

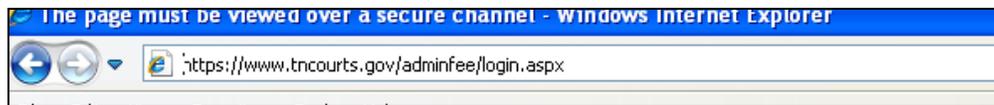
## Administrative Fee Entry Web Form

The Administrative Fee Web form is both easy to enter and submit your monthly reports. The process will begin by entering the web address, and logging into the secure webpage, and then filling out an online form for each judge and each court type. This brief informational sheet will discuss how to successfully complete each step of this process.

### ***Accessing the Administrative Fee for Indigent Defendants Web Form***

Open the Internet browser and type the following address at the top of the page, in the address bar:

<https://www2.tncourts.gov/adminfee>



***Please note:*** This is a secure website, and you must include the “https:” in the address to access it successfully. It is recommended to bookmark this page, by adding it to your favorites list, to avoid re-typing of such a long website, or URL.

### ***Logging into the Secure Website***

Each office will use the Clerk’s login (User ID) and password which is supplied by the AOC. If you lose, forget, or did not receive a user id and password, please contact the AOC at (615)741-2687 or (800)448-7970. This information is required to access the form successfully. Each username and password combination is unique, and must be typed in correctly, as they are case sensitive. Too many incorrect entries, into the login and password fields, can cause a “lock” on the account. If this occurs, a message will display on the log in screen. Please wait 15 minutes and attempt to login correctly. If a lockout is persistent, call the AOC.

Once the User ID and password type boxes have been filled in, click the [**Log In**] button at the bottom of the log in screen. As the screen indicates, it is equally important to log out of the web form, once your reports are complete.



There are two screens for viewing: Entry form and History

**Administrative Fee** [Logout](#)

Entry Form History

**Administrative Fee Entry Form**

Clerk Name: AARON THOMAS

County: JACKSON

Court: Select a Court

Judge:  Show All Select a Judge

Entry Month and Year: Month: Year:

Number of Appointed Counsel: 0

Number of Fees Waived: 0

Number of Fees Ordered: 0

Don't forget to logout when you are done

### Completing the Entry Form

This screen may be visited several times during your online session, as *each court* and *each judge* must be entered separately, *each month*. For instance, if Judge John Doe heard cases in January, in Criminal and General Sessions Court, then, the form must be entered once for Judge Doe's Criminal Court stats, and another form for his General Sessions Court stats.

After logging into the website, the top of the screen displays the clerk's name and county. Just past this information is the beginning of the form:

Court: GS

Judge:  Show All LINVILLE, KENNY

Entry Month and Year: Month: 01 Year: 2010

- 1) **Select the Court.** If a court has more than one judge to report, more than one form must be entered. For example, there were two judges that are reporting for General Sessions Court, and then enter a form for each judge.

Court: Select a Court

Judge:  Show All

Select a Court  
Select a Court  
CR  
GS  
JUV

The Court field consists of a dropdown menu. Clicking on the area labeled “Select a Court”, will enable a list of types of court to display. Select one.

Judge:  Show All

Entry Month and Year:

Number of Appointed Counsel:

Number of Fees Waived:

Number of Fees Ordered:

Select a Judge

- Select a Judge
- BASS, DAVID
- BOND, J. O.
- BYRD, CLARA
- CASSETTY, STEVEN A.
- DURHAM, DAVID EARL
- GIPSON, TIFFANY
- GWIN, JOHN T.
- HAMILTON, ROBERT
- HAYWOOD, BARRY
- LINVILLE, KENNY
- PRESTON, JACKIE
- SMITH, CHARLES**
- SPECIAL JUDGE

2) **Select the Judge.** The Judge field dropdown will display a list of possible judges; checking the box “Show All” will display a statewide listing of judges that may need to be reported. Click on the judge’s name that you are reporting for on this form.

Judge:  Show All

3) **Type the Number of Appointed Counsel.** Click in the type box to the right of the label and type the number.

Entry Form History

**Administrative Fee Entry Form**

Clerk Name: AARON THOMAS

County: JACKSON

Court: General Sessions

Judge:  Show All LINVILLE, KENNY

Entry Month and Year: Month: 05 Year: 2011

Number of Appointed Counsel: 25

Number of Fees Waived: 20

Number of Fees Ordered: 5

Reset Submit

- 4) **Type the Number of Fees Waived.** Click in the type box and type the number of fees waived.
- 5) **Number of Fees Ordered.** This field will automatically calculate based on the entries of the two previous fields.

The [Reset] button clears the form of all entered data. Once the form is submitted, the computer will take a few seconds to process the information and then display a confirmation page.

**Your Administrative Fee entry has been posted.** ✕  
(close)

Confirmation Number: 2

To correct this report, contact the AOC at 615-555-5555.

