **Save**. If a billing item is marked as a “New Case”, the information will display on the “New Cases this Quarter” table in addition to the “Detail Billing” table.
- To add additional billing items, click the **Add** button and follow the above steps for each billing item to be added. When all billing items have been entered, click **Next**.

Figure 63: View Contract Conservator Generated Invoice

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out

Home ⇒ Case Type ⇒ Invoice Initiation ⇒ Add a Document

Case Type : Contract Conservator Invoice

Document Type:

Acceptable File Format:

Document Location: Browse... No file selected.

Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
Case Data			0.01 MB	
Contract Invoice : 170329123	View Generated Document		0.0 MB	
Total Size:			0.0 MB	

Back Move to Draft **Next**

To view the invoice that will be submitted, click the "View Generated Document" hyperlink.

Additional documents can be submitted on the case by selecting the Document Type from the dropdown and clicking Add and filling out the form presented.

Click Next to move forward with the submission.

To edit information included on the invoice, click the Edit Data button.

14. The "Contract Invoice" displays on the "Add a Document" page table.

15. Under the "View Document" column, click the "View Generated Document" hyperlink. The generated invoice opens in a new browser tab.

Figure 64: Generated Invoice - Contract Conservator



Vendor Information:		
Payee Name		
Address:		
City: 1	State:	Zip Code: -

Billing Quarter: July - September, 2019

Probate Court: Berlin

Conservator Name: Test Contact Conservator

AMOUNT \$2,870.00

MEDICAID APPLICATIONS (Eligibility Determination Received):

Case Number	Case Name	Date of Determination	Amount
PD08-16-00154	Suzanne Adamson	7/1/2019	1,300.00
PD08-15-01265	Bryant Patrick	7/1/2019	1,300.00
TOTAL			\$2,600.00


16. **Optional:** Using the browser tools provided, the vendor can print or save the invoice. Close the new browser tab when finished with the Invoice History.
17. If changes are needed on the invoice, go to the "Add a Document" page. Under the "Edit Data" column, click the Edit Data icon, which looks like a piece of paper and a pencil,  listed to the right of the Contract Invoice listing.
18. Clicking **Next** routes the user to the "Review and Submit Invoice" screen. The purpose of this screen is to allow the user a view of what will be submitted as well as to provide links to allow for any necessary editing.

Figure 65: Review and Approve for Submission - Contract Conservator

CONNECTICUT PROBATE COURTS

eBilling

user: Test Contract Conservator

Home > Case Type > Invoice Initiation > Add a Document > Review and Submit Invoice

Review and Submit Invoice

Case Type : Contract Conservator Invoice

Invoice #: 170329123

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Contract Invoice : 170329123	View Generated Document

Vendor Change Of Address: [Add Change of Address](#)

789 Test Place
New Haven, CT
US

Additional Comments:

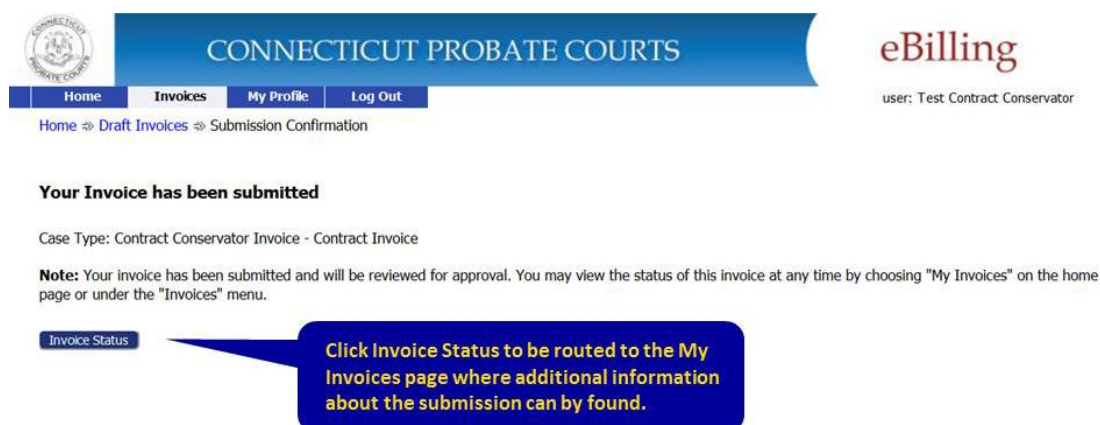
[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit Invoice](#)

By submission of this invoice, I attest that the invoice complies with the terms and conditions contained in the Memorandum of Agreement between PCA and Contractor.

