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MEMORANDUM

TO: All California Court of Appeal Panel Attorneys
FROM: Jay M. Kohorn, Assistant Director, CAP/LA
DATE: January 1, 2007 (Update)
RE: eClaims - Beginning Instructions

You may submit your compensation claims, both interim and final, through the **eClaims** link on the Web site of *any* of the appellate projects, **but only for cases in which no paper claim has yet been submitted**. All claims in any particular case must be in the same format, either electronic (in **eClaims**) or in hard copy form.

Your internet browser version is an important factor. **eClaims** has been tested with Internet Explorer (IE) 5.5 or above for Windows machines, the most recent version of IE for Macs, and Firefox (which can be used on either platform). We have found that when IE or Firefox send out automatic updates, some screen display inconsistencies may occur. These can usually be corrected by adjusting the browser's display settings under the *Tools/Options* menu.

To access the **eClaims** program from a project's Web site, pass the mouse-cursor over the **Claims** menu item at the top of the screen. On the submenu that appears, click on **eClaims Login**. At the login screen, type your login name (which is your State Bar number) and your temporary password (**which you must get from me**). Then choose the appropriate project, and click on **Login**. You will be asked at that point to create your own permanent password. Here are the rules for permanent passwords:

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

(For example: DAFFYdog123 is a valid password)

IMPORTANT: Please save the password you have created in a safe, secure place, and a place you will remember! **You may create the same password for all of the projects.** The password is case sensitive, so if you try later to re-enter eClaims when your *Caps Lock* key is engaged, the program will not recognize who you are..

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Now you are ready to begin your first **eClaim**. Please read the *eClaims Home Page* instructions completely. When you are done reading, click on **Claims** on the menu bar at the top of the page, which takes you to the *Locate/Create Claims* page. The program asks for a District Court of Appeal number (DCA No.). Enter the number beginning with the capital letter prefix, and hit the **Enter** key on the keyboard (or click on the *Begin Search* button).

Since you have not yet started the claim, the next screen, *Locate Claims - Results*, will indicate that no such claim has been found. Check to make sure the case number at the end of the line that begins “**Create new . . .**” is the correct one, and then click on *Interim* or *Final*. But be careful; if you click on the wrong choice, you will have to delete the claim and start over later. There is no way to convert an interim into a final or vice versa.

This brings you to the *Compensation Claims Checklist* for your case. This is the heart of the program, where you can access 12 short data-entry pages, with a 13th step for printing the claim to keep with your own records (as required by law) and submitting it to the project electronically.

I hope that you’ll be happy with how much of the data is already filled in for you. Please check 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 claims, please feel free to call or email the claims processor at the project. If you have questions or suggestions related to the **eClaims** program itself, you may contact me directly by telephone (213/243-0323) or email (jay@lcap.com).

One of the best features of **eClaims** is that it give you the ability to begin a claim and then log out and back in any number of times over any length of time to complete it. You may also inspect your old claims to see the project’s recommendations in each case, 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*. That means that if you listed 1 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 show the full 2.5 hours. If you have questions about that, let us know. Paper claims have always worked that way.

Good luck, and enjoy **eClaims**!