

Court Appointed Counsel System Handbook

I. CAC Support

For **general system questions, questions regarding Flat Fee MH or Truancy invoices, or billing questions**, please contact

CACPayments@judicial.state.co.us.

For questions regarding **specific hourly appointments and invoices**, please contact the **CAC Approver in the district where the appointment order was granted**.

For **problems logging in or password issues**, please contact ITS Support at (720)625-5500 or email customersupport@judicial.state.co.us.

II. Court Appointed Counsel System Login

1. Please login to the CAC website by clicking the link below or pasting it into your web browser:

<https://www.its.courts.state.co.us/cac/>

2. Enter your **Username and Password** and select **Sign In** to open the welcome screen.

Court Appointed Counsel

Recent Deployment Successful: We have successfully deployed a new version of our app. Please contact support if you notice any issues. Thank you!
<https://www.courts.state.co.us/judicialnet/test>

Sign In

* Username:

* Password:

Sign In

Your security is important to us.

Password Rules: Passwords should be a minimum of 8 characters.

Password must contain at least:

- 1 Upper Case or Capital letter [A-Z]
- 1 Lower Case letter [a-z]
- 1 Number [0-9]

Passwords will not be reusable for two years.

Passwords should be changed every 60 days.

* denotes required fields.

Build: 1.8.0

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III. Password Rules

In 60 days, the system will prompt you to change your password again. Below are the guidelines/rules that need to be used when creating a new password:

1. Password must be a **minimum of eight (8) characters long**.
2. Must contain at least **one (1) capital letter**.
3. Must contain at least **one (1) number**.
4. May **not** include **symbols or punctuation (*,&?,_, etc.)**
5. Passwords should be changed every **60 days** and are not re-usable for two (2) years.

IV. Entering and Submitting Invoices

Once you have logged into the system, you will be taken to the Welcome screen, which functions as the “home” screen. From here, you can access several options:

- SCAO Contact Information
- Chief Justice Directives
- Authorization to Pay Law Firm Form and W9
- Announcements and other important information

To begin entering invoices, select **Counsel Options** from the upper-right corner of the Welcome screen. This will take you to the page where you will be able to select flat fee or hourly invoices.

The screenshot shows the 'Court Appointed Counsel' system interface. At the top, there is a navigation bar with the system name and a menu icon. Below the navigation bar, there is a 'Help Documents' section with links for 'Home' and 'Logoff'. The main content area features a green banner with a 'Recent Deployment Successful' message. Below the banner, there is a 'Welcome!' message for user 'DAVID TEST' and a 'Counsel Options' link highlighted by a blue arrow. The main content area also contains several informational sections: 'Note to Attorneys', 'Attention Respondent Parent Counsel', and 'SCAO Contact Information'. At the bottom, there is a table with contact information for 'CAC Payments' and 'Software Support'. The footer contains links for 'Home', 'Accessibility', and 'Provide Feedback', along with contact information for software support.

Contact	Phone	Email
CAC Payments	Billing: (720) 625-5873 Appointments: (720) 625-5610	CACpayments@judicial.state.co.us
Software Support	(720) 625-5500	customersupport@judicial.state.co.us

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PLEASE NOTE - It is acceptable to build and enter invoices in certain intervals (i.e. weekly/monthly), but please remember there is a 2-month limit for contract billing (2 months from date of appointment or event) and a 6-month limit for hourly (within 6 months of the activity date). To request an exception to these limits, please contact CACPayments@judicial.state.co.us.

V. Hourly Invoices

1. Under **Functions** on the Counsel Options page, select **Request Hourly Payments by Appointment** and click **Submit**. This will bring up the **Request Hourly Payments** screen which lists all billable hourly appointments.

Counsel Options
Counsel Name: TEST, SCAO
Type: Both Attorney & Non-Attorney
Bar#: 34506
Status: ACTV since 2003-04-04

[Return to Counsel Page](#)

Counsel Option Search

Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.