[Yes](#) [No](#)

19. If the information is correct, the user can add comments to the Probate Court or PCA staff by entering them in the textbox provided.
20. Click **Submit Invoice**.
21. A dialog box displays when the user clicks **Submit Invoice**. The user must click **Yes** to attest to being in compliance with the terms and conditions of the Memorandum of Agreement between PCA and the user.
22. Upon the user's acknowledging compliance, the "eBilling Page" refreshes, a notice displays information on the invoice being submitted, and a button linking to the Invoice Status displays.

Figure 66: Contract Conservator – Invoice Submitted Message



CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Home ⇒ Draft Invoices ⇒ Submission Confirmation

user: Test Contract Conservator

Your Invoice has been submitted

Case Type: Contract Conservator Invoice - Contract Invoice

Note: Your invoice has been submitted and will be reviewed for approval. You may view the status of this invoice at any time by choosing "My Invoices" on the home page or under the "Invoices" menu.

[Invoice Status](#)

Click Invoice Status to be routed to the My Invoices page where additional information about the submission can be found.

Invoice Status

The "My Invoices" page allows the user to view or print documents as well as to check on submission status as documents progress through the system.

- To access the "My Invoices" page, select **My Invoices** from the "Home" page or **Invoices > My Invoices** from the menu bar at the top of any page.

Figure 67: My Invoices Page Filters



CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

user: Test Vendor

Home ⇒ My Invoices

My Invoices

TEST VENDOR Invoices

Report Criteria:

View Invoices Between: 10/01/2016 AND

Submission ID: Invoice Case #: Invoice #: Status: All

[Go](#) [Clear Search](#)

Information on the My Invoices page is NOT permanent. It will be automatically deleted after a period of 180 days. Please download all information necessary for permanent retention.

Use the filters to locate particular submissions. The default date in the first date field is always the current date. After entering or changing filter parameters, click Go to initiate the search.

My Invoices Between 10/01/2016 and Today

[Delete](#)

Submission ID	Invoice #	Case Title	Invoice Case #	Status
1769	ROM10917001	LITA ROMERO	PD01-16-99330-1	01-04-2017 02:48:21 PM Attorney Online Invoice Hartford Probate Court Filed-Presented to Judge/PCA Staff
1757	COM10417001	JENNY COMPTON	PD01-16-55555-1	01-04-2017 02:48:21 PM Attorney Online Invoice Hartford Probate Court Filed-Presented to Judge/PCA Staff
1754	GAI10417001	HILLARY GAINES	PD01-16-88899-1	01-04-2017 01:15:51 PM Attorney Online Invoice Hartford Probate Court Awaiting Approval
1753	CON10417002	MARIAH CONWAY	PD01-16-99802-1	01-04-2017 01:05:18 PM Attorney Online Invoice Hartford Probate Court Awaiting Approval
1752	QUI10417003	MARTIN QUIGGLEY	PD01-16-95137-1	01-04-2017 01:03:05 PM Attorney Online Invoice Hartford Probate Court Awaiting Approval
1750	CF123116	CHELSEA FREEDOM	15-00085-1	01-04-2017 12:43:38 PM Attorney Online Invoice 560 Filed-Presented to Judge/PCA Staff
1747	CON10417001	MARIAH CONWAY	PD01-16-99802-1	01-04-2017 11:01:57 AM Attorney Online Invoice Hartford Probate Court Filed-Presented to Judge/PCA Staff
1743	14598	DUSTIN SORENSON	01-04-2017 09:06:17 AM	Attorney Online Invoice 560 Rejected
1734	MAX010317001	RENALDUS MAXIMUS	PD01-16-32009-4	01-03-2017 02:47:35 PM Attorney Online Invoice Hartford Probate Court Filed-Presented to Judge/PCA Staff
1733	KB123020161	MARTIN QUIGGLEY	PD01-16-95137-1	12-30-2016 03:35:05 PM Attorney Online Invoice Hartford Probate Court Awaiting Approval
1726	KB122920164	JENNIFER BANKS	PD01-16-99993-1	12-29-2016 04:09:56 PM Attorney Online Invoice Hartford Probate Court Filed-Presented to Judge/PCA Staff

