



THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

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THE GARDEN STATE



GREAT DESTINATIONS



RICH IN HISTORY



SHORE TO PLEASE



DISCOVERY




In This Month of
NJ History



June 24, 1664
A new colony named "New Jersey" is established by the Duke of York.

June 28, 1778
The legend of Molly Pitcher is born when an American army wife at the Battle of Monmouth is seen firing a cannon at the British enemy.

[More](#)

 **Honor NJ
Fallen Heroes**

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[New Jersey Sells One Winning \\$200,000 Ticket as Powerball Rolls to \\$78 Million](#)



[Commissioner Tells Assembly New Jersey is Safe from Oil Spill Effects this Summer](#)



[\\$5 Million More Reasons to Play Pick 6 Lotto](#)

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Spotlight

The Census Bureau will begin making door-to-door follow-up visits in your community on May 1, 2010 to ensure everyone is counted.



Your Local Weather

Pick from the list below to check the latest weather condition.

[Trenton, NJ](#)

Road Conditions



[Real Time
Traffic](#)



[Traffic
Cameras](#)



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Create Your myNewJersey Account

To personalize your New Jersey web pages, or to use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are **required**):

Log On ID

Password

Retype your password

First name

Last name

Question you want us to ask

Your answer

Email address

Retype your email address

If you forget your password in the future, the system will ask you the question you enter at left. If the answer you give then matches the answer you enter now, the system will send your password to the email address you provide here.

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

Create myNewJersey Account

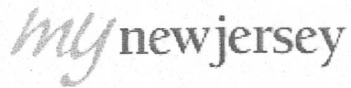


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Log On to My New Jersey

Log On ID:

Password:

Log On

Sign Up to Become a Member

Forgot your password?

Help



THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

[Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

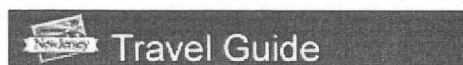
[myNJ Home](#) [myNJ Business](#) [myNewJersey](#)

Welcome Melissa Hensel [logout](#) | [change profile](#) | [enter authorization code](#) | [choose start page](#) | [content](#) | [layout](#) | [help](#)

Premier E-Business Services  

New Jersey Events

If you own a business or represent one in dealings with New Jersey state government, [Sign up for Premier E-Business Services](#)



[Locate Events](#) | [Travel & Tourism Home](#) | [Add an Event](#)



myNJ.earthWatch 

[View NWS weather for:](#)
08625

Air Quality: [Central Delaware Valley](#)

Current: **Forecast:**
Good **n/a**

Pensions and Benefits  

**Pension and Benefits
Information Connection**



Click the button below to access pensions and benefits information:

[MBOS and EPIC](#)

Treasury Links  

**Office of Workforce
Initiatives and
Development**

[HRDI eLearning](#)

Role Manager  

[Search / Update](#)

[Invite a Client](#)

[Send Mail to Clients](#)



THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

Enter Your myNewJersey Authorization Information

1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the *myNewJersey* portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your *myNewJersey* desktop includes the content for your new role.

Enter your authorization code:

Finished

Cancel

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Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs

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[Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

[myNJ Home](#) [myNJ Business](#) [myNewJersey](#)

Welcome Melissa Hensel [logout](#) | [change profile](#) | [enter authorization code](#) | [choose start page](#) | [content](#) | [layout](#) | [help](#)

Premier E-Business Services  

If you own a business or represent one in dealings with New Jersey state government, [Sign up for Premier E-Business Services](#)

New Jersey Events



[Locate Events](#) | [Travel & Tourism Home](#) | [Add an Event](#)



myNJ.earthWatch 

View NWS weather for:
08625

Air Quality: [Central Delaware Valley](#)

Current: **Forecast:**
Good **n/a**

Pensions and Benefits  

**Pension and Benefits
Information Connection**



Click the button below to access pensions and benefits information:

[MBOS and EPIC](#)

NJLPS Applications  

[OPD Case Management System](#)

[OPD Pool Attorney Case Management System](#)



Treasury Links  

**Office of Workforce
Initiatives and
Development**

[HRDI eLearning](#)

Role Manager  

[Search / Update](#)


[Invite a Client](#)

[Send Mail to Clients](#)

LOG INTO THE POOL ATTORNEY APPLICATION

Follow the instructions that have been sent to you via e-mail to create a New Jersey Portal account and for entering your authorization code. You may also use an existing account to access the Pool Attorney Time and Expenses System.