Clerk Name:	AARON THOMAS
County:	JACKSON
Court:	GS
Judge:	LINVILLE, KENNY
Entry Month and Year:	JANUARY, 2010
Number of Appointed Counsel:	5
Number of Fees Waived:	1
Number of Fees Ordered:	4

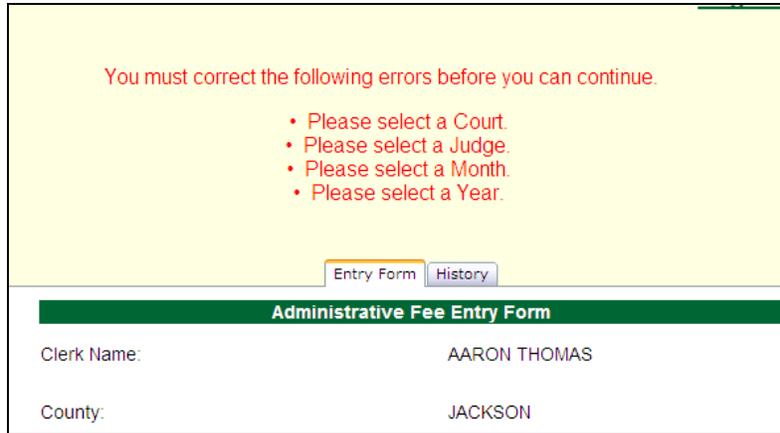
The confirmation page includes a confirmation number, for reference, and the option to print the confirmation page, as a hard copy for your records. Press the  button to print, or the [Close] option at the top right of the screen to close the confirmation screen.

The  button will return you to the entry form page. The  button option will take you to the History tab of the main page. The History tab is discussed later in this document.

This will return you to the entry screen where you can reset the form for another entry (for another judge, or court, etc.). When all reportable forms are complete, it is important to log off, as discussed later in this document.

### ***Errors in Entry and Processing a Form***

With each form entered, the [Submit] button will need to be selected/pressed before the form can be processed to the AOC. If during the processing, entry fields have been omitted, the program will not display errors. Instead, you will see the entry form again, with possible errors, shown at the top of the screen in red. Below is an example of some of the error messages that may display. Each error must be corrected for the submission to be processed to the AOC.



The screenshot shows a yellow error message box at the top of a web form. The message reads: "You must correct the following errors before you can continue." followed by a bulleted list: "• Please select a Court.", "• Please select a Judge.", "• Please select a Month.", and "• Please select a Year." Below the message are two tabs: "Entry Form" (which is active) and "History". The form itself is titled "Administrative Fee Entry Form" and contains two fields: "Clerk Name:" with the value "AARON THOMAS" and "County:" with the value "JACKSON".

Each form can only be processed once and submitted to the AOC. If an attempt is made to re-enter the same information (same month, same judge, same court, etc), a message will display that indicates the information has already been submitted.



The screenshot shows a yellow error message box with the title "Administrative Fee" in bold black text. The message reads: "You must correct the following errors before you can continue." followed by a bulleted list: "• A matching entry already exists."

If a correction needs to be made to previously submitted information, please contact the AOC and ask for Cindy Eaton or Tammy Hawkins.

### ***The History Tab***

To view a history of submitted date, from the main "form" screen of the program, click on the "History" tab. The History tab of the program, displays each submission in a line by line format. Double click on any line in the list to display the information that was submitted for that line .

**Administrative Fee** [Logout](#)

Entry Form History

**Administrative Fee History**

Single click on any grid row below to see a report posted in the past 36 months.

Clerk	Court	Judge	Month	Year	Counsel	Waiv_Fee	Pay_Fee
AARON THOMAS	GS	LINVILLE, KENNY	1	2010	5	1	4
AARON THOMAS	GS	BOND, J. O.	12	2009	3	1	2
AARON THOMAS	CR	DURHAM, DAVID EARL	12	2009	0	0	0
AARON THOMAS	GS	GIPSON, TIFFANY	12	2009	26	2	24
AARON THOMAS	JUV	GIPSON, TIFFANY	12	2009	0	0	0
AARON THOMAS	CR	WOOTTEN, JR., JOHN D.	12	2009	0	0	0
AARON THOMAS	CR	DURHAM, DAVID EARL	12	2009	0	0	0

**Logging Out**

At the end of your session, you should log out of the application. The option to Log Out of the program can be located at the top right hand corner of the Entry and History tabs of the program. You should click on this option to log out successfully. Once you have logged out of the program, a message will display on screen, that states the process was successful. Notice that screen also allows you to type a user name and password to log back into the computer.

**Administrative Fee Log In**

Log In

**Administrative Fee Log In**

**Thank you. You have logged out successfully.**

*User ID and Password are case-sensitive.*

User ID:

Password: