



Child Support Magistrate (CSM) Magistrate Time Reporting User Manual

For Magistrates, Approvers, and Representatives

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Magistrate Time Reporting Overview

Magistrate Time Reporting is a web-based application that collects consistent and uniform data and stores it in a database. This application allows direct submission of time tracking data and will provide a reliable mechanism to enable the court services staff of the State Court Administrator's Office to provide required information to other state and/or federal agencies. It has eliminated the manual data entry system and provides the following functionality:

- Contract and employee magistrates can enter data on time worked electronically via the internet. Information includes the district, date(s) worked, county, work code, and detailed information about orders reviewed for approval without a hearing and the type, disposition, and amount of time on the record for each hearing, plus the amount of time spent on order writing.
- The amount to be paid to contract Child Support Magistrates is automatically calculated based on "time entry" provided by the contract Child Support Magistrates. The system can distinguish contract magistrates from regular employees for payment, while still recording the data regarding district, dates worked, county, work code, etc. for statistical purposes.
- District office staff can review and approve the hours claimed by contract magistrates.
- Reports allow us to provide required information to the State Department of Human Services, thus allowing Minnesota to receive 66% federal reimbursement of costs expended. Reports are standard management reports that are accessible from desktops of designated court services staff.
- Statistics are readily available showing the number and type of hearings by county and district, magistrates' hours worked and time spent on hearings, writing orders, and on hearing types and dispositions.
- Profile management is available for all users. All users can view the information contained in their user profile and update their own contact information, while district office staff can additionally maintain the contact information for magistrates in their district. This ensures that profile information stays current.

About this Document

This document contains information regarding the standard procedures for using and managing Magistrate Time Reporting. This technical and business user documentation provides the recommended steps for Child Support Magistrates, district approvers, and district representatives. Not all users of Magistrate Time Reporting will perform every step described in this document. Please review the Table of Contents for applicable procedures. This user manual is available for viewing or printing from the **Help** link found on every page within the Magistrate Time Reporting.

Other Resources

- Online searchable help is available in Magistrate Time Reporting. To access it, click the **Help** link found on every page within the application.
- For assistance, use the "Service Desk" link at the bottom of any screen within Magistrate Time Reporting to contact the ITD Service Desk. The service desk is staffed during the hours of 7 AM to 5 PM, Monday through Friday, but you may submit your request at any time.

General Layout & Conventions

Navigation Tips

Magistrate Time Reporting is a web-based application with various web features and other conventions. Please review this section for tips on navigation.

This section includes:

- Working with the Back Button and Other Browser Buttons
- Using Navigation Options
- Using the Main Menu
- Sorting Columns
- Using Arrows

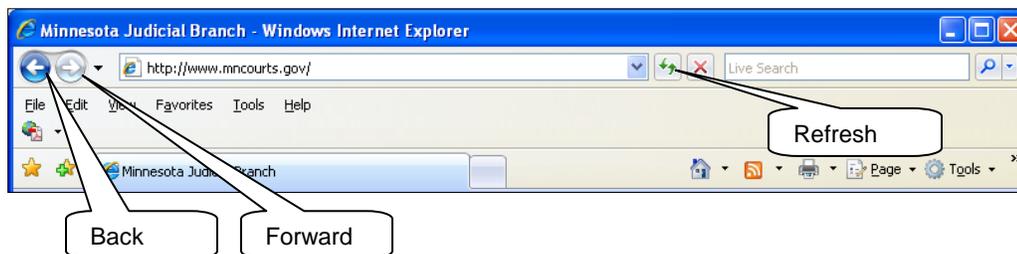
Working with the Back Button and Other Browser Buttons

Use the navigation options that are provided within the Magistrate Time Reporting application. **Do not** use the general web browser options (e.g., Back, Forward, Refresh, etc.). If you use the general web browser options, your data may not appear as you entered it. **The Back button is not supported in this application.** If you use the Back button, you may get a “page expired” screen. If this happens, please use the browser’s refresh button and check your data.