At the *Login* screen, enter the login id and password that have been assigned to you. These will be different from the ones used to login to the MyNewJersey portal:



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Portal



Login

Login ID

Password

Login

[Reset password](#)

After you have logged into the system, you may change the password

The first time you login, you will be asked to enter a secret question and answer that may be used to reset your password if you should forget it.

VERIFY YOUR CONTACT INFORMATION

After logging into the system, you will see the *Attorney Information* screen. This is presented every time you login:



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses



Attorney Information

Pool Attorney Use

Vendor ID:
(Federal ID or SSN)

Name:

Address 1:

Address 2:

City: State: Zip Code:

Phone: Fax: Cell:

E-mail:

If your address has changed, please notify the Office of the Public Defender by calling Roseann D'Errico at 609-984-4022.

For official use only by OPD:

Vendor ID: 99999999900 Contract Compliance (Active or Inactive): **Active**

If your Contract Compliance is inactive, please notify the Office of the Public Defender by calling Maryann Marrazzo at 609-984-4021.

Submit

Cancel

Please verify your phone, fax and cell numbers, and your e-mail address. The phone and e-mail fields are required. If any of the other information is incorrect, please contact the appropriate person at the Office of the Public Defender to have them make these corrections for you.

ABOUT THE NJ PORTAL

The following message is displayed after you have verified your contact information:

The New Jersey portal environment places the following constraints on your session:

- 1) The portal will automatically log you out after ½ hour of inactivity.*
- 2) The portal will automatically log you out after 2 hours, regardless of activity.*

If you should see a message that instructs you to contact the administrator, it simply means that you have exceeded these time constraints. If this happens, please log into the NJ portal again and re-start the pool attorney application.

This means that you should make a note of the time that you first log into the **portal** (not the Pool Attorney System), as these times are tracked by the MyNewJersey portal. This applies to anybody who is logged into the portal, not just users of applications like the Pool Attorney System.

When using the system, try to avoid walking away from your computer while you are in the middle of entering data on the time, expense or disposition screens. If you are kept away from your computer for an unexpectedly long time (over half an hour), your session will be terminated by the NJ Portal, and you may need to re-enter some of your information.

If you are logged into the Portal for more than two hours, your session will also be terminated, and you will need to log back in to continue.

ENTERING A CASE NUMBER AND SELECTING A PROGRAM OPTION

The *Enter Case Number* screen is designed to allow you to enter the case that you want to work with, and then select one of the following six options, which are broken down into 3 steps:

STEP 1: Enter your hours and expenses

- **Enter hours on timesheet** – An on-screen timesheet allows you to enter the billable hours that you have spent working on each of your cases.
- **Enter expenses** – An on-screen expense ledger allows you to enter your reimbursable expenses.


STEP 2: Generate voucher(s) and disposition

- **Generate voucher / timesheet** – If you have any unbilled hours or expenses, this option allows you to create a voucher that may be printed and sent to the Office of the Public Defender.
- **Generate disposition sheet** – A disposition screen may be created and printed for most cases.

STEP 3: Reprint voucher(s) and display billing summary as needed

- **Reprint voucher(s)** – Any voucher that you have previously created may be re-printed.
- **Display billing summary** – All previously recorded (billed) hours and expenses are displayed on-screen.


Here is the *Enter Case Number* screen:



The State of New Jersey - Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses



Enter Case Number

Mike Lavdas
Session ID# 234

Enter case number and select the desired option:

STEP 1: Enter your hours and expenses

[Enter hours on timesheet](#)

[Enter expenses on voucher](#)

STEP 2: Generate voucher(s) and disposition

[Generate voucher/timesheet](#)

[Generate disposition sheet](#)

STEP 3: Reprint voucher(s) and display billing summary as needed

[Reprint voucher\(s\)](#)

[Display billing summary](#)

[Logout](#)

[Change password](#)

To work with a case, simply enter the case number in the textbox and click on the desired option. You may also click on the case number hyperlink, which will show a list of all of your cases that are in the system. You may then click on one of those cases, and you will be returned to this screen with that case number typed in the textbox for you:



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses


**Select Case**

Select desired case, or cancel.
Cases in GREEN are provided for testing purposes

	CASE #	CLIENT
1	<u>1000000101</u>	TEST CLIENT
2	<u>1000000192</u>	TEST CLIENT
3	<u>1000001239</u>	TEST CLIENT
4	<u>1001520001</u>	TEST CLIENT
5	<u>1003283441</u>	TEST CLIENT

[Top of Page](#)

Click on case number **1000000009**...