Invoices per page: 50

[Resubmit](#)

- The "My Invoices" page will appear, allowing the user to either search for the invoice or case needed or to select from a list.
- Set the filters at the top of the page to create the search parameters, and click **Go** to initiate the search.
- In addition to the filters at the top of the page, the column headers on the table are a sort feature. Clicking the column header will cause an ascending or descending order sort based on the column header selected. The table default sort is the "Date Submitted" column.

Figure 68: Invoice Status Hyperlink

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out

Home ⇒ My Invoices user: Test Vendor

My Invoices
 Rene Rosado Invoices
 Report Criteria:
 View Invoices Between: 10/01/2016 AND
 Submission ID: Invoice Case #:
 Go Clear Search

My Invoices Between 10/01/2016 and Today
 Delete Invoices per page: 50

Submission ID	Invoice #	Case Title	Invoice Case #	Date Submitted	Document Type	Probate Court	Status
1769	ROM10917001	LITA ROMERO	PD01-16-99330-1	01-09-2017 10:13:11 AM	Attorney Online Invoice	Hartford Probate Court	Filed-Presented to Judge/PCA Staff
1757	COM10417001	JENNY COMPTON	PD01-16-55555-1	01-04-2017 02:48:21 PM	Attorney Online Invoice	Hartford Probate Court	Filed-Presented to Judge/PCA Staff
1754	GAI10417001	HILLARY GAINES	PD01-16-88899-1	01-04-2017 01:15:51 PM	Attorney Online Invoice	Hartford Probate Court	Awaiting Approval
1753	CON10417002	MARIAH CONWAY	PD01-16-99802-1	01-04-2017 01:05:18 PM	Attorney Online Invoice	Hartford Probate Court	Awaiting Approval
1752	QUI10417003	MARTIN QUIGGLEY	PD01-16-95137-1	01-04-2017 01:03:05 PM	Attorney Online Invoice	Hartford Probate Court	Awaiting Approval
1750	CF123116	CHELSEA FREEDOM	15-00085-1	01-04-2017 12:43:38 PM	Attorney Online Invoice	560	Filed-Presented to Judge/PCA Staff
1747	CON10417001	MARIAH CONWAY	PD01-16-99802-1	01-04-2017 11:01:57 AM	Attorney Online Invoice	Hartford Probate Court	Filed-Presented to Judge/PCA Staff
1743	14598	DUSTIN SORENSON		01-04-2017 09:06:17 AM	Attorney Online Invoice	560	Rejected
1734	MAX010317001	RENALDUS MAXIMUS	PD01-16-32009-4	01-03-2017 02:47:35 PM	Attorney Online Invoice	Hartford Probate Court	Filed-Presented to Judge/PCA Staff
1733	KB123020161	MARTIN QUIGGLEY	PD01-16-95137-1	12-30-2016 03:35:05 PM	Attorney Online Invoice	Hartford Probate Court	Awaiting Approval
1726	KB122920164	JENNIFER BANKS	PD01-16-99993-1	12-29-2016 04:09:56 PM	Attorney Online Invoice	Hartford Probate Court	Filed-Presented to Judge/PCA Staff

Resubmit

- The "Invoice Status" page details all of the "Invoice Case" identifying information as well as information that references the selected submission.