Using Navigation Options

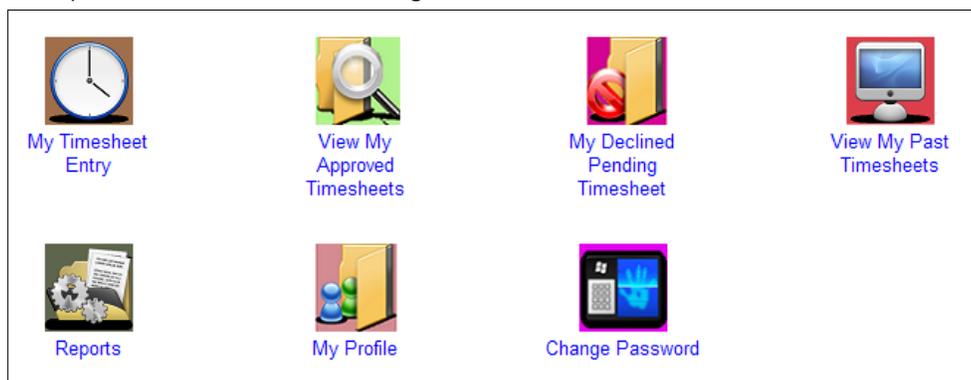
Web Browser Options:

Using these web browser options is not recommended. See the explanation above.



Magistrate Time Reporting Main Menu:

It is recommended that you use the Main Menu to navigate around Magistrate Time Reporting. Below is an example of the Main Menu for magistrates.



Other Options Available in Magistrate Time Reporting:

- The Back to Main Menu navigation option is available when you are within the application (i.e., when you are entering a timesheet or viewing information) and you need to navigate back to the Main Menu.

[Back to Main Menu](#)

- The Return to Timesheet Main navigation option is available when you are entering your timesheet details and you want to remain in the timesheet entry area but need to navigate back to the main timesheet summary screen (i.e., Timesheet Main).

[<<< Return To Timesheet Main](#)

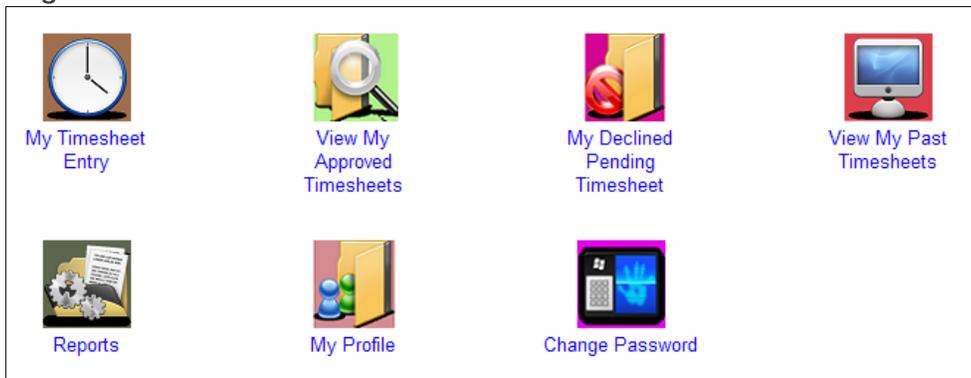
- The Return to Timesheet Selection navigation option is available in situations where you need to navigate back to a specific timesheet/magistrate selection page.

[<<< Return To Timesheet Selection](#)

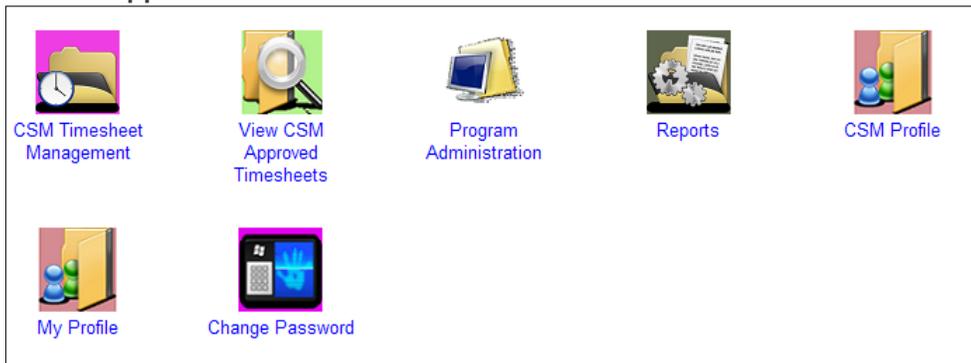
Using the Main Menu

The Main Menu is different for the different user roles. See below for examples.

