

Using eClaims Memorandum

TO: Panel Attorney

RE: UserName and Password for Using eClaims Program at CCAP

Update: Compensation claims moving to all-electronic after February 25, 2015

As of February 25th, all new originating claims will be via the eClaims system. The important exception will be for cases in which a paper claim has already been submitted. All subsequent claims in such cases must also be manually submitted on paper. In other words, a final claim cannot be submitted in eClaims format if the interim claim was a manually submitted paper claim; all claims in any one case must use the same format for the automatic math calculations to work.

Welcome to eClaims at CCAP!

You may submit your Third and Fifth District compensation claims electronically, via the Internet. By using the eClaims link on the CCAP web site, you may submit either an interim or a final claim, *but only for cases in which no paper claim has yet been submitted*. In other words, *all* claims in any particular case must be in the same format, either electronic (in eClaims) or in hardcopy form (mailed to CCAP). If you have previously submitted eClaims at another project, this is the same program, so you already know how to use it.

NOTE: The site was designed for use with Internet Explorer 5.5 or above or Firefox 1.01 or higher. If you attempt to use another browser, some functionality may work improperly or not at all. Read the eClaims homepage for more tips.

How to Access eClaims

To start creating your first CCAP eClaim, you will to wait until you have received your first CCAP appointed case. Then contact one of the CCAP eClaims administrators for a temporary password:

Kim Parris: Kparris@capcentral.org, or

Lisa Eger: Leger@capcentral.org

To Access the eClaims Program

Login to CCAP's web site: www.capcentral.org When you pass the mouse cursor over the Claims menu item on the homepage, a submenu appears. Click on eClaims external link. At the login screen, type your login name (which is your State Bar number) and the temporary password you received from the CCAP eClaims administrator (see immediately preceding paragraph). Next choose CCAP for Project, and click on Login. You will be asked at that point to create a private and permanent password. If you are presently using a password to access eClaims at a different project, you may create and use that same password. Here are the rules for permanent passwords:

1. Use 8 characters or more, without spaces.
2. Among those 8 or more characters, use:
 - upper case letters *and*
 - lower case letters *and*
 - at least one number.

(For example: DAFFYdog123)

Save your new password in a safe and secure place.

Creating a New eClaim

Now you are ready to begin creating your first eClaim. First, please read all the instructions on the eClaims home page. Then click on **Claims** on the blue menu bar at the top of the screen. You must first locate the case by case number; enter the number, including the capital letter prefix, and click on **Begin Search**. (Hint: if you login for another project, you will not be able to crossover and find a different project's case; you need to logout and login selecting the project associated with the right court/case number. Think of different projects as having different access portals.) The next screen, **Locate Claims - Results**, will indicate that no such claim has been found. That's because you have not yet created the claim. Insert the case number at the end of the line that begins **Create new . . .**, and click on **Interim** or **Final** (making sure your designation of "interim" or "final" is correct so that you won't have to start over and re-enter all the information). This brings you to the **Compensation Claims Checklist** page, where you can access 12 step-by-step-data-entry pages, with the 13th step for printing the claim for your own records and submitting it to us electronically.

I hope that you'll be happy with how much of the data is already filled in for you. Please review that data, checking to make sure that it is all correct before submitting the claim.

For your first few eClaims, please read *all* of the instructions contained on the various pages carefully. The program should be relatively self-explanatory. However, if you have any questions about your eClaim, please call Lisa Eger or Kim Parris (916/441-3792) or email either one (Leger@capcentral.org or Kparris@capcentral.org). If you have questions or suggestions related to the eClaims program itself, you may call Jay Kohorn, Assistant Director at CAP/LA (213/243-0323) or email him (Jay@LACap.com).

One of the best features of eClaims is that it gives you the ability to begin a claim and then log in and out many times, taking as much time as you'd like to complete it. You can also inspect your old claims and see the project's compensation recommendations in each claim, along with the date the recommendations were sent to the AOC. To edit or examine a claim that has already been started, click on the **Examine** button to the right of the claim listing on the **Locate Claims - Results** page.

Please remember, all claims are *cumulative*. This means that if you had 1.0 hour for "communications" in the Interim Claim, and you are now preparing a Final Claim with an additional 1.5 hours, your Final Claim for "communications" must be the full 2.5 hours (interim + final). (It's the same for a paper claim.)

Do I Have to Use eClaims?

Yes. The important exception will be for cases in which a paper claim has already been submitted. All subsequent claims in such cases must also be manually submitted on paper. In other words, a final claim cannot be submitted in eClaims format if the interim claim was a manually submitted paper claim; all claims in any one case must use the same format for the automatic math calculations to work..

Enjoy eClaims!