Figure 69: "Invoice Status" and Submission Details

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: Test Vendor

Home ⇒ My Invoices ⇒ Filed-Presented to Judge/PCA Staff

Invoice Status

Status: Filed-Presented to Judge/PCA Staff 01-04-2017:02:51:10 PM

Invoice #: COM10417001

Submission ID: 1757

Tracking ID: 1190

Submitted By: VENDOR, TEST

Date Submitted: 01-04-2017 02:48:21 PM

Official File Stamp: 01-04-2017 02:48:21 PM

Case Title: JENNY COMPTON

Invoice Case #: PD01-16-55555-1

Case Type: Attorney Invoice

Probate Court: Hartford Probate Court

Note: This invoice will be removed from eBilling on 07-03-2017

Document Name	View Document
Attorney Online Invoice : COM10417001	

Response:

Response Document Name	View Document
Receipt	receipt.html
Attorney Online Invoice : COM10417001	generated.pdf

[Back](#)

When the user clicks Submit for an invoice and the submission reaches the court servers, a date and time is reserved. If the Probate Court Clerk determines the submission is done correctly and approves the submission, the reserved date and time is applied to the documents submitted as the Official File Stamp.

- The user can view/download a copy of the invoice with the file-stamped date the invoice was routed to the judge by clicking the **generated.PDF** hyperlink in the "Response" section of the screen. The document will open in a new browser tab from which it can be downloaded or printed.

Figure 70: Hyperlink to Clerk-Stamped Generated Document

CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Home ⇒ My Invoices ⇒ Filed-Presented to Judge/PCA Staff

Invoice Status

Status: Filed-Presented to Judge/PCA Staff 01-04-2017:02:51:10 PM

Invoice #: COM10417001

Submission ID: 1757

Tracking ID: 1190

Submitted By: VENDOR, TEST

Date Submitted: 01-04-2017 02:48:21 PM

Official File Stamp: 01-04-2017 02:48:21 PM

Case Title: JENNY COMPTON

Invoice Case #: PD01-16-55555-1

Case Type: Attorney Invoice

Probate Court: Hartford Probate Court

Note: This invoice will be removed from eBilling on 07-03-2017

Document Name	View Document
Attorney Online Invoice : COM10417001	

Response:

Response Document Name	View Document
Receipt	recept.html
Attorney Online Invoice : COM10417001	generated.pdf

[Back](#)

Note: The information on the My Invoices and Invoice Status pages, including links to the file-stamped invoice or the receipt, will be removed after 180 days. The user can download a time-stamped copy after the invoice status changes to “Filed-Presented to Judge/PCA Staff.”

eBilling on an Existing Case

Note: This process is the same for all types of vendors.

Submitting an invoice on an existing case is similar to submitting an invoice on a new case. Regardless of the type of vendor, accessing existing case invoice submissions involves the same navigation and tools.

1. Click **Existing Case** on the home page or select **Invoices > Existing Case** from the menu bar on the top of any page. The “Existing Cases” page will appear.

Note: The first invoice on the case must be completed through payment for the case to appear on the existing cases list.

Figure 71: Existing Cases Navigation

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: Test Vendor

Home

- New Case Create a new case and submit your first invoice to it
- Existing Cases** Perform case actions: Submit an Invoice, Search for an Invoice Case, View Billing History
- My Invoices Check the status of your invoices
- Draft Invoices (6) Finish submitting an incomplete invoice
- Notifications (1) Review your Notifications

To navigate to the Existing Case page, from which the user can view a billing history, search for an Invoice Case, or begin the process of submitting a subsequent invoice, Click the Existing Cases button or select the Existing Cases link under the Invoices tab on the menu bar.

- To search for a specific case on which to submit an invoice, enter the case number (including probate district prefix), select the correct Probate Court from the drop-down, and click **Submit**.

Note: For Contract Conservators – The Contract Conservator case titles will be the vendor name; case number will be the probate district number and vendor number; case type will be Contract Conservator Invoice.

