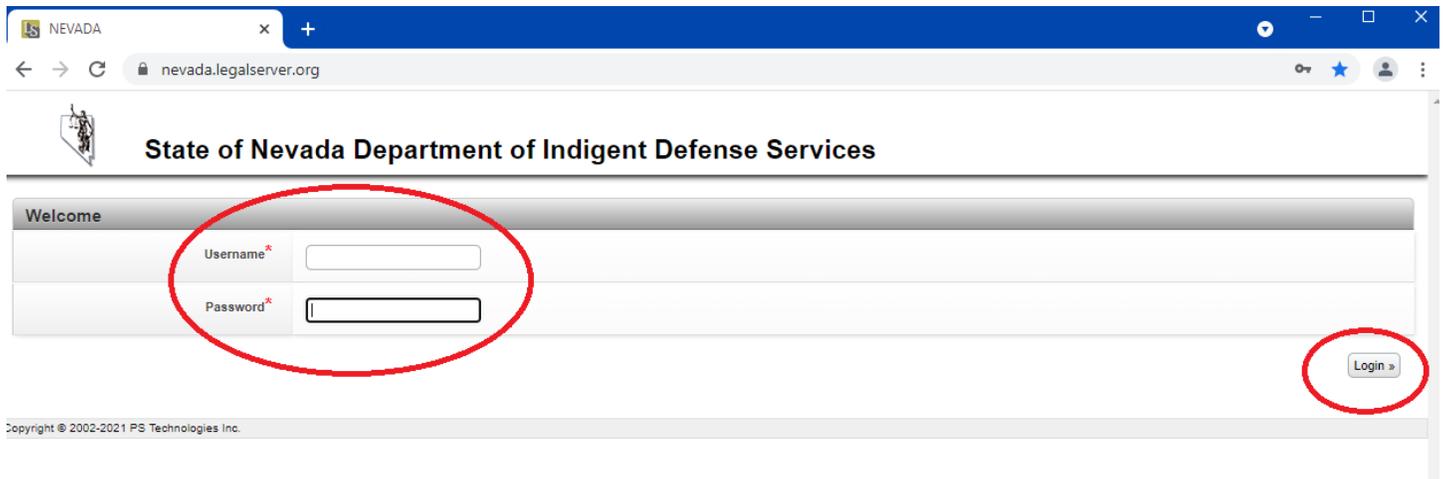


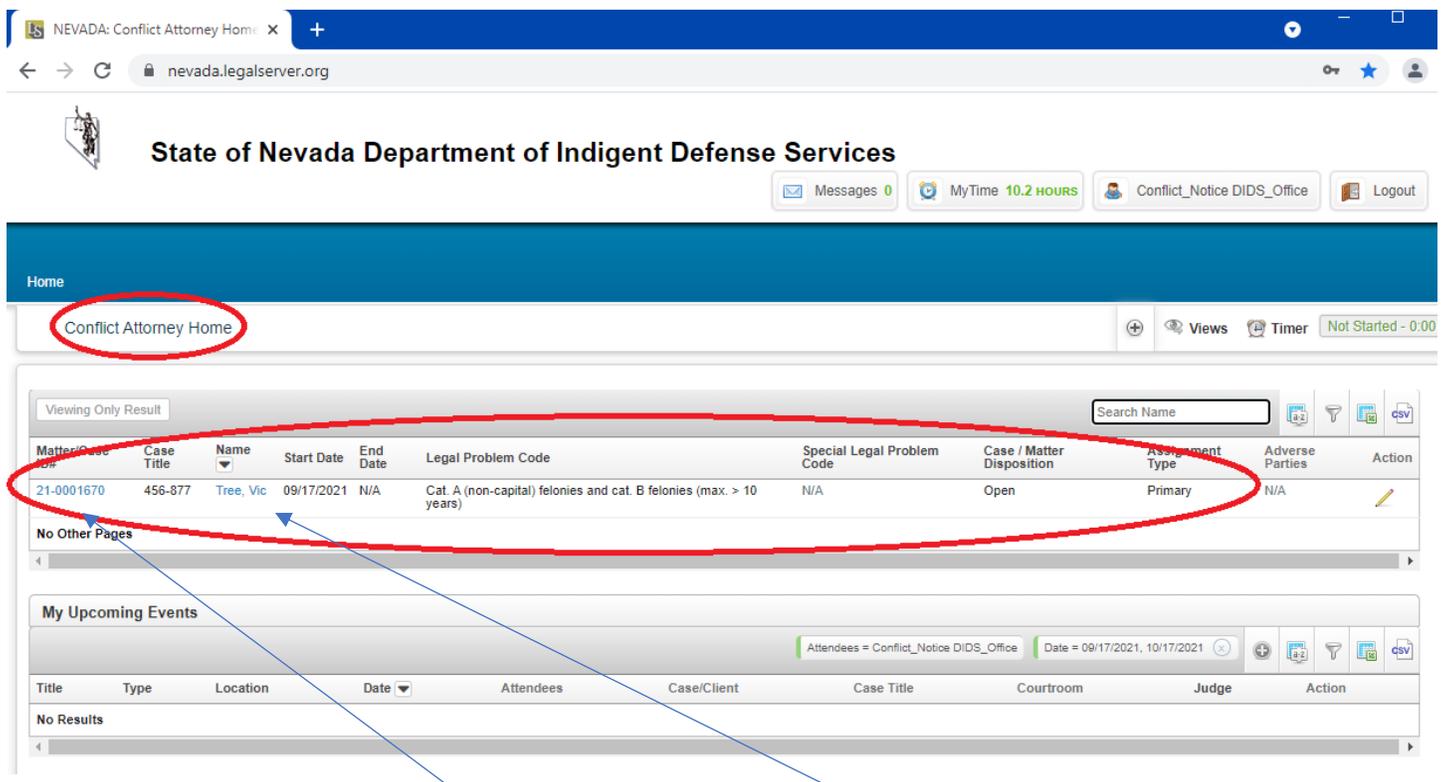
Conflict Attorney Case Tutorial

Log on Screen – Logging into LegalServer

<https://nevada.legalserver.org/>



Home Screen – Shows overview of cases assigned to your office.



Hyperlinks include **Case details** and **Client information**.

Criminal Profile – Case Overview Screen.

Home

Home » Cases » Vic Tree (21-0001670) » Criminal Profile

Actions Views Timer Not Started - 0

Vic Tree (21-0001670)

Disposition	Open
Custodial Status	Not in custody and no conditions
Top Charge	53615 - FAIL TO POSSESS OR SURRENDER UPON DEMAND CERTIFICATE OF REGISTRATION:
Cause Number	N/A
Status	Needs Conflict Attorney Assignment
Opened	09/02/2021
Client Conflict Status	[Undetermined]
LPC	Cat. A (non-capital) felonies and cat. B felonies (max. > 10 years)
Advocate	Conflict_Notice DIDS_Office
Mobile	(775) 313-5914
Case Email	21-0001670@nevada.legalserver.org

Charges (all)

- ★ 53615 - FAIL TO POSSESS OR SURRENDER UPON DEMAND CERTIFICATE OF REGISTRATION

Assignments

Office	Department of Indigent Defense Services
Program	General