Functions

- Request Contract Payments by Appointment
- Request Hourly Payments by Appointment
- Close An Appointment

Reports

- List All Appointments
- List Open Appointments
- List Closed Appointments
- List Concurrent Appointments
- Request Contract Obligation Ending Report
- Request Unsubmitted Invoices Report
- Request Submitted Invoices Report
- Request COFRS Payment Report
- Request Payment History Report by Case Number

[Reset](#) [Submit](#)

2. Find the case you would like to bill on, then click **Open Invoice** under the **Action** column. This will take you to the **Current Unsubmitted Invoice** page.
****Make sure you verify the case number and district when creating an invoice. Case sequence numbers can be duplicated across districts.****

Appointment List

Show 10 entries per page

Previous 1 2 3 4 5 Next

Search:

Action	County & District	Appt Type	Start Date	Closed Date	Payment Type	Payments Entered	Case Number	Bills Paid	Party Name	Role	Max Amount	Amount Approved
Open Invoice	62-19 Weld County (District Court)	Domestic Relations	2025-02-27	Open	H (100%)	No	2025 DR 456	No	SCAO TEST	SP1	\$3,159.00	\$0.00

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3. Confirm the information in the header to ensure the correct court location and appointment type are listed. (This information is generated by the Court when staff creates the CAC appointment in the system.)

Current Unsubmitted Invoice						
Counsel Name: TEST, SCAO			Bar#: 34506			
Type: Both Attorney & Non-Attorney			Status: ACTV since 2003-04-04			
Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100139749	Domestic Relations	2025-02-27	Weld County (District Court)	2025 DR 456	SCAO TEST	Hourly
Counsel Options	View Prior Billing					
* indicates required field						

4. Under **Current Invoice**, enter the **Invoice Begin Date** and the **Invoice End Date**. *Note – that the Invoice Begin Date should be the first date of your activity for this invoice, and the Invoice End Date should be the last date of activity for this invoice.*

Current Invoice	
Maximum Allowed: \$3,159.00	Payment amount to date: \$0.00
Counsel Owes State: \$0.00	Payment requests pending approval: \$0.00
Current Invoice Amount: \$ 0.00	Remaining balance before this request: \$3,159.00
* Invoice Begin Date: 02/20/2025	* Invoice End Date: 02/27/2025

5. Under **Add New Payment**, enter **Date of Service**. *Note – This date must fall within the Invoice Begin and Invoice End dates.*
6. Enter **Service Type** from the drop-down list. (See *Billing Options -Appointee* document for a full list of Service Types and Sub-Types by appointment.)
7. Enter **Service Sub Type** from the drop-down list. The options you see will be based on the **Service Type** that was selected. If none of the subtype categories match the activity you performed, you may use **Other**. (When Other is selected, you must enter a description of the activity in the free form field.)
8. Enter the **Quantity** in hours or tenths of an hour (One-tenth of an hour = 6 minutes. For example, 12 minutes would be charged as 0.2 hours)

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9. Click **Add Invoice Item**.

Add new payment

* Date of Service:
02/25/2025

* Service Type:
Attorney Child Family Investigator (qty in hours)

* Service Sub-Type:
Attended Court Hearing

* Quantity:
1.5

Add Invoice Item

10. **Repeat steps 5-9** until you have entered **all** billing activities for the invoice period. All invoice entries you have created will be listed in **the Invoice Charges** section.

11. Click on **Invoice Pre-Submission**.

Invoice Charges

Show 10 entries per page

Previous 1 Next

Search:

Select	Service Date	Payment Type	Quantity	Units	Base Rate	Total	Reason
<input checked="" type="radio"/>	2025-02-25	Attorney Child Family Investigator - Attended Court Hearing	1.50	hours	\$105.00	\$157.50	

Showing 1 to 1 of 1 entries

Delete Payment Update Invoice Dates

Previous 1 Next

Invoice Pre-Submission

12. Confirm the bill is correct on the **Invoice Information** screen. If something is incorrect, click **Return to Itemization** to make corrections to the invoice. *Note- this is the last chance to change information that is not correct on an hourly bill. Once the invoice is submitted, no changes can be made. If something is incorrect, you will need to contact the CAC Approver in the district where the appointment order was made.*

13. If everything looks correct, click **Submit Invoice**.

Invoice Charges by Service Code

[Counsel Options](#)

Invoice Information

Status: (Pending Submission)

Beginning date of activity: 2025-02-20 Ending date of activity: 2025-02-27

Service	Hours/Quantity	Billed
Attorney Child Family Investigator	1.5	\$157.50

Total Billed: \$157.50

Return to Itemization

Submit Invoice

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14. You will get this confirmation screen once you have successfully submitted your invoice.

Invoice Charges by Service Code

[Counsel Options](#)

Invoice Information

Status: Invoice 2137306306 has been Submitted.

Payments are pending approval: 02-27-2025 02:29 PM

Beginning date of activity: 2025-02-20 Ending date of activity: 2025-02-27

Service	Hours/Quantity	Billed
Attorney Child Family Investigator	1.5	\$157.50

Total Billed: \$157.50

[Return to Itemization](#)

VI. Editing Hourly Invoices

You can edit your own invoice up until you click **Submit Invoice**. After you click **Submit Invoice**, edit functions are no longer available to you. Please reach out to the CAC Approver in the **location where the appointment was ordered** if you would like adjustments made after submitting the invoice.

Please note, the CAC Approver can only revise **quantities**. They cannot **add or delete entries, change Service Types or Sub-Types, or change dates** on an invoice that has been submitted. Those changes will require the CAC Approver to deny the invoice, and a new corrected invoice will need to be submitted.

VII. Mental Health Flat Fee Invoices

1. Under **Functions**, select **Request Contract Payments by Appointment**, and click **Submit**. This will bring up the **Request Contract Payments** screen, which lists all the billable flat fee appointments.

Counsel Options

Counsel Name: TEST, DAVID Bar#: 34505

Type: Both Attorney & Non-Attorney Status: ACTV since 2003-04-04

[Return to Counsel Page](#)

Counsel Option Search

Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.

Functions

- Request Contract Payments by Appointment
- Request Hourly Payments by Appointment
- Close An Appointment

Reports

- List All Appointments
- List Open Appointments
- List Closed Appointments
- List Concurrent Appointments
- Request Contract Obligation Ending Report
- Request Unsubmitted Invoices Report
- Request Submitted Invoices Report
- Request COFRS Payment Report
- Request Payment History Report by Case Number

[Reset](#) [Submit](#)

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- Find the case you would like to bill on, then click **Open Invoice** under the **Action** column. This will bring you to the **Contract Payment Request** page.
Make sure you verify the case number **and** district when creating an invoice. Case sequence numbers can be duplicated across districts.

Request Contract Payments

Counsel Name: TEST, DAVID Bar#: 34505
Type: Both Attorney & Non-Attorney Status: ACTV since 2003-04-04

[Counsel Options](#)

Appointment List

Show 10 entries per page

Previous 1 Next

Search:

Action	County & District	Appt Type	Start Date	Closed Date	Payment Type	Payments Entered	Case Number	Bills Paid	Party Name	Role	Max Amount	Amount Approved
Open Invoice	62-19 Weld County (District Court)	Mental Health	2025-02-27	Open	C (100%)	No	2025 MH 124	No	CAC ACCESSIBILITY	CTA	\$1,214.00	\$0.00

Showing 1 to 1 of 1 entries

[Counsel Options](#)

Previous 1 Next

- In the **New Invoice** section, enter the **Payment Service Date**.
 - For Initial invoices, this should be the **appointment date**.
 - For Subsequent invoices, this should be **date of the qualifying event** (per the contract).
 - An appointment for the same Respondent who you previously represented, when the subsequent appointment occurs within ninety (90) days from the date of the prior appointment.
 - Petition for Extension of Short-Term Certification
 - Petition for Long-Term Care and Treatment
 - Petition for Extension of Long-Term Care and Treatment
- Select the **Type of Payment Request** (Initial or Subsequent Payment).

New Invoice

Invoice Begin Date: 2025-02-27
Invoice End Date: 2027-02-27

* Payment Service Date

Contract Type

Type of Payment Request: Initial Subsequent Payment

- Make an appropriate selection in the **Client Meeting Section**.

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6. Click Add Invoice Item.

Client Meeting Section

Please select one:

I have met with my appointed client

Client Meeting Date
02/27/2025

I have met with my client's representative

Representative Name:

Meeting Date
mm/dd/yyyy

I have NOT met with either of the above, and **do not expect to**

No Meeting Reason (200 chars max):

By entering this payment request, contractor attests that date indicated above is accurate and true and contractor has and will maintain records of all work and activities performed for this appointment and will make all such records available to SCAO when requested, subject to attorney/client privilege.

Cancel ➔ Add Invoice Item

7. IMPORTANT – You will be taken to the **Confirm Contract Payment Request** screen to confirm the submission. Confirm the information under the **Contract Payment Request** section, ensure **Yes** is selected next to **Submit Pending Invoice for Payment** and click **Submit**.