Figure 72: Existing Case Search

CONNECTICUT PROBATE COURTS

Home Invoices My Profile Log Out

Cases

Court: CONNECTICUT PROBATE COURTS

Case Number: PD01-16-66630-2 Probate Court: Hartford Probate Court Submit Invoice History

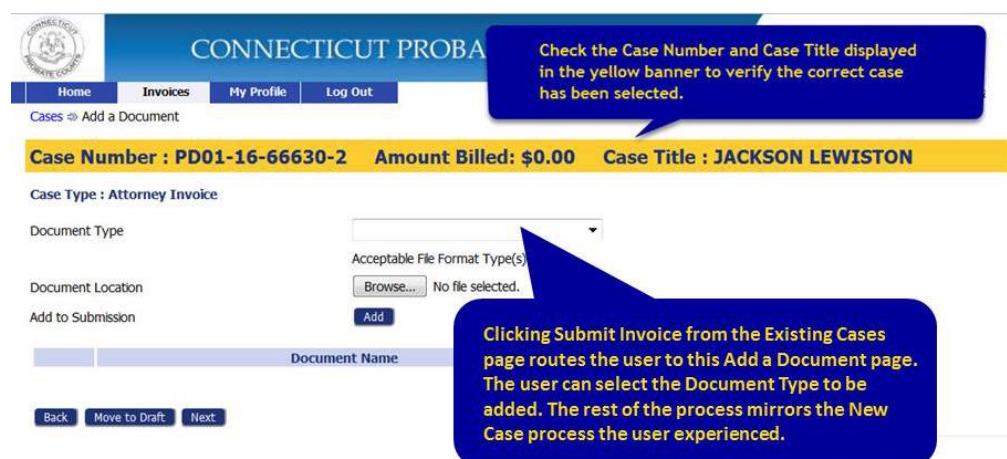
Ex: PD01-16-44402-1/PD01-0000014111

Search Cases

Use the search functionality by entering the case number, including punctuation, and selecting the correct court from the dropdown. Click Submit Invoice to begin the process of submitting subsequent invoices for the case, or click History to open the invoicing history for the case in a new browser tab.

☒ Show Active
 ☐ Show Inactive
 ☐ Show Both

Case Title	Case Number	Submit Invoice	Case Type	Judge	Probate Court	Inactive
JENNIFER BANKS	PD01-16-99993-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
MARIAH CONWAY	PD01-16-99802-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
LITA ROMERO	PD01-16-99330-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
MARTIN QUIGGLEY	PD01-16-95137-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
REGGIE THOMAS	PD01-16-73211-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
JACKSON LEWISTON	PD01-16-66630-2	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
WENDALL PETERSEN	PD01-16-66630-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
NELL WINTERS	PD01-16-63099-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
THOMAS KENNEDY	PD01-16-57002-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>

Figure 73: Yellow Banner on Existing Case "Add a Document" Page


CONNECTICUT PROBATE COURT

Home Invoices My Profile Log Out

Cases ➔ Add a Document

Case Number : PD01-16-66630-2 Amount Billed: \$0.00 Case Title : JACKSON LEWISTON

Case Type : Attorney Invoice

Document Type

Acceptable File Format Type(s)

Document Location

Browse... No file selected.

Add to Submission

Add

Document Name

Back Move to Draft Next

Check the Case Number and Case Title displayed in the yellow banner to verify the correct case has been selected.

Clicking Submit Invoice from the Existing Cases page routes the user to this Add a Document page. The user can select the Document Type to be added. The rest of the process mirrors the New Case process the user experienced.

3. The "Add a Document" page will display. An existing case will have the yellow banner with the case number and name displayed so the vendor can easily verify that he or she is submitting an invoice to the correct case.
4. From the "Add a Document" page, the vendor will select the document type and click **Add** to select the "Document Type" to be added to the submission. The rest of the process mirrors the New Case process.
5. To view the invoicing history on a specific case, enter the case number on the "Existing Case" page, select the correct Probate Court from the drop-down and click **History**. This will cause a new browser tab to open and the complete invoicing history to display.