Primary Assignment	Conflict_Notice DIDS_Office

Case

LPC	Cat. A (non-capital) felonies and cat. B felonies (max. > 10 years)
Funding Code	CO -- County

Contact

Mobile Phone	(775) 313-5914
Email	
Address	5500 Snyder Ave Carson City, NV 89701

PEOPLE ORGANIZATIONS TASKS/EVENTS CASE NOTES TIMESLIPS LITIGATIONS ACTIVITY LOG

- Disposition, Custodial status, Top Charge, Case Email, etc.
- Charges (all)
- Assignments

Client Profile – Case Overview Screen.

NEVADA: Cases: Vic Tree (21-000) x +

nevada.legalserver.org/matter/client/view/1670

 **State of Nevada Department of Indigent Defense Services**

Messages 0 MyTime 10.2 HOURS Conflict_Notice DIDS_Office Logout

Home

Home » Cases » Vic Tree (21-0001670) Timer Not Started - 0:00

Client Profile

Most Recent Information (From 21-0001670 Open)	
Name	Vic Tree
Address	5500 Snyder Ave Carson City, NV 89701
County of Residence	Carson City
Gender	N/A
Email Address	
Home Phone	
Mobile Phone	(775) 313-5914
	Change Client Associated With This Case
	Associate Other Cases With This Client

- Client name, address, county of residence, phone...

Adding time to a case.

