TIPS FOR SPEEDING YOUR CLAIMS
THROUGH THE ADI PANEL PORTAL

Step 1, Case Information. Make sure the general case information is accurate before moving on. Use the *drop down menus* for each field to make any necessary changes.

Step 2, Milestones. Please complete the milestones in Step 2. Milestone dates can be taken from the Court of Appeal's online docket and its list of filing dates for the briefs. To add a milestone, click the icon that resembles a computer screen with a green and white plus sign and use the drop down menus in the pop up window.

Step 3, Sentencing. The JCS has specific requirements for the sentencing descriptions. The sentencing grid below shows how the different types of sentences should be entered. To add a sentence, click the icon that resembles a computer screen with a green and white plus sign. To edit a sentence that is already listed, click the blue pencil icon.

Sentence Years	Months	Quantity	Type	Disposition	Notes	
		1		CRIM-LWOP	Quantity = Required	✏️🗑️
		4		CRIM-LIFE TOP	Quantity = Required	✏️🗑️
8	4			NA	Total Determinate Term - not term per count	✏️🗑️
				CRIM-PROBATION	Use only if D not sentenced to state prison or county prison	✏️🗑️
				CRIM-CIVIL COMMIT	Most common: CRC and NGI Commitments	✏️🗑️
				CRIM-OTHER	Most common: Conservatorship and support order appeals	✏️🗑️

Step 4, Counts of Conviction in Juvenile Cases. It is not necessary on claims in dependency and delinquency appeals to list all the counts. For dependency cases, enter "WI" in the Code column and "300" in the Section column. The Description column will auto-populate with the term, "Dependency." For delinquency cases, enter "WI" in the Code column and "602" in the Section column. The Description column will auto-populate with the term, "Delinquency."

Step 5, Transcripts. These fields are the source of a lot of errors! There are a few *important things to keep in mind* when entering transcripts:

To enter a transcript count, *first click the icon* that resembles a screen with a green and white plus sign. This will open a pop up window, where you enter the transcript information. Hitting "Save" will populate the fields shown the example below.

> • **You *must* enter numbers in the "Pages Read" fields, as well as the "Pages Total" fields**. The number of "Pages Read" is used to establish the guidelines for record review and for the statement of case and facts.
>
> • **You also must account for the preliminary hearing transcript in several places** – *both* the clerk's transcript line and the preliminary hearing transcript line. See example below.
>
> > **Clerk's transcript line - "Pages Total":** On the line for clerk's transcript, the "Pages Total" field must *include the number of pages from the preliminary hearing transcripts.*
> >
> > **Clerk's transcript line - "Pages Read":** If you *read* all or part of the preliminary hearing transcript, please include those pages in the **"Pages Read"** field for the clerk's transcript line.
> >
> > **Preliminary hearing's own line:** The line for the preliminary hearing transcript must also be completed. That line must state the number of "Pages Read" *and* the number of "Pages Total." If you did not read the prelim, enter the number "0" in the "Pages Read" field on the preliminary hearing line.

Transcripts Screen (Step 5) - Case# D038584   Cancel

RT-Reporter	CT-Clerk	OT-Other	PT-Prelim
800	350	0	0

Type	Category	Received	Volume	Pages Read	Pages Total	Comments	
Original	PRELIMINARY	8/5/2014	1	0	50		
Original	CLERKS	8/5/2014	1	350	400		
Original	REPORTERS	9/12/2014	2	800	800		

Save and Continue   Save and Return

Step 6, Unbriefed issues. Hours worksheet, line 7: You must click the blue pencil icon to enter unbriefed issues. Clicking the blue pencil icon will open a separate window where you can enter the time and description of each unbriefed issue, one by one. The data you enter in the pop up window will populate line 7 on the hours worksheet.

Step 13, Submitting and printing the claim. CMS has been updated to include the ability to view the entire claim as a PDF, which should assist with saving or printing the claim.

Assistance: If you need help with any of your claims, please contact the claims processor assigned to your case listed under Contact Us on the CMS home page.