

How to Download Pre-populated Billing Documents via LegalServer.

Several billing documents are available through LegalServer that can be prepopulated with case information.

All documents are located under DOCUMENT TEMPLATES towards the bottom of the screen in the Case Overview page.

State of Nevada Department of Indigent Defense Services

Home » Cases » Theodore Chipmunk (24-0115503) » Criminal Profile

Theodore Chipmunk (24-0115503)

Disposition: Open
Custodial Status: Incarcerated - Serving Sentence
Top Charge: 51137 - POSSESS ONE OUNCE OR LESS OF MARIJUANA;
Cause Number: DC-CR-21-278
Case Status: Open
Opened: 11/12/2024

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

Advocate: Stanley Morrice
Case Email: 24-0115503@nevada.legalserver.org

Charges (all):
★ 51137 - POSSESS ONE OUNCE OR LESS OF MARIJUANA

Case:
Cause Number: DC-CR-21-278
LPC: Cat. B Felonies (max. <= 10 years), C, D, E felonies, and GM)
Funding Code: CO - County

Contact:
Email: 1234 Main Street
Address: Carson City, NV 89701

Assignments:
Office: Department of Indigent Defense Services
Program: General
Primary: Stanley Morrice
Assignment

Jurisdiction: Washoe
Hand Entered Charge: N/A

DOCUMENT TEMPLATES | EMAIL TEMPLATES | CASE DOCUMENTS

all 5 results | Problem_Code = ... s, and GM) | Programs = General

Document Title	Type	Description	Problem Code Match	County Match	Programs	Funding Code	Download
REQUEST FOR ADDITIONAL ATTORNEY	Misc		Y	Y	General	CO - County	Download
Request for Attorney FEES	Misc	Request for Attorney FEES (NOT Prison / NOT Post-conviction Habeas)	Y	Y	General	CO - County, MU - Municipal	Start Process
Request for Attorney FEES - Prison	N/A		Y	N	General	CO - County, MU - Municipal, NV - State of Nevada	Start Process
Request for Payment - OTHER Services (OTH-EXP).pdf	N/A	Request for Other Services FEES (NOT Prison / NOT Post-conviction Habeas)	Y	Y	General	CO - County, MU - Municipal, NV - State of Nevada	Start Process
Request for PRE-AUTHORIZATION	Misc	Request for PRE-AUTHORIZATION (Do not use this form for PRISON cases.)	Y	Y	General	N/A	Download
Totals							

If you select the link under Document Title the form will download to your computer.

If you select the Start Process on the far right you will be able to pre-populate the form with information from the case.

The following steps are needed when processing a pre-populated billing form:

Go to case overview page.

Theodore Chipmunk (24-0115503)

Disposition Custodial Status Top Charge	Open Incarcerated -- Serving Sentence 51137 - POSSESS ONE OUNCE OR LESS OF MARIJUANA: DC-CR-21-278 Open 11/12/2024	Charges (all) ★ 51137 - POSSESS ONE OUNCE OR LESS OF MARIJUANA	Case Cause Number DC-CR-21-278 LPC Cat. B Felonies (max. <= 10 years), C, D, E felonies, and GM) Funding Code CO -- County
Client Conflict Status LPC	[Undetermined] Cat. B Felonies (max. <= 10 years), C, D, E felonies, and GM)	Assignments Office Department of Indigent Defense Services Program General Primary Stanley Morrice Assignment	

S Advocate
Stanley Morrice

Case Email
24-0115503@nevada.legalserver.org

Then scroll towards bottom of page to find the Document Templates tab.

Select Start Process for Request for Attorney FEES.

DOCUMENT TEMPLATES | EMAIL TEMPLATES | CASE DOCUMENTS

all 5 results | Problem_Code = ... s, and GM) | Programs = General | [Filter] [CSV]

Document Title	Type	Description	Problem Code Match	County Match	Programs	Funding Code	Download
REQUEST FOR ADDITIONAL ATTORNEY	Misc		Y	Y	General	CO -- County	Download
Request for Attorney FEES	Misc	Request for Attorney FEES (NOT Prison / NOT Post-conviction Habeas)	Y	Y	General	CO -- County, MU -- Municipal	Start Process
Request for Attorney FEES - Prison	N/A		Y	N	General	CO -- County, MU -- Municipal, NV -- State of Nevada	Start Process
Request for Payment - OTHER Services (OTH-EXP).pdf	N/A	Request for Other Services FEES (NOT Prison / NOT Post-conviction Habeas)	Y	Y	General	CO -- County, MU -- Municipal, NV -- State of Nevada	Start Process
Request for PRE-AUTHORIZATION	Misc	Request for PRE-AUTHORIZATION (Do not use this form for PRISON cases.)	Y	Y	General	N/A	Download

Totals

Select **Continue**.

Home | Cases | Outreach | Timekeeping | Contacts | Organizations | SMS | Reports | Funding Sources | Users | Admin | CSV Upload | **Documents**

Documents » Theodore Chipmunk (24-0115503) » Request for Attorney FEES 07/07/2025 10:12:02 am | Search | Actions | Help | Timer | Not Started - 0:00

Document

- Actors
- Sub-Actors
- Summary

0% Complete

The actors for this document are listed below. If you do not see the name of someone that corresponds to the actor role, you can add them at the bottom of this screen using the "Add Person" tool.

Primary Assignment: Morrice, Stanley [Logged In User]

Add Person

Person Type: No Additional Persons

Continue »

Select Continue.

Document

- Actors
- Sub-Actors
- Summary

33% Complete

✓ Saved

Select each of the 2 actors from below and fill in information

Fill In Information For **Case Data**
Primary Assignment - Stanley Morrice

Case Data	
Case Information	
<input type="button" value="Edit"/>	
Primary Advocate	Stanley Morrice
Case Title	DC-CR-21-278
Court Name	1st Judicial District Court (Carson City)
Name	Theodore Chipmunk
Matter/Case ID#	24-0115503

In order to view the newly created pdf go to the link labeled [You can download it by clicking here](#). A download should begin to your computer or laptop.

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

Documents » Theodore Chipmunk (24-0115503) » Request for Attorney FEES 07/07/2025 10:12:02 am

Search Actions Help Timer Not Started - 0:00

Document

- Actors
- Sub-Actors
- Summary

67% Complete

✓ Saved

Folder (required)

The document is now updated and attached to the profile. [You can download it by clicking here](#)

Completed form should be downloaded with some pre-populated fields completed. Any edits or missing information can be made to the pdf prior to submission.



Request for Attorney FEES

(Do not use this form for PRISON or POST-CONVICTION HABEAS cases)

Incomplete forms may be returned without approval.

Invoice No: _____

Appointed Attorney: Stanley Morrice

Address: 896 W. Nye, Suite 202 Carson City, NV 89703

Email: _____

Phone: _____

Funding source:

Today's Date: _____

Client Name: Theodore Chipmunk

Case No(s): DC-CR-21-278

LegalServer Case ID: 24-0115503

Is this invoice pursuant to a contract?

Court of Jurisdiction:

Is this a Death Penalty case?