Figure 74: Existing Case Search for Invoicing History

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out

Home ⇒ Cases

Cases

Court: CONNECTICUT PROBATE COURTS

Case Number	Probate Court	Submit Invoice	History
PD60-16-00005-1	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	Judge	Probate Court	Inactive
TIFFANY JONES	PD60-17-00004-1	Submit Invoice	Attorney Invoice		Hartford Regional Children's Probate Court	<input type="checkbox"/>
PAULY JONES	PD60-16-00005-1	Submit Invoice	Attorney Invoice		Hartford Regional Children's Probate Court	<input type="checkbox"/>
2017-02-24 09:42:00 AM Approved Attorney Online Invoice 2017-02-24 09:28:00 AM Fee Waiver Date 2017-02-24 09:28:00 AM Attorney Online Invoice						
PAUL LOGGER	PD38-16-00568-1	Submit Invoice	Attorney Invoice		New Haven Probate Court	<input type="checkbox"/>
MERYL BAXTER	PD38-16-00078-1	Submit Invoice	Attorney Invoice		New Haven Probate Court	<input type="checkbox"/>
TIMOTHY MELLOW	PD19-15-00037-1	Submit Invoice	Attorney Invoice		Region #19 Probate Court	<input type="checkbox"/>
ANITA NELSON	PD07-16-00001-1	Submit Invoice	Attorney Invoice		Valley Probate Court	<input type="checkbox"/>

Figure 75: Invoicing History from the "Existing Case" Page

CONNECTICUT PROBATE COURTS

PD01-16-99993-1 : JENNIFER BANKS
CONNECTICUT PROBATE COURTS - Hartford Probate Court

Case Number: PD01-16-99993-1
Case Type: Attorney Invoice
Opened: 01-11-2017
Status: Open
Amount: \$455.00

[Show/Hide Participants](#)

File Date	Case History
12-29-2016 04:11:00 PM	Approved Attorney Online Invoice - Modified
12-29-2016 04:09:00 PM	Attorney Online Invoice : KB122920164
12-29-2016 04:08:00 PM	Attorney Online Invoice : KB122920163
12-22-2016 02:38:00 PM	Approved Attorney Online Invoice - Modified
12-22-2016 02:19:00 PM	Attorney Online Invoice : KB122220161
12-08-2016 02:50:00 PM	Approved Attorney Online Invoice
12-08-2016 02:18:00 PM	Fee Waiver Date : 12/8/2016
12-08-2016 02:18:00 PM	Attorney Online Invoice : JBAN120816-1

Clicking the History button or the Case Number from the Existing Case page causes the case history to open in a new browser tab. Case information is displayed at the top of the screen. The user can click the "+" next to Show/Hide Participants to view participant information. To view the official, stamped document, click the document title in the Case History list.

- Vendors can also use the information on the "Existing Cases" table to access an invoicing history for a specific case or to begin the submission process for a new invoice on a specific case.

Figure 76: Cases Table - Hyperlinks and Column Sort Feature

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: Test Attorney

number of cases displayed per page: 50

Cases

Court: CONNECTICUT

Case Number

Hartford 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	Judge	Probate Court	Inactive
⊕ JANS YAKOV	PD38-16-99630-1	Submit Invoice	Attorney Invoice		New Haven Probate Court	<input type="checkbox"/>
⊕ JENNIFER BANKS	PD01-16-99993-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
⊕ MARIAH CONWAY	PD01-16-99802-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
⊕ LITA ROMERO	PD01-16-99330-1	Submit Invoice				
⊕ MARTIN QUIGGLEY	PD01-16-95137-1	Submit Invoice				
⊕ REGGIE THOMAS	PD01-16-73211-1	Submit Invoice				
⊕ JACKSON LEWISTON	PD01-16-66630-2	Submit Invoice				
⊕ WENDALL PETERSEN	PD01-16-66630-1	Submit Invoice				
⊕ NELL WINTERS	PD01-16-63099-1	Submit Invoice				
⊕ JENNIFER KENDRICKS	PD01-16-57002-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
⊕ JENNY COMPTON	PD01-16-55555-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>

The Cases page table displays cases to which the user has made a submission using the eBilling system. The column headers are ascending/descending sort features and the default sort is by Case Number.

Like the History and Submit Invoice buttons, the Case Number link and the Submit Invoice link found within the table respectively route the user to a Case History in a new browser tab or to the Add a Document page in the existing case invoice submission process.

7. **Optional:** Marking a case as “Inactive” applies to the table display on the “Cases” page only. The inactive categorization does not affect the status of the case at the court. Selecting a filter corresponding with inactive will show the organization of the “Cases” table as determined by the vendor.