Home » Cases » Vic Tree (21-0001670) » Criminal Profile

1. **Actions** Views Timer Not Started - 0

Vic Tree (21-0001670)

Disposition	Open
Custodial Status	Not in custody and no conditions
Top Charge	53615 - FAIL TO POSSESS OR SURRENDER UPON DEMAND CERTIFICATE OF REGISTRATION.
Cause Number	N/A
Status	Needs Conflict Attorney Assignment
Opened	09/02/2021

Charges (all)

- 53615 - FAIL TO POSSESS OR SURRENDER UPON DEMAND CERTIFICATE OF REGISTRATION

Assignments

Office	Department of Indigent Defense Services
Program	General
Primary Assignment	Conflict_Notice DIDS_Office

type any keyword

- Assign / Close / Refer
- Edit Case Info
- Criminal Actions
- Case Copy
- Special Programs
- Add Activity
- Add Case Note
- Add Jurisdiction
- Add Client-Net
- Add Time**
- Add New Document
- Add Deadline
- View/Add Request For Support Staff
- Send/View SMS

(775) 313-5914

5500 Snyder Ave
Carson City, NV
89701

Advocate

Timekeeping dropdowns...

Home » Timekeeping » Vic Tree (21-0001670) » Case Timeslip

Actions Timer Not Started - 0:00

Add Case Time

- Case Timeslip
- 0% Complete

Case Timeslip

Case* Vic Tree (21-0001670) [Remove]

Search for cases by case number or client name

You can leave the "Caseworker" field as read-only so users can only enter their own time, or configure this field to be a dropdown menu that would allow users to enter time on behalf of other users. The caseworker field will always be required: a timeslip must always be attached to a user in the database.

Date of Service* 09/17/2021

Caseworker* DIDS_Office, Conflict_Notice

Activity Type* Attorney

Task Types for Timekeeping* Please Select

Funding Code* CO -- County

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*

Notes

Drop downs listed below...

Activity Type

- Attorney
- Case Activity
- Expert
- Investigator
- Other
- Staff

Task Types for Timekeeping

- Contact Client
- Contact Witness
- Draft Motion/Appeal/Writ
- File Motion/Appeal/Writ
- Legal Research
- Other
- Request/Contact Expert
- Request/Contact Investigator
- Request Interpreter
- Review Body Cam
- Review Discovery
- Contact Social Worker
- Review Meeting Follow Up

Entering in Time and Notes.

Start/End 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*

Notes

Activity Details

Cases Note

Communication

Send this note as an email

Mileage/Expenses

Miles Driven

Parking/Other Expenses

Time Spent will be in hours and 1/10 of an hour for minutes.

i.e. 1.5 = 1 hour and 30 minutes, 1.2 = 1 hour 12 minutes

Enable Times button in another option that will bring up actual time entries that will calculate actual hours and minutes.

NEVADA: Timekeeping: Vic Tree (x +

nevada.legalserver.org/service/process/dynamic_37/?matter_id=1670&return_url=%2Fmatter%2Fdynamic-profile%2Fview%2F1670

Home » Timekeeping » Vic Tree (21-0001670) » Case Timeslip

Actions Timer Not Started - C

Add Case Time

Case Timeslip

0% Complete

Funding Code*

Start/End Times

Start Time* : AM

Stop Time* : AM

Time Spent* Please enter your start and end times

Lastly you can add additional notes if needed in the **Cases Note** section.

And track **Miles Driven** or **Parking/Other Expenses**.

The screenshot shows a form with several sections: 'Time Spent' (input field), 'Notes' (with 'Activity Details' and 'Cases Note' sub-sections), 'Communication' (with 'Send this note as an email' and 'Choose Recipients' buttons), and 'Mileage/Expenses' (with 'Miles Driven' and 'Parking/Other Expenses' input fields). A 'Save and Add More Time for this Case' button and a 'Continue >' button are also visible. Red circles highlight the 'Cases Note' field, the 'Mileage/Expenses' section, the 'Save and Add More Time for this Case' button, and the 'Continue >' button.

Note: These fields are for record keeping on the case and not a submission for reimbursement. Actual reimbursement request will be covered later.

Always be sure to select **Save and Add More Time for this Case** in order to save these entries or changes in LegalServer. Otherwise entries will not be saved. (DO NOT use Continue).

All time entries can be reviewed in the **TIMESLIPS** tab viewable in Case View.