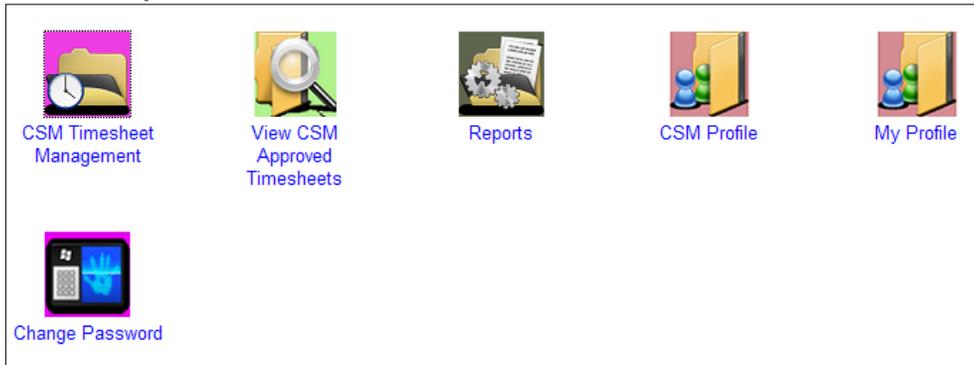
Magistrate:



District Approver:



District Representative:



Sorting Columns

If you click once on the column name within any table header, it will sort the column in ascending order, and if you click on it again, it will sort it in descending order. If the list is extensive, this allows you to find what you are looking for more quickly.

Using Arrows

Tables default to 10 rows. If more than 10 items exist in a list, they will be listed on more than one page. To know how many rows exist, the total number of records will display at the bottom of the table on the first page. Use the arrows at the bottom of the list to navigate forward or backward. If less than 10 items exist, then the arrows will not appear.

Arrow Icon	Description
	Goes forward one page.
	Goes backward one page.
	Skips forward to the last page.
	Skips backward to the first page.

Roles & Rights

Magistrate Time Reporting has various roles and rights. Based on your role, different options appear in the main menu. The user roles that are currently available are listed below.

User Role	Description
Child Support Magistrate	This user is a judicial officer that presides over the court proceedings for the Expedited Child Support process. He/she submits a timesheet for work performed.
District Approver	This user approves or declines timesheets that are submitted by the magistrate, upon review by the district representative (if applicable for district).
District Representative	This user reviews the timesheet in detail before notifying the district approver that it is ready to be approved or declined. Not all districts may have a district representative.
Program Administrator	This user has full rights to every function in the Magistrate Time Reporting web application.
Service Desk Personnel	This user provides the services of level 1 service desk support.

Prerequisites

Listed below are things that you must complete or know about before using Magistrate Time Reporting.

This section includes:

- Enabling JavaScript
- Internet Connection

Enabling JavaScript

Users must enable JavaScript in their web browser in order for Magistrate Time Reporting to function properly. The following instructions describe how to enable JavaScript in your browser. If your browser is not listed, please consult its online help pages. Please note that Internet Explorer 6.0 or higher is required to use the Magistrate Time Reporting service. Other web browsers, such as Firefox, may not function properly.

Internet Explorer (6.0)

1. Select **Tools** from the top menu.
2. Choose **Internet Options**.
3. Click **Security**.
4. Click **Custom Level**.
5. Scroll down till you see section labeled **Scripting**.
6. Under **Active Scripting**, select **Enable** and click **OK**.

Internet Explorer (7.0)

1. Select **Tools > Internet Options**.
2. Click on the **Security** tab.
3. Click the **Custom Level** button.
4. Scroll down to the **Scripting** section.
5. Select **Enable for Active Scripting and Scripting of Java Applets**.
6. Click **OK**.
7. Select **YES** if a box appears to confirm.
8. Click **OK**. Close window.
9. Reload page.