Figure 77: "Cases" Table - Show Inactive Display

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: Test Attorney

Cases Number of cases displayed per page: 50

Court: CONNECTICUT PROBATE COURTS

Case Number: [Dropdown: Hartford Probate Court] History

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

Search Cases

☐ Show Active
 ☒ Show Inactive
 ☐ Show Both

Case Title	Case Number	Submit Invoice	Case Type	Judge	Probate Court	Inactive
JANS YAKOV	PD38-16-99630-1	Submit Invoice	Attorney Invoice		New Haven Probate Court	<input checked="" type="checkbox"/>
PAIGE JONES	PD01-16-95000-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>
FANNIE SPAGNOLLA	PD01-16-93302-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>
HILLARY GAINES	PD01-16-88899-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>
LAURIE SIMPSON	PD01-16-85999-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>
NATALIE WOSOWSKI	PD01-16-66633-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>
FELIX RAMIREZ	PD01-16-58999-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>

8. **Optional:** Clicking the **Expansion Link (+)** to the left of a case listing also opens a view of all the documents submitted to the case to date. The document listings are hyperlinks to the recorded, finalized invoices.

Figure 78: "Cases" Table - Expansion Link

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out user: Test Attorney

Cases Number of cases displayed per page: 50

Court: CONNECTICUT PROBATE COURTS

Case Number: [] Case Title: [] Case Type: [] Judge: [] Probate Court: []

Ex: PD01-16-44402-1/PD01-0000014

Search Cases

☐ Show Active ☐ Show Inactive ☒ Show Both

Case Title	Case Number	Submit Invoice	Case Type	Judge	Probate Court	Inactive
INS YAKOV	PD38-16-99630-1	Submit Invoice	Attorney Invoice		New Haven Probate Court	<input checked="" type="checkbox"/>
JENNIFER BANKS	PD01-16-99993-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
2016-12-29 04:11:00 PM Approved Attorney Online Invoice – Modified 2016-12-29 04:09:00 PM Attorney Online Invoice 2016-12-29 04:08:00 PM Attorney Online Invoice 2016-12-22 02:38:00 PM Approved Attorney Online Invoice – Modified 2016-12-22 02:19:00 PM Attorney Online Invoice 2016-12-08 02:50:00 PM Approved Attorney Online Invoice 2016-12-08 02:18:00 PM Fee Waiver Date 2016-12-08 02:18:00 PM Attorney Online Invoice						
MARIAH CONWAY	PD01-16-99802-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
LITA ROMERO	PD01-16-99330-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
MARTIN QUIGGLE	PD01-16-95137-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input type="checkbox"/>
PAIGE JONES	PD01-16-95000-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>
FANNIE SPAGNOLLA	PD01-16-93302-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>
HILLARY GAINES	PD01-16-88899-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>
LAURIE SIMPSON	PD01-16-85999-1	Submit Invoice	Attorney Invoice		Hartford Probate Court	<input checked="" type="checkbox"/>

Draft Submissions

When a new invoice is created, eBilling records data each time the user advances to the next screen, including any document data that has been loaded. Generally, the automatic save feature is activated at the "Add a Document" page. The user can also perform a manual save by clicking **Save to Draft** on the "Invoice Initiation" page. Additionally, the user can click **Move to Draft** on the "Add a Document" page or the "Review and Approve Invoice" page. The user can continue the submission process by picking up the submission from the "Draft Invoice" page. Each time the user logs out, he or she will be notified if there are any partially completed submissions.

1. Click the **Draft Invoices** button or select **Invoices > Draft Invoices** on the menu bar to see a list of partially completed submissions.

Figure 79: Draft Invoice Navigation

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out

Home New Case Existing Case

New Case My Invoices and submit your first invoice to it

Existing Case **Draft Invoices** (6) Finish submitting an incomplete invoice

My Invoices Check the status of my invoices

Notifications (1) Review your Notifications

To navigate to the Draft Invoices page, from which a user can continue with an invoice submission started previously, click the Draft Invoices button or select Draft Invoices from the Invoices tab on the menu bar.

