

How to enter Expert/ Investigator time

Option 1:

Home Cases Outreach Timekeeping Contacts Organizations SMS Reports Funding Sources Users Admin

Home > Cases > John Dearest (24-0102375) > Criminal Profile

John Dearest (24-0102375)

Disposition: Open
Custodial Status: Unknown
Cause Number: 29CR5888
Status: Open
Opened: 01/26/2024

Charges (all): None

Case: Cause Number: 29CR5888
LPC: Cat. B Felonies (max. <= 10 years), C, D, E felonies, and GM)
Funding Code: CO -- County

Contact: Email: State: NV

Assignments: Office: Department of Indigent Defense Services
Program: General
Primary Assignment: Bet-Nimra Torres Perez

Client Conflict Status: [Undetermined]
LPC: Cat. B Felonies (max. <= 10 years), C, D, E felonies, and GM)

Advocate: Bet-Nimra Torres Perez
Case Email: 24-0102375@nevada.legalservices.org

Jurisdiction: Carson City
Hand Entered Charge: N/A

PEOPLE/ORGANIZATIONS CASE CONTACTS TASKS/EVENTS CASE NOTES **TIMESLIPS** LITIGATIONS ACTIVITY LOG

No Results

ID (with Link)	Date of Service	Stop Time	Start Time	Time Spent	Activity Type	Caseworker	Activity Details
Totals							
0							

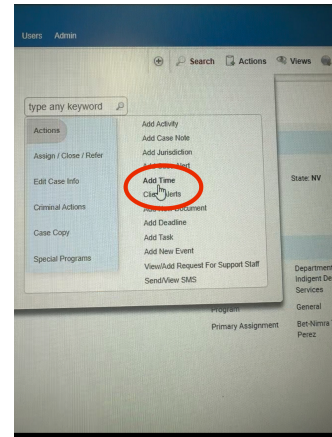
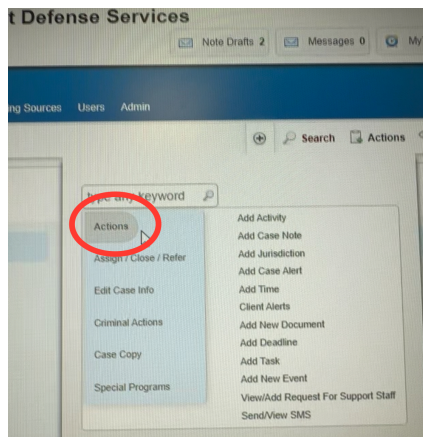
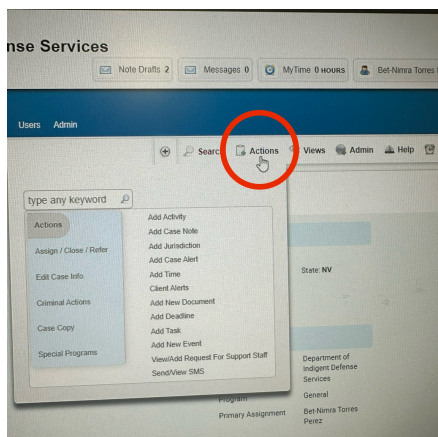
DOCUMENT TEMPLATES EMAIL TEMPLATES CASE DOCUMENTS

Document Title	Type	Description	Problem Code Match	County Match	Download	Funding Code
ATTORNEY FEE FORM	Mac	N/A	Y	Y	Start Process	CO -- County
REQUEST FOR ADDITIONAL ATTORNEY	Mac	REQUEST FOR ADDITIONAL ATTORNEY	Y	Y	Download	N/A

Option 2:

Once you are in the defendants file:

1. click actions
2. click the second actions if it doesn't take you there directly
3. click add time



After using option 1 or 2, you are brought to this page where you can begin to enter the experts/investigators time. See below for how to fill out the form.

NOTE: Expert/ Investigator invoices can be input as one time-slip

Case (required)
Search for cases by case number or client name
John Dearest (24-0102375) [Remove]

use invoice date or any date within the dates service was performed

Date of Service (required)
10/04/2024

Caseworker (required)
DIDS_Office, Conflict_Notice

attorney of record

ACTIVITY TYPE required.
(DO NOT use Activity Code or time data will not be categorized correctly.)

Activity Type (required)
Expert

Use Investigator or Expert (do NOT use attorney or it will be counted as attorney time in the reports)

Expert Types
Forensic Specialist

Expert type can be specified here

Task Types for Timekeeping
Please Select

Funding Code (required)
CO -- County
 Show All Funding Codes

Start/End Times
Enable Times

By choosing to disable the start/stop time fields, and override the system time spent, the start/stop times will not display on your timeslip

Time Spent (required)
10

total expert time

Notes

Activity Details (required)
FORENSICS 101 INV # 042372024-3

use invoice # or date (ex. Forensic Expert Invoice 11.12.23 - 12.22.23)

Cases Note
Enter any notes you feel are necessary

Communication

Send this note as an email
Choose Recipients

If you need to enter more time for the same case use this button and a new form will be available to fill

Mileage/Expenses

Miles Driven
0

Total miles on invoice (if any)

Expense Total
\$ 5000.00

Expert Invoice total goes here


Save and Add More Time for this Case

if you are done entering time use this button



Continue »

Once you click the continue button you are brought to this page.
Please check that everything is accurate.

Timeslip Profile	
	John Dearest (24-0102375)
	<div data-bbox="940 336 1308 427" style="border: 1px solid red; padding: 2px;">If changes need to be made use the Edit button</div>  <input type="button" value="Edit"/>
Date of Service [?]	10/04/2024
Caseworker	Conflict_Notice DIDS_Office
Time Spent [?]	10.00
Activity Type [?]	Expert
Expert Types	Forensic Specialist
Start Time [?]	N/A
Stop Time	N/A
PAI Time	N/A
In Court	N/A
Funding Code [?]	CO -- County
Activity Details [?]	FORENSICS 101 INV # 042372024-3
Expense Total	\$5,000.00
Miles Driven	0
Case Notes	N/A
Date Entered	10/04/2024 at 09:10:32 am