Internet Connection

Dial-up internet connection is not recommended. If it is used, the Magistrate Time Reporting system may not function properly.

General Procedures

Opening Magistrate Time Reporting

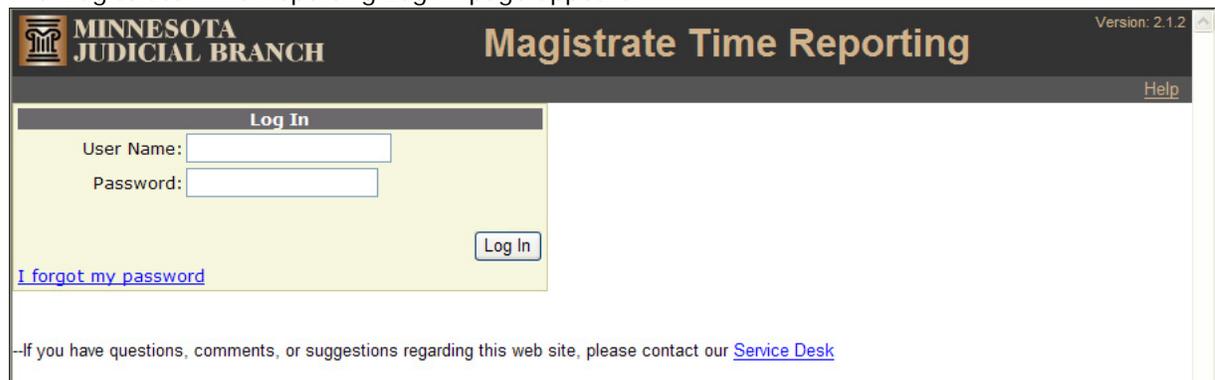
Magistrate Time Reporting can be accessed anywhere that has an internet connection. Dial-up internet connections are not recommended.

1. In your web browser, type: <http://www.mncourts.gov/?page=305>. Press **Enter** or click **Go**. The Child Support web page appears. Follow the link to Online Magistrate Time Reporting.

Login to Magistrate Time Reporting

Logging in is required every time you access Magistrate Time Reporting. Every user is assigned a login and default password. After you login the first time, you may change your password. See [Changing Your Password](#) for details.

1. Open [Magistrate Time Reporting](#) (see above). The Magistrate Time Reporting Log In page appears.



2. In the User Name field, type your username.
Note: The login **is not** case sensitive.
3. In the Password field, type your password.
Note: The password **is** case sensitive.
4. Click **Login**. The Main Menu screen appears.

Logout of Magistrate Time Reporting

To log out of Magistrate Time Reporting, see below.

1. To end your session in Magistrate Time Reporting, click **Logout**.
2. Close your browser window.

Forgetting Your Password

If you forget your password at any time, follow the steps below.

1. [Open Magistrate Time Reporting](#) (see above).
The Magistrate Time Reporting Log In page appears.
2. Under the Log In, click **I forgot my password**.
3. Under Forgot Your Password, in the User Name field, type your username.
Note: The username **is not** case sensitive.

Password Recovery

Forgot Your Password?
Enter your User Name to receive your password.

User Name:

4. Click **Submit**. Identity Confirmation appears.
5. In the Answer field, provide the answer to the password recovery question.

Password Recovery

Identity Confirmation
Answer the following question to receive your password.

User Name: naomi.magistrate
Question: color

Answer:

6. Click **Submit**.

Important:

You will receive an email with a new default password. Locate the new default password in the email and copy/paste it into the Magistrate Time Reporting Log In screen (see the steps for [logging in](#), above). You may then change your password to something that is easier to remember.

7. If you do not remember the answer to the question and you enter the wrong one, a message will appear and you will be given additional chances. **Do not try to enter the answer more than 4 times or the system will lock you out.** If you cannot remember your answer, submit an ITD Service Desk Ticket.

Password Recovery

Identity Confirmation
Answer the following question to receive your password.

User Name: naomi.magistrate
Question: color

Answer:

Your answer could not be verified. Please try again.

Changing Your Password

Every user is assigned a login and default password. After you login the first time, you may change your password using the required specifications.

Password rules:

- Must be at least seven characters long.
- Must have at least one non alpha-numeric character (a space is considered a non alpha-numeric character).

Note: There is not an upper-case character requirement or a limit on the number of characters; however, **passwords are case sensitive.**

Tip: Verify that you do not add an unwanted space at the end of your password.

1. On the Main Menu, click **Change Password**. The Change Your Password screen appears.



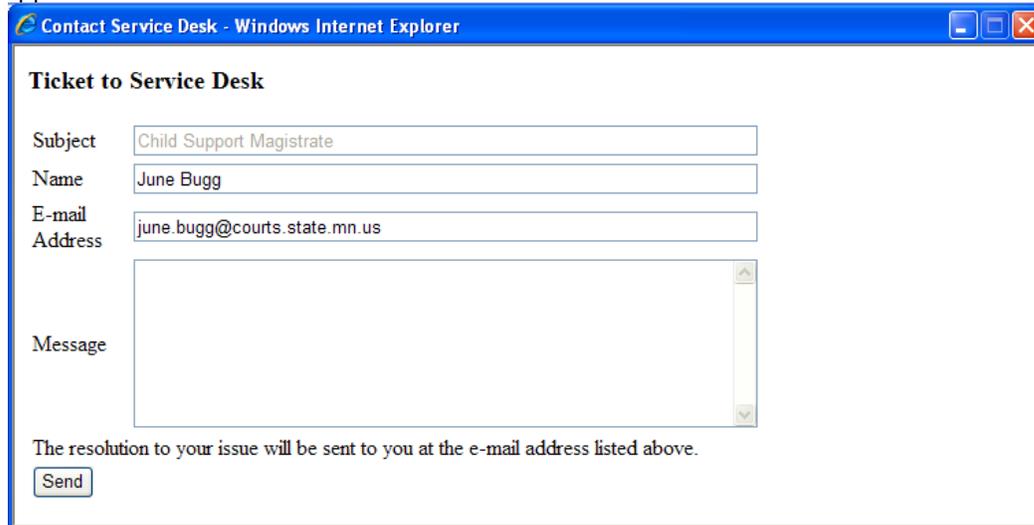
The screenshot shows a dialog box titled "Change Your Password". It contains three text input fields labeled "Password:", "New Password:", and "Confirm New Password:". Below the input fields are two buttons: "Change Password" and "Cancel".

2. In the Password field, type your current password.
3. In the New Password field, type your new password.
4. In the Confirm New Password field, type your new password again.
5. To save changes, click **Change Password**. Your password is now changed.
OR
To exit out of the dialog without saving the changes, click **Cancel**.

Reporting a Problem

For assistance, use the “Service Desk” link at the bottom of any screen within Magistrate Time Reporting to contact the ITD Service Desk. The service desk is staffed during the hours of 7 AM to 5 PM, Monday through Friday, but you may submit your request at any time. Follow the steps below.

1. To report a problem, at the bottom of any screen, click **Service Desk**. A Ticket to Service Desk dialog appears.



2. Complete the fields.

Field	Description
Subject	This is not an editable field.
Name	The name that is in your profile is automatically loaded into this field for you.
E-Mail Address	The email address that is in your profile is automatically loaded into this field for you. If it is different, please provide a different email address. This is the email address through which you will be contacted.
Message	Provide a detailed explanation of your issue. It is recommended that you provide specific details such as what screen you were on, what action you performed when you encountered the issue, the error that appeared, etc. This assists the service desk to more efficiently resolve the issue.

3. Click **Send**. The ticket is sent to the service desk and you will be contacted via the email address that you entered.

Reports

All instructions for accessing, generating, and using reports can be found in the online help within the Magistrate Time Reporting application. To access it, from any screen click the **Help** link.

Magistrate Tools & Resources

Timesheets

Overview of Time Reporting

How to Complete a Timesheet

A timesheet must cover a minimum of 14 calendar days but must not be more than 63 calendar days. The only exception to this minimum rule is if the timesheet's end date is June 30 (i.e., fiscal billing deadline) or December 31 (i.e., reporting deadline). If a timesheet remains pending for more than 63 calendar days, it will become locked and the magistrate must contact the program administrator to unlock it. The start date of each timesheet is automatically set by the system for the day after the end date of the previous timesheet.

What Happens After It's Been Submitted

Once a timesheet is submitted, an email notification is sent overnight to the district representative or district approver and the timesheet is reviewed. After the timesheet is reviewed for accuracy, the district approver may approve or decline the timesheet. If the timesheet of a contract magistrate is approved, the finance department will be notified of the payment information the next day. If the timesheet is declined, the magistrate will be notified that it has been declined. To have the declined timesheet reviewed again, the magistrate must correct the error(s) and resubmit it. If a timesheet is given a final deny status, the timesheet **cannot** be corrected or re-submitted, and no timesheet may ever be submitted for that time period and for that district. **All email notifications are sent based off yesterday's business and should arrive in the applicable email inbox after 2:30 A.M. (The cutoff for yesterday's business is midnight.)**

Types of Magistrates

There are two types of magistrates, contract and state employees. If you are a contractor, you are allowed to submit timesheets up to the dollar amount specified in your contract for each fiscal year (i.e., July-June). At the top of the Main Menu and the Timesheet Main screens of Magistrate Time Reporting, your general magistrate information appears. For contractors, a summary will appear including the hours already worked, the remaining dollar balance, and the remaining balance percentage of your contract. It is important that you monitor the remaining balance of your contract. No payments in excess of the contract maximum will be paid.

Important:

- Each timesheet **must** cover all work done in all districts for that time period.
- You cannot have more than one timesheet pending at a time. This means that once you start a timesheet, you must complete and submit it before starting another timesheet.
- Dates for timesheet work items must be within the timesheet's billing time period – between the start date and the end date of the timesheet. The Magistrate Time Reporting system will not allow you to record time for a date that is in a previous time period, nor will it allow you to have data beyond the end date.
- Each timesheet you complete and submit is for a specific period of time. After you submit your timesheet and it has been approved, you **cannot** go back and fix anything within that timesheet. The start date of your next new timesheet will automatically be the date following the end date of the last submitted timesheet.
- You may enter only one case number in the Case number field at a time.

Tips:

- You can enter your work items and details at any time as long as you follow the [timing guidelines for completing a timesheet](#), under "How to Complete a Timesheet" (located above). You do not need to make your entries on the same day that they occur. Just be sure to keep track of all the dates and details that you will need for your entries.
- **Do not** enter an end date on your timesheet until just before you click the submit button.

Entering Timesheets

Do not ask court staff to enter information for you. To complete a timesheet, follow the steps below. Please note that if a step says it is required, it must be followed exactly as indicated.

- Step One: Add Work Item **(required)**
- Step Two: Edit Timesheet or Individual Entry (if applicable)
- Step Three: Enter a Timesheet End Date **(required)**
- Step Four: Submit Timesheet **(required)**

Important:

Use the navigation options that are provided within the Magistrate Time Reporting application. Do not use the general web browser options (e.g., Back, Forward, Refresh, etc.). If you use the general web browser options, your data may not appear as you entered it. **The Back button is not supported in this application.** If you use the Back button, you may get a "page expired" screen. If this happens, use the browser's refresh button and check your data.

Step One: Add Work Item **(required)**

Note:

The start date field of any new timesheet is automatically populated with one of the following dates. It is not editable.

- If this is your first timesheet: The start is the date of your user profile setup.
- If this is **not** your first timesheet: The start date is the date following the end date of the last submitted timesheet (i.e., if your previous timesheet had an end date of January 15, the start date of the next timesheet will be January 16).

1. Once you have [logged on](#) properly, the Main Menu screen appears (see below). See the [magistrate's main menu](#) for details on the options that are currently functioning.

MINNESOTA JUDICIAL BRANCH Version: 2.2.0

Magistrate Time Reporting

[Help](#) [Logout](#)

You are logged in as: magistraten. Your role: CSM-Magistrate.