Confirm Contract Payment Request

Counsel Name: TEST, DAVID Bar#: 34505
Type: Both Attorney & Non-Attorney Status: ACTV since 2003-04-04

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100139745	Mental Health	2025-02-27	Weld County (District Court)	2025 MH 124	CAC ACCESSIBILITY	Contract

[Counsel Options](#)

Contract Payment Request

Invoice: 2137306300-0	Invoice Status: Pending Submission
Payment Number: 2138508585	Maximum Allowed: \$1,214.00
Begin Date: 2025-02-27	Counsel Owes State: \$0.00
End Date: 2027-02-27	Payment amount to date: \$0.00
Service Date: 2025-02-27	Payment requests pending approval: \$0.00
Service Type: Mental Health	Remaining balance before this request: \$1,214.00
Payment: Initial Contract	Current Invoice Amount: \$382.00
Indigency: Yes, Indigent	

Submit Pending Invoice for Payment? Yes No

Reset ➔ Submit

NOTE: If the CAC System does not accept a payment item as expected, check the following potential common issues:

- Your **Invoice Begin and End Date** (cannot start before your appointment date).
- Your **Dates of Service** (you have to use dates that fall within your Invoice Begin and End Dates)

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VIII. Truancy Contract Flat Fee Invoices

1. Under **Functions**, select **Request Contract Payments by Appointment**, and click **Submit**. This will bring up the **Request Contract Payments** screen, which lists all the billable flat fee appointments.

Counsel Options
Counsel Name: TEST, DAVID Bar#: 34505
Type: Both Attorney & Non-Attorney Status: ACTV since 2003-04-04
[Return to Counsel Page](#)

Counsel Option Search

Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.

Functions

- Request Contract Payments by Appointment
- Request Hourly Payments by Appointment
- Close An Appointment

Reports

- List All Appointments
- List Open Appointments
- List Closed Appointments
- List Concurrent Appointments
- Request Contract Obligation Ending Report
- Request Unsubmitted Invoices Report
- Request Submitted Invoices Report
- Request COFRS Payment Report
- Request Payment History Report by Case Number

[Reset](#) [Submit](#)

2. Find the case you would like to bill on, then click **Open Invoice** under the **Action** column. This will bring you to the **Contract Payment Request** page.
Make sure you verify the case number **and** district when creating an invoice. Case sequence numbers can be duplicated across districts.

Appointment List

Show 10 entries per page

Previous 1 Next

Search:

Action	County & District	Appt Type	Start Date	Closed Date	Payment Type	Payments Entered	Case Number	Bills Paid	Party Name	Role	Max Amount	Amount Approved
Open Invoice	62-19 Weld County (District Court)	Truancy	2025-02-27	Open	C (100%)	No	2025 JV 1236	No	CAC ACCESSIBILITY	CTA	\$1,214.00	\$0.00

Showing 1 to 1 of 1 entries

[Counsel Options](#)

Previous 1 Next

3. In the **New Invoice** section, enter the **Payment Service Date**.
Note – Truancy contract billing does not allow for subsequent fees as MH contract billing does.

New Invoice

Invoice Begin Date: 2025-02-27
Invoice End Date: 2026-02-27

* Payment Service Date

Contract Type: Truancy

Type of Payment Request: Initial

4. Make an appropriate selection in the **Client Meeting Section**.

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5. Click Add Invoice Item.

Client Meeting Section

Please select one:

I have met with my appointed client

* Client Meeting Date
02/27/2025

I have NOT met with my client, and **do not expect to**

Pursuant to my contract, I understand that I can instead bill for up to one hour of my time, at the rate authorized by the Supreme Court.

No Meeting Reason (200 chars max):

Payment Request Hour Amount (ex .25, .5, 1, etc):

Total Request: \$0.00

Calculate

By entering this payment request, contractor attests that date indicated above is accurate and true and contractor has and will maintain records of all work and activities performed for this appointment and will make all such records available to SCAO when requested, subject to attorney/client privilege.

Cancel **Add Invoice Item**

6. IMPORTANT – You will be taken to the **Confirm Contract Payment Request** screen to confirm the submission. Confirm the information under the **Contract Payment Request** section, ensure **Yes** is selected next to **Submit Pending Invoice for Payment** and click **Submit**.