The number to the right of the Draft Invoices button indicates the number of partially finished submissions waiting in draft.

The Draft Invoices navigation and functionality covered in this section is the same for all users.

- Click the **Description** hyperlink to return to the “Add a Document” page of the selected submission.

Figure 80: List of Draft Invoices with Hyperlinks

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out

Home » Draft Invoices

Draft Invoices

Delete

Submission ID	Invoice #	Invoice Case #	Case Title	Description	Create Date	Probate Court	Days Until Deletion
1890	14598		DUSTIN SORENSON	Attorney Invoice	01-10-2017 02:53:41 PM	560	179
1842			MARINA LOGAN	Attorney Invoice	01-09-2017 01:57:28 PM	Hartford Probate Court	178
1720	19335	PD01-16-50505-1	HENRIETTA ROMANOWSKI	Attorney Invoice	12-29-2016 10:22:05 AM	Hartford Probate Court	167
1719			TOM JOHNS	Attorney Invoice	12-29-2016 09:58:05 AM	Hartford Probate Court	167
1706	43556		JAMES JONES	Attorney Invoice	12-27-2016 03:41:16 PM	Hartford Probate Court	165
				Attorney Invoice	12-22-2016 02:46:14 PM	Hartford Probate Court	160

Like all eBilling tables, the column headers on the Draft Invoice table are ascending/descending sort features. By default, the table is sorted by Create Date.

Click the Description link to be routed to the Add a Document page, where the user can both edit previously added information and can move forward to submit the invoice to the court.

- On the “Add a Document” page, verify the case number and title in the yellow banner across the top of the screen. Once the case has been verified, continue with the submission as described in the “Case Initiation” section pertaining to the appropriate vendor role.

Figure 81: "Add a Document" Page from Draft Invoices

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out

Home » Draft Invoices » Add a Document

Probate Case Number : PD01-16-02110 Case Title

Case Type : Attorney Invoice

Document Type

Acceptable File Format Type(s) (*.pdf)

Document Location No file selected.

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
Case Data			0.01 MB	

Back Move to Draft Next

Clicking the Edit Data icon allows the user to view or modify case or party information that has been previously added.

- To delete draft invoices no longer needed, select the draft invoice to be deleted by clicking on the checkbox to the left of the listing. Click the **Delete** button.
- A warning dialog box will pop up. Click **OK** when asked to proceed with the deletion.

Figure 82: Deleting a Draft Invoice

CONNECTICUT PROBATE COURTS eBilling

Home Invoices My Profile Log Out

Home » Draft Invoices

Draft Invoices

Use the checkboxes to select Draft Invoices to be deleted. Click the Delete button.

2 Invoices selected for deletion

Delete?

A warning will popup, asking the user to verify the action. Deleting a Draft Invoice is a permanent action. No recovery of information is possible after the draft is deleted.

Submission ID	Case Number	Case Title	Case Type	Probate Court	Days Until Deletion
<input type="checkbox"/>	3072		Attorney Invoice		179
<input type="checkbox"/>	3064	STAN CROWN	Attorney Invoice		178
<input checked="" type="checkbox"/>	3063	STAN CROWN	Attorney Invoice		178
<input type="checkbox"/>	2982	wa031517 PD38-16-100WA-1 WALLACE ASHWORTH	Attorney Invoice		165
<input type="checkbox"/>	2193	347 PD60-17-0004-1 JACKSON MICHAELS	Attorney Invoice		111
<input checked="" type="checkbox"/>	2192	346 PD60-17-0004-1 JACKSON MICHAELS	Attorney Invoice		111
<input type="checkbox"/>	2171	123456 SAM HOUSTON	Attorney Invoice		
<input type="checkbox"/>	2158	JH011317 PD38-15-95811-1 JANIS HOOPER	Attorney Invoice		
<input type="checkbox"/>	1947	JEW3323 PD01-16-66630-2 JACKSON LEWISTON	Attorney Invoice		
<input type="checkbox"/>	1890	14598 DUSTIN SORENSON	Attorney Invoice		