The screenshot shows the 'Vic Tree (21-0001670)' case view. It includes tabs for 'Disposition', 'Charges (all)', 'Case', 'Contact', 'Assignments', and 'Client Conflict Status'. The 'Disposition' tab is active, showing details like 'Custodial Status: Not in custody and no conditions', 'Top Charge: 53615 - FAIL TO POSSESS OR SURRENDER UPON DEMAND CERTIFICATE OF REGISTRATION', and 'Cause Number: N/A'. The 'Charges (all)' tab shows '53615 - FAIL TO POSSESS OR SURRENDER UPON DEMAND CERTIFICATE OF REGISTRATION'. The 'Case' tab shows 'LPC' and 'Cat. A (non-capital) felonies and cat. B felonies (max. > 10 years)'. The 'Contact' tab shows 'Mobile Phone: (775) 313-5914' and 'Address: 5500 Snyder Ave, Carson City, NV 89701'. The 'Assignments' tab shows 'Office: Department of Indigent Defense Services' and 'Program: General'. The 'Client Conflict Status' tab shows 'LPC: Cat. A (non-capital) felonies and cat. B felonies (max. > 10 years)'. A navigation bar at the bottom includes 'PEOPLE/ORGANIZATIONS', 'TASKS/EVENTS', 'CASE NOTES', 'TIMESLIPS', 'LITIGATIONS', and 'ACTIVITY LOG'. The 'TIMESLIPS' tab is highlighted with a red circle. Below the navigation bar, a table shows 8 results for time entries.

ID (with Link)	Date of Service	Stop Time	Start Time	Time Spent	Activity Type	Caseworker	Activity Details
#6834	09/17/2021	N/A	N/A	1.50	Attorney	Conflict_Notice DIDS_Office	N/A
#6833	09/17/2021	N/A	N/A	1.50	Attorney	Conflict_Notice DIDS_Office	N/A

Charges

The screenshot shows the 'Vic Tree (21-0001670)' page. The 'Actions' menu is open, and 'Edit Charges' is highlighted. The page includes sections for 'Disposition', 'Charges (all)', 'Assignments', and 'Client Conflict Status'. The 'Charges (all)' section shows a charge for '53615 - FAIL TO POSSESS OR SURRENDER UPON DEMAND CERTIFICATE OF REGISTRATION'. The 'Assignments' section shows the 'Office' as 'Department of Indigent Defense Services' and the 'Program' as 'General'. The 'Client Conflict Status' section shows 'LPC' as 'Cat. A (non-capital) felonies and cat. B felonies (max. > 10 years)'. The 'Advocate' is 'Conflict_Notice DIDS_Office', the 'Mobile' is '(775) 313-5914', and the 'Case Email' is '21-0001670@nevada.legalserver.org'.

Add/Edit Charges:

The screenshot shows the 'Edit Charges' page. The 'Legal Problem Category' section has 'Opiates Involved*' with 'Yes' selected. A yellow warning message states: 'Before closing a case make sure there is a disposition for each individual charge. Use the edit pencil to add/change disposition.' The 'Add/Edit Charges' section shows a charge for '2021-09-01 53615 - FAIL TO POSSESS OR SURRENDER UPON DEMAND CERTIFICATE OF REGISTRATION' with 'Category 482.255' and 'Top Charge'. The 'Add Charge' button is highlighted with a red circle. A blue arrow points from the 'Add Charge' button to the 'Opiates Involved*' section.

- Mark if **Opiates Involved** – yes or no.
- Edit existing charge.
- You can change current **Charge** or **Charge date**
- Add disposition of charge
- Add disposition date

Add Charges:

Charge

▶ 2021-09-16 56325 - MESSAGE CHARGES ABOVE POSTED FEE SCHEDULE 90Z 25.241

▼ New Charge No Category No Statute

Charge *
 ▲
List is empty.

Top Charge

Disposition
Select option ▼

Disposition Date
mm/dd/yyyy 🗓

Charge Date
mm/dd/yyyy 🗓

Delete Charge

Add Charge

Continue »

- To add a charge start typing in statute number.
- Drop down list will filter on number.
- Add **Charge Date** and whether or not this is **Top Charge** for the case.

Closing a case in LegalServer.

a Department of Indigent Defense Services

Messages U My Time U HOURS Contact_Notice UIUS_UT

» Criminal Profile

1. Actions Views Tin

Charges (all)	Case	Contact
★ 50027 - MANSLAUGHTER BY MISKEEPING VICIOUS OR DANGEROUS ANIMAL 52547 - CONSPIRACY TO COMMIT FRAUD OR COERCION TO OBTAIN ABSENTEE BALLOT	Dismissed LPC Funding Code Other CO -- County	Cat. B Felonies (max. < 10 years), C, D, E felonies, and GM) Email Address 5500 Snyder Ave Carson City, NV 89701

type any keyword

2. Assign / Close / Refer

3. Close Case Final

Ready to Close Case

Actions

Edit Case Info

Criminal Actions

Case Copy

Special Programs

Required Steps to Close a Case:

- Opiates Involved YES/NO.
- All Charges for case are listed.