Confirm Contract Payment Request

Counsel Name: TEST, SCAO Bar#: 34506

Type: Both Attorney & Non-Attorney Status: ACTV since 2003-04-04

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100139747	Truancy	2025-02-27	Weld County (District Court)	2025 JV 1236	CAC ACCESSIBILITY	Contract

[Counsel Options](#)

Contract Payment Request

Invoice: 2137306303-0	Invoice Status: Pending Submission
Payment Number: 2138508587	Maximum Allowed: \$1,214.00
Begin Date: 2025-02-27	Counsel Owes State: \$0.00
End Date: 2026-02-27	Payment amount to date: \$0.00
Service Date: 2025-02-27	Payment requests pending approval: \$0.00
Service Type: Truancy	Remaining balance before this request: \$1,214.00
Payment: Initial Contract	Current Invoice Amount: \$235.00
Indigency: Yes, Indigent	

Submit Pending Invoice for Payment? Yes No

Reset **Submit**

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IX. Contract Period Expiration

If your contract period has expired, the system will update your contract appointment to hourly automatically. Simply create an invoice as normal, following the steps in **Section V or VI**. Once you select **Add Invoice Item**, the system will generate the below message asking if you would like to convert the case to hourly. Select **Yes** and click **Submit**. You will now be able to bill on the case as hourly.

Change Contract Appointment to Hourly

Counsel Name: TEST, SCAO Bar#: 34506
Type: Both Attorney & Non-Attorney Status: ACTV since 2003-04-04

Appointment	Appointment Type	Start Date	Court Location	Case	Party Name	Payment Type
100139747	Truancy	2025-02-27	Weld County (District Court)	2025 JV 1236	CAC ACCESSIBILITY	Contract

[Counsel Options](#)

Confirm Change

Service Date 2026-02-28 is beyond valid contract dates

By selecting "Yes" pending contract Payment Request (not yet submitted) will be removed. Appointment will be changed to Hourly. You will be able to request a final hourly bill. After requesting the final hourly bill, return to close appointment.

Continue to Submit?

Yes No

←

X. Reports

There are several report options available to you on the Counsel Options screen. You may view and use these reports at your leisure. If you have any questions about the reports, please email CACPayments@judicial.state.co.us.

Counsel Options

Counsel Name: TEST, SCAO Bar#: 34506
Type: Both Attorney & Non-Attorney Status: ACTV since 2003-04-04

[Return to Counsel Page](#)

Counsel Option Search

Your request may take a few minutes to display due to the amount of information we need to search and retrieve from our database.

Functions

Request Contract Payments by Appointment

Request Hourly Payments by Appointment

Close An Appointment

Reports

- List All Appointments
- List Open Appointments
- List Closed Appointments
- List Concurrent Appointments
- Request Contract Obligation Ending Report
- Request Unsubmitted Invoices Report
- Request Submitted Invoices Report
- Request COFRS Payment Report
- Request Payment History Report by Case Number

- **List All Appointments** – Shows all open and closed hourly/contract appointments. (Once a case is closed and you have received the final

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payment for that case, please email CACPayments@judicial.state.co.us the case number, district, and name of respondent to request appointment to be closed. Closing cases off your list may help reports generate quicker.)

- **List Open Appointments** – Shows all open hourly/contract appointments.
- **List Closed Appointments** – Shows all hourly/contract appointments that have been closed.
- **List Concurrent Appointments** – Shows appointments that are set up as concurrent status. You will only see the primary/original appointments in your hourly/contract payments request, so this report is helpful to decipher what secondary/concurrent cases are set up as you will be unable to access them for billing.
- **Request Contract Obligation Ending Report** – Mental Health Contract Flat Fee appointments expire two (2) years from the date of appointment; Truancy Contract Flat Fee appointments expire one (1) year from the date of appointment. This report will show the appointments' contractual periods that are nearing expiration, or have expired depending on the date parameters you enter into the date fields of the report.
- **Request Unsubmitted Invoices Report** – Shows all invoices that have not yet been submitted to the Court for payment.
- **Request Submitted Invoices Report** – Shows all invoices that have been submitted and are awaiting Court approval.
- **Request COFRS Payment Report** – Shows what invoices have been submitted to COFRS/State Controller's Office for check or EFT processing based on dates entered into the submission parameters. COFRS receives the invoice after final approval at which point a voucher number is assigned.
- **Request Payment History Report by Case Number** – This report will allow you to view all billing and itemizations, adjustments, credits, and payments on a specific case.