

CTF Payment Request - Supervisor Process

To use the CTF system, a supervisor is required to see the actual transcripts—either electronically or by paper, in order to verify hearing dates and number of pages. Transcripts do not need to be e-filed. They may be emailed to the clerk and/or supervisor. **HELPFUL HINT:** In counties which might have a high volume of state vouchers, supervisors might consider creating an email address dedicated to transcript verifications. This may also more easily allow multiple people (backup person for approvals) to have access to the transcripts.

1. Court reporter files the transcript
 - a. **IMPORTANT NOTE:** As supervisor, you will be certifying the transcript was filed with the clerk and the billing is accurate. Your process may not look like other circuit's, but the process must be done. Please take the time to check accuracy of case numbers, names, hearing dates and the number of pages before they are approved. This is what allows us to bypass a judge's signature on the voucher. We prefer to have some PDF attachment to double-check for hearing date accuracy at CRS, because typos on dates are easily overlooked. This is important to our system to be able to locate duplicates.
 - b. For transcripts which are not e-filed as described below, a copy of the transcript must be provided to the supervisor. If, in your circuit procedures, the reporters provide a paper copy of the transcript to the supervisor, it is acceptable to not email it. The supervisor must verify the transcript was filed with the circuit clerk. Whether there is a paper receipt process set up, an email response from the clerk, or the supervisor is able to look it up on the case management system, it must be verified.
 - c. For those e-filing on Odyssey, the reporter may enter the supervisor's email address in the "Courtesy Copy" section (see below). Once the document is accepted by the clerk's office, the supervisor will get a confirmation email the transcript was filed with a hyperlink to the document (see attachment 1). This allows the supervisor to

The image shows a screenshot of a web form titled "Filings". The form has a dark header with the word "Filings" in white. Below the header, the text "Enter the details for this filing" is displayed. The form contains several input fields with labels: "Filing type" and "Filing Code" (two side-by-side fields), "Filing Description" (a larger text area), "Client Reference Number" (a single-line text field), and "Courtesy Copies" (a section containing a field labeled "Enter supervisor email here"). A red oval is drawn around the "Enter supervisor email here" field.

certify the details of the voucher, the hearing date(s) and the number of pages on the voucher form in step 3 below.

- d. Other e-filing systems can use confirmations from their system, email confirmations from the clerk's office, or any other type of confirmation you receive. Please check with CRS if you have any questions.
2. The reporter creates a new payment request in the CTF system. Please see CTF instructions for detailed description of the process.
 3. Supervisor reviews the follow:
 - a. Is required documentation and a receipt attached?
 - b. If no receipt, have you verified it has been filed?
 - c. Does the case name/number match the order?
 - d. Are the hearing date(s) accurate per the transcript review?
 - e. Are the number of pages billed accurate per the transcript review?
 - f. Are the pages billed correctly at original or copy rate?
 - g. Have you reviewed the duplicate warning, if any, and verified the billing is appropriate?
 - h. Are sufficient comments included for any transcript at copy rate?
 - i. Once the review is complete, the supervisor approves the request.
 - j. If changes are necessary, the supervisor will deny the request and enter comments regarding corrections needed.
 4. Submit to Court Reporting Services for payment processing:
 - a. Approve - goes to IOC Accounting for review. Could take a week for IOC approval.
 - b. Deny - transcriber receives an email that corrections are necessary and which corrections are needed. Once the corrections are made, it will come back through the supervisor for review.
 5. Once reviewed and approved by CRS, it will go Comptroller's fiscal department for review and processing.

HELPFUL HINTS:

- A single directory for PDF court orders on a county network or ShareFile could be shared by reporters. You can request that CRS add a “court order” folder to your ShareFile circuit account to share court orders online.
- Many computer systems now have a “print to PDF” function. This can be done with email confirmations from the clerk in order to attach for documentation.
- Most smart phones have a “scan” function if your employees do not have access to scanners to create PDFs for attachments. CamScanner and the DropBox app have scanning functions. With DropBox app, you can share the information between your phone and computer.