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Case Management System

Pool Attorney Time and Expenses


Select Case



Select desired case, or cancel.

1000000009 1002090481 1003631165

and case number **1000000009** appears automatically in the textbox.




The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses

Enter Case Number



Mike Lavdas
Session ID# 234

Enter case number and select the desired option: 1000000009

STEP 1: Enter your hours and expenses

Enter hours on timesheet

Enter expenses on voucher

STEP 2: Generate voucher(s) and disposition

Generate voucher/timesheet

Generate disposition sheet

STEP 3: Reprint voucher(s) and display billing summary as needed

Reprint voucher(s)


Display billing summary

Logout

Change password

Once you have entered a case number, you are ready to begin entering time and expenses. When a case is completed (or sooner, if you are going to submit an interim bill), you can generate a voucher. When you are ready, you may generate a disposition sheet for a case. Dispositions are currently available for Adult and Juvenile Trial cases, OPR (Office of Parental Representation), Law Guardian, and ISP (Intensive Supervision Program).


Clicking on the **"Enter hours on timesheet"** button displays the following screen:



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Case Management System

Pool Attorney Time and Expenses



Enter Hours

Mike Lavdas

Case #	1000000009	Division:	TRIAL	Region:	MONMOUTH
Client Name:	DOE, JOHN				
Address:	9999 MAIN ST, FREEHOLD, NJ				
Case Type:	ADULT	SSN:	999-99-9999	DOB:	01/01/1980

Current Hours

#	Date of service (mm/dd/yyyy)	In-court hours	Out-court hours	Nature of work	
		0.0	0.0	*SELECT*	Clear
New line					

Submit
Cancel

Previously Recorded

Date of service	In-court hours	Out-court hours	Nature of work
Top			

This screen is broken down into three sections. The top of the screen displays information about the client and the case. The middle of the screen displays and accepts entry of current hours, that is, hours that are pending to be billed. The bottom of the screen shows previously recorded hours (hours that have been billed for this case in a prior bill).

Current hours are entered by typing in the date services were rendered, selecting the in-court and/or out-court hours, and selecting the nature of the work performed for this client. Click the **"New Line"** button to enter additional lines of expenses.



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses



Enter Hours

Mike Lavdas

Case #	1000000009	Division:	TRIAL	Region:	MONMOUTH
Client Name:	DOE, JOHN				
Address:	9999 MAIN ST, FREEHOLD, NJ				
Case Type:	ADULT	SSN:	999-99-9999	DOB:	01/01/1980

Current Hours					
#:	Date of service (mm/dd/yyyy)	In-court hours	Out-court hours	Nature of work	
1	7/1/2009	0.0	1.0	Open file	Clear
2	7/5/2009	0.0	0.5	Meeting with client	Clear
3	7/10/2009	1.0	0.0	Meeting with Judge and Prosecutor	Clear
		0.0	0.0	* SELECT *	Clear
New line					

Previously Recorded			
Date of service	In-court hours	Out-court hours	Nature of work

[Top](#)

After entering your time, you click on the **“Submit”** button to save your changes, or click the **“Cancel”** button to return to the previous screen without saving your changes.

When you submit your changes, the following screen gives you the opportunity to verify your changes:



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses



Verify Hours

Mike Lavdas

Case #	1000000009	Division:	TRIAL	Region:	MONMOUTH
Client Name:	DOE, JOHN				
Address:	9999 MAIN ST, FREEHOLD, NJ				
Case Type:	ADULT	SSN:	999-99-9999	DOB:	01/01/1980

Verify Current Hours			
Date of service	In-court hours	Out-court hours	Nature of work
7/1/2009	0.0	1.0	Open file
7/5/2009	0.0	0.5	Meeting with client
7/10/2009	1.0	0.0	Meeting with Judge and Prosecutor

Submit	Modify	Cancel current entries
--------	--------	------------------------

Clicking **"Submit"** saves your changes, clicking **"Modify"** returns you to the previous screen where you can further modify your changes, and **"Cancel current entries"** cancels the editing operation and returns you to the *Enter Case Number* screen.