Edit Charges
✔ Edit Charges was completed on 08/02/2021 by Stanley Morrice.
[Show Steps]
Resume Process >

Legal Problem Category

Opiates Involved* Yes No

Before closing a case make sure there is a disposition for each individual charge. Use the edit pencil to add/change disposition.

Add/Edit Charges

▼ 2021-08-04 50027 - MANSLAUGHTER BY MISKEEPING VICIOUS OR DANGEROUS ANIMAL 09A 200.240 Top Charge

Charge *
50027 - MANSLAUGHTER BY MISKEEPING VICIOUS OR DANGEROUS ANIMAL Top Charge

Disposition
Dismissed

Disposition Dat
mm/dd/yyyy

Charge Date
08/04/2021

Delete Charge

Add Charge

In order to edit a case you can select the **Charge** box and search for an alternated charge by searching for Statute Number or keyword.

Note: At most one charge must be marked as the **Top Charge**.

Disposition – All Charges need a disposition upon closing of the case.

00733) » Edit Charges

Actions Views Timer Not Started - 0:00

Legal Problem Category

Opiates Involved* Yes No

Before closing a case make sure there is a disposition for each individual charge. Use the edit pencil to add/change disposition.

Add/Edit Charges

▼ 2021-08-04 50027 - MANSLAUGHTER BY MISKEEPING VICIOUS OR DANGEROUS ANIMAL 09A 200.240 **Top Charge**

Charge * Top Charge

50027 - MANSLAUGHTER BY MISKEEPING VICIOUS OR DANGEROUS ANIMAL

Disposition

Disposition Date

Charge Date

Delete Charge

- Dismissed
- Jury Verdict – Guilty
- Jury Verdict – Guilty
- Negotiated Down
- Other
- Parole/Probation Reinstatement
- Parole/Probation Revocation
- Plead Guilty

Edit Sentences – Sentences can be edit or added in this step.

Home » Cases » Peter Parker (21-0000733) » Edit Sentences (Service)

Close Case Final
Close Case Final was completed on 09/20/2021 by Stanley Morrice.
[Show Steps]
Resume Process »

✓ Saved

Existing Sentences

Viewing 1 - 4 of 4

Title	Start Date	Charge	Fixed Sentence Term	Probation Period (in Years)	Retained Jurisdiction	Fines	Court Costs	Restitution	Note
Sentences and Fines				0		0	0	0	
Sentences and Fines				0		0	0	0	
Sentences and Fines				0		0	0	0	
Sentences and Fines				0		0	0	0	

Result Page: 1

Do Not Add Sentence

Start Date:

Related charge(s)
Hold down the control key (CTRL) to select more than one option.

200.240.50027 - MANSLAUGHTER BY MISKEEPING VICIOUS OR DANGEROUS ANIMAL
200.366.1.61565 - SEXUAL ASSAULT BY MINOR WITH THE USE OF FORCE OR THREAT OF FORCE, OR VICTIM IS INCAPABLE OF RESISTING

Fixed Sentence Term:

Retained Jurisdiction: Yes No

Probation Period (in Years):

Fines: \$

Again, all the Charges are listed in the **Related charge(s)** box that have sentences and/or fines.

Close Case steps:

NEVADA: Cases: Peter Parker (21 - x)

nevada.legalserver.org/matter/process/dynamic_165/form_loader23/edit/733?_ref_mes=Saved

Home » Cases » Peter Parker (21-0000733) » Close Case

Close Case Final
Close Case Final was completed on 09/20/2021 by Stanley Morrice.
[Show Steps]
Resume Process »

Closing Information

Date Closed* 09/20/2021

Case Status Please Select

File Date of Note 09/20/2021

Was a Motion to Suppress filed in this case?* Yes No

Notes

Case Closed: Peter Parker (21-0000733)

Communication

Send this note as an email Choose Recipients

Caseworker who closed case* DIDS_Office, Conflict_Notice

Closing number will be automatically assigned.

- Date Closed required
- Case Status

- Adjudicated
- Inactive Case
- Needs Conflict Attorney Assignment
- New Appointment
- Returned from Warrant
- Set for Review

- Withdrawn Representation
- Closed
- Pending
- Ready to Close
- Transfer Request
- Working

- Was the Motion to Suppress filed?
 - No - continue
 - Yes – Was the Motion to Suppress litigated

- **Notes** – Closing notes if needed.