After you have saved your changes, clicking **"Enter expenses on voucher"** displays the following screen:



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses

**Enter Case Number****Melissa Hensel**

Session ID# 6092

Enter case number and select the desired option:**STEP 1: Enter your hours and expenses****Enter hours on timesheet****Enter expenses on voucher****STEP 2: Generate voucher(s) and disposition****Generate voucher/timesheet****Generate disposition sheet****STEP 3: Reprint voucher(s) and display billing summary as needed****Reprint voucher(s)****Display billing summary****Logout**[Change password](#)[Help \(Print manual\)](#)



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses



Enter Expenses

Mike Lavdas

Case #	1000000009	Division:	TRIAL	Region:	MONMOUTH		
Client Name:	DOE, JOHN						
Address:	9999 MAIN ST, FREEHOLD, NJ						
Case Type:	ADULT	SSN:	999-99-9999	DOB:	01/01/1980		
Current Expenses							
#	Date (mm/dd/yyyy)	Description	Quantity	Unit	Unit Price	Line Total	
1	7/1/2009	Phone calls with receipt	1	Each	2.95	\$2.95	Clear
		* SELECT *		* SELECT *			Clear
New line							
<div>Submit</div> <div>Cancel</div>							
Previously Recorded							
Date	Description	Quantity	Unit	Unit Price	Line Total		
Top							

The *Enter Expenses* screen works the same way as the *Enter Hours* screen. Enter the date, description unit and unit price for each line item. Click the **"New Line"** button to enter additional lines of expenses. When you are finished, click **"Submit"** to verify your entries:



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses



Verify Expenses

Mike Lavdas

Case #	1000000009	Division:	TRIAL	Region:	MONMOUTH
Client Name:	DOE, JOHN				
Address:	9999 MAIN ST, FREEHOLD, NJ				
Case Type:	ADULT	SSN:	999-99-9999	DOB:	01/01/1980
Verify Current Expenses					
Date	Description	Quantity	Unit	Unit Price	Line Total
7/1/2009	Phone calls with receipt	1	Each	\$2.95	\$2.95
<div>Submit Modify Cancel current entries</div>					

Click **"Submit"** to save your expenses.

When you are ready, you may create a vendor invoice by clicking **"Generate voucher / timesheet"**. This screen summarizes all unbilled activity:



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Case Management System

Pool Attorney Time and Expenses

**Enter Case Number**Melissa Hensel
Session ID# 6092Enter case number and select the desired option:**STEP 1: Enter your hours and expenses**[Enter hours on timesheet](#)[Enter expenses on voucher](#)**STEP 2: Generate voucher(s) and disposition**[Generate voucher/timesheet](#)[Generate disposition sheet](#)**STEP 3: Reprint voucher(s) and display billing summary as needed**[Reprint voucher\(s\)](#)[Display billing summary](#)[Logout](#)[Change password](#)[Help \(Print manual\)](#)



The State of New Jersey • Office of the Public Defender

Case Management System

Pool Attorney Time and Expenses



Summary of Activity (Vendor Invoice)

Mike Lavdas

Case #	1000000009	Division:	TRIAL	Region:	MONMOUTH
Client Name:	DOE, JOHN				
Address:	9999 MAIN ST, FREEHOLD, NJ				
Case Type:	ADULT	SSN:	999-99-9999	DOB:	01/01/1980

Current Hours			
Date of service	In-court hours	Out-court hours	Nature of work
7/1/2009	0.0	1.0	Open file
7/5/2009	0.0	0.5	Meeting with client
7/10/2009	1.0	0.0	Meeting with Judge and Prosecutor

Current Expenses					
Date	Description	Quantity	Unit	Unit Price	Line Total
7/1/2009	Phone calls with receipt	1	Each	\$2.95	\$2.95

Is this your final entry for this case? YES ☒ NO ☐

* Check 'NO' only if you are authorized to submit an interim bill for this case

[Generate voucher/timesheet](#) [Cancel](#)

By default, the system assumes you are creating a final bill. If you are creating an interim bill, check "No" instead. Click "**Generate voucher/timesheet**" to create your voucher:

You are now given the opportunity to print your voucher:



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Case Management System

Pool Attorney Time and Expenses



Print Voucher/Timesheet

Mike Lavdas
Case # 1000000020

Select the voucher that you would like to print:

Print ID#	Date Created	
65	10/2/2009 4:05:00 PM	Print

[Back](#)

Click on the **"Print"** button to print the voucher immediately. If you click [Back](#), you may print this voucher, (or any other if you have generated any interim bills), any time you want in the future by clicking **"Reprint Voucher(s)"** on the *Enter Case Number* screen.

Clicking **"Print"** gives you the opportunity to enter some additional information about your voucher:



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Case Management System

Pool Attorney Time and Expenses



Enter Voucher Information

Melissa Hensel
Case # 1003355330
Print ID #1372

	STATE OF NEW JERSEY PAYMENT VOUCHER (Vendor Invoice)		DOCUMENT						BATCH						ACT PER	FY
			TC		AGY		NUMBER		TC		AGY		NUMBER			
	PO #	PV DATE	PP START			SCHED PAY			CHK CAT	OFF LIAB	F A	RF TY	CK FL	(A) VENDOR (PAYEE) ID NUMBER		
			MO	DY	YR	MO	DY	YR								
CONTRACT NO	AGENCY REF		BUYER						(B) TERMS						(C) TOTAL AMOUNT	
															\$120.00	
ADDITIONAL CASES (specify any cases that are to be associated with the case you are billing):																
Internal Billing Number:																
(D) PAYEE NAME AND ADDRESS:									(E) Send completed form and original file to:							
Melissa Hensel 345 Warren St Trenton, NJ 08625									ESSEX ADULT (PD) Name: Office of the Public Defender Addr1: 31 Clinton Street Addr2: P. O. Box 46010 City: Newark, State: NJ Zip: 07102							
(D) PAYEE DECLARATIONS																
<p>I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.</p> <p style="text-align: center;">→ →</p> <p style="text-align: right;">*** Print voucher and sign *** PAYEE SIGNATURE _____ PAYEE TITLE _____ 6/21/2010 BILLING DATE</p>																

Print

Cancel



STATE OF NEW JERSEY
**PAYMENT
VOUCHER**
(Vendor Invoice)

DOCUMENT BATCH
TC AGY NUMBER TC AGY NUMBER

ACT PER FY

Print

PO # 556689-4 PV DATE PP START SCHED PAY CHK OFF F RF CK (A) VENDOR (PAYEE)
MO DY YR MO DY YR CAT LIAB A TY FL ID NUMBER
9999999900

CONTRACT NO AGENCY REF BUYER (B) TERMS (C) TOTAL AMOUNT
NET 30 DAYS \$216.25

(D) PAYEE NAME AND ADDRESS:

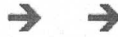
Mike Lavdas
PO Box 2203
Bristol, PA 19007

(E) SEND COMPLETED FORM TO:

Office of the Public Defender
25 Market Street
2nd Floor North Wing
Trenton, NJ 08625

(D) PAYEE DECLARATIONS

I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT
IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR
SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT
NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF
SAID DOCUMENT.



PAYEE SIGNATURE

6/23/2009

PAYEE TITLE

BILLING DATE

REFERENCE (G) PAYEE REFERENCE
CO AGY NUMBER LINE
RO# 1000000009 JOHN DOE (FINAL BILL)

ITEM NO	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	IN COURT HOURS	2.0	HRS	60.00	120.00
	OUT COURT HOURS	1.7	HRS	50.00	85.00
	EXPENSES	1.0	ALL	11.25	11.25

TOTAL \$216.25

CERTIFICATION BY RECEIVING AGENCY: I certify that the above
articles have been received or services rendered as stated herein.

CERTIFICATION BY APPROVAL OFFICER: I certify that this payment
voucher is correct and just, and payment is approved.

Signature

Signature

Title

Date

Title

Date

Click on the **"Print"** button to print the voucher on your printer.

Vouchers may be reprinted by clicking **"Reprint voucher(s)"** from the *Enter Case Number* screen. You may also display a billing summary for any case that has been previously billed by clicking **"Display billing summary"**.

A disposition sheet may be created for most cases by clicking **“Generate disposition sheet”**. The disposition sheet is accessible at any time, regardless of whether or not the case has been billed. On the following page is a sample Adult disposition sheet:



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Case Management System

Pool Attorney Time and Expenses

**Enter Case Number**Melissa Hensel
Session ID# 6079Enter case number and select the desired option:**STEP 1: Enter your hours and expenses**

Enter hours on timesheet

Enter expenses on voucher

STEP 2: Generate voucher(s) and disposition

Generate voucher/timesheet

Generate disposition sheet

STEP 3: Reprint voucher(s) and display billing summary as needed

Reprint voucher(s)

Display billing summary

Logout

[Change password](#)[Help \(Print manual\)](#)

Click "**Submit**" to save your changes and print the disposition. Click "**Cancel**" to cancel any editing changes you made since opening the disposition.

In order to receive payment, you must send or deliver the following items to the Deputy Public Defender in the OPD office from which you received the file:

- The complete case file;
- The signed Payment Voucher that you printed from PATS;
- The Trial Disposition Form that you printed from PATS;
- The Checklist on Use of Expert; and
- Receipts for any expenses listed on your voucher.