The screenshot shows a software interface with three main sections: 'Notes', 'Communication', and 'Send Survey'.
 - The 'Notes' section contains a text area with the text 'Case Closed: Peter Parker (21-0000733)'.
 - The 'Communication' section has a 'Send this note as an email' checkbox and a 'Choose Recipients' button. Below this is a dropdown menu for 'Caseworker who closed case' with the value 'DIDS_Office, Conflict_Notice'. A yellow banner below this section reads 'Closing caseworker will be automatically assigned.'
 - The 'Send Survey' section has several dropdown menus: 'Type' (set to 'Client Related To A Case - Matter Aux Form'), 'Contact Method' (set to 'Please Select'), and 'External Process' (set to 'Please Select'). There is also an 'Expiration Date' field set to '10/20/2021' and a 'Calculator' link at the bottom.

- **Communication**

- Send this note as an email
- Recipients email addresses, separated by commas.

- **Caseworker who closed case**

- Name of caseworker who closed case or can change to another caseworker if needed.

- **Send Survey**

- Type: Client Related To A Case – Matter Aux Form
- Contact Method – Email, Manual (Display Link), SMS.

Note: When sending a survey to client be sure to have correct DOB in LegalServer because client will need to enter DOB to gain access to survey. Manual (Display Link) will display a link that can be copied or pasted to gain access to survey.

- **External Process**

- **Satisfaction Survey**
- **Satisfaction Survey Spanish**

- **Expiration Date** – this date defaults to one month, any surveys sent and not responded to will not be able to complete survey after this date.

Requesting Attorney's Fees or Case-Related Expenses:

- At the bottom of the Criminal Profile you will see **DOCUMENT TEMPLATES**.

Veteran N/A
Inmate ID Number N/A

DOCUMENT TEMPLATES EMAIL TEMPLATES CASE DOCUMENTS

both results Problem_Code = ... 10 years

Document Title	Type	Description	Problem Code Match	County Match	Download
REQUEST FOR ATTORNEY FEES	Misc	REQUEST FOR ATTORNEY FEES	Y	Y	Download
REQUEST FOR CASE-RELATED EXPENSES	Misc	REQUEST FOR CASE-RELATED EXPENSES	Y	Y	Download

No Other Pages

Hearing Docket Number (Most Recent) N/A

- REQUEST FOR ATTORNEY FEES** – link to PDF form.
- REQUEST FOR CASE-RELATED EXPENSES** – link to PDF form.

REQUEST FOR ATTORNEY FEES

Attorney: _____ Date: _____
 Phone No.: _____ Address: _____
 E-mail: _____
 Client Name: _____ Case No.: _____
 (If juvenile, use first initial and last name)
 Court: _____
 Funding Source: State County Charge: _____
ATTORNEY FEES REQUESTED: (Refer to NRS 7.125 or applicable contract for hourly rates)
 Attorney Time: _____ Hours @ \$ _____ rate per hour = \$ _____
 Pay to: _____
CASE STATUS: As of today, this case is:
 Currently Active/Interim billing, Invoice Period: From ____/____/____ To ____/____/____
 OR
 The representation was terminated by [select one]:
 Judgement of Conviction, Acquittal/Dismissal, by Order of Court
 Substitution of Counsel FTA / Bench Warrant Restitutur
 Other (provide description: _____)

REQUEST FOR CASE-RELATED EXPENSE

Attorney: _____ Date: _____
 Address: _____
 Phone No.: _____ E-Mail: _____
 Defendant Name: _____ Case No.: _____
 (If juvenile, then first initial and last name)
 Court of Jurisdiction: _____ Charge: _____
 Funding Source: _____
 INVESTIGATOR EXPERT MITIGATION SPECIALISTS
 OTHER, Please describe: _____
 Name: _____ Tax ID No.: _____
 License No.: _____
 Field of Expertise: _____
 Hourly Rate: \$ _____ Hours Requested: _____ Total: \$ _____

These forms can be filled out and sent to Nevada Department of Indigent Defense Services via mail or scanned and emailed.

- Download** – These links will attempt to prepopulate our forms with the case information. Be aware some fields will need to be filled out after form is downloaded and you will be able to edit this form also before submission.

896 W. Nye Lane, Suite 202
 Carson City, NV 89703
 1(775)687-8490

Contact E-mail:

didscontact@dids.nv.gov