CSM Name: Magistrate, Nancy CSM Address: 1234 Brighton Lane Anytown, MN 55155 CSM Email: nancymagistrate@gmail.com	CSM Phone: (Home) (Office) 651-555-1213 (Cell) 651-555-1212 (Alternate) (Fax)	Statewide Fiscal Year 2011 YTD: Work Hours: 195.00 Travel Hours: 71.00 Contract Balance Remaining: \$695.00 Contract Balance Remaining Pct: 13.90%
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[My Timesheet Entry](#)


[View My Approved Timesheets](#)


[My Declined Pending Timesheet](#)


[View My Past Timesheets](#)


[Reports](#)


[My Profile](#)


[Change Password](#)

Notes:

- The information at the top of the screen shows your name, contact information (the primary phone # is indicated by an asterisk), and contract or employee details. If you are a contractor, you are allowed to submit timesheets up to the dollar amount specified in your contract for each fiscal year (i.e., July-June).
- At the top of the Main Menu and the Timesheet Main screens of Magistrate Time Reporting, your general magistrate information appears. For contractors, a summary will appear including the work and travel hours already worked, the remaining balance, and the remaining balance percentage of your contract. If any information is incorrect, please submit an ITD Service Desk Ticket.

- From the Main Menu, click **My Timesheet Entry**. The Timesheet Main screen appears. This screen gives a summary of the information that you enter.

Notes:

- If this is a new timesheet with no work items entered yet, a message will appear indicating such. If not, the Summary of Timesheet Work Items appears (see below).
- The Summary of Timesheet Work Items will list the work items in descending order with the newest at the top. If more than 10 work items exist in the timesheet, use the arrows to view all the pages. The total number of records is noted at the bottom of the first page.

MINNESOTA JUDICIAL BRANCH **Magistrate Time Reporting** Version: 2.2.0

Back to Main Menu [Help](#) [Logout](#)

[<<< Return To Timesheet Selection](#)

CSM Name: Nancy Magistrate Start Date: 6/1/2011 End Date: 6/14/2011

Statewide Fiscal Year 2011 YTD:
 Work Hours: 195.00
 Travel Hours: 71.00
 Contract Balance Remaining: \$695.00
 Contract Balance Remaining Pct: 13.90%

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type	
6/2/2011	06	St. Louis - Duluth	3.00	Uncontested Orders	View Work Type
6/2/2011	06	St. Louis - Duluth	3.00	Travel	View Work Type
6/2/2011	06	St. Louis - Duluth	2.00	Non-dispositive Orders	View Work Type
6/1/2011	03	Dodge	2.00	Order Preparation	View Work Type
6/1/2011	03	Dodge	3.00	Travel	View Work Type
6/1/2011	03	Dodge	4.00	Non-dispositive Orders	View Work Type

Timesheet Totals

District	Work Hours	Travel Hours	Amount
03	6.00	3.00	\$130.00
06	5.00	3.00	\$120.00

Total number of records: 6 . Total number of records in this timesheet summary.

- To add a work item to the timesheet, click **Add Work Item**. The Timesheet Add Work Item screen appears.

MINNESOTA JUDICIAL BRANCH **Magistrate Time Reporting**

Back to Main Menu [Help](#) [Logout](#)

[<<< Return To Timesheet Main](#)

Timesheet Start Date: 5/6/2008 Timesheet End Date:

Date: District: Work Type: County:

4. Complete all the fields.

Field	Action/Description
Date	Provide the date that the work was performed. You may either type it in the field (e.g., mm/dd/yyyy) or click the calendar icon () to locate and select the applicable date.
District (see warning, below)	This field automatically defaults to the primary district from your profile, if it was provided. If you need to change it for a work item entry, simply pick a different district from the menu. Alternatively, place your cursor in the field and start typing. The results based on what you are typing will appear and you can quickly select the correct one.
Work Type (see warning, below)	From the drop-down menu, select the applicable work type. Alternatively, place your cursor in the field and start typing. The results based on what you are typing will appear and you can quickly select the correct one. <ul style="list-style-type: none"> • Order Preparation • Hearing Calendar • Uncontested Orders • Travel • Motions for Review/Correct • Other Billable Tasks • Non-dispositive Order • Meetings • Training
County (see warning, below)	From the drop-down menu, select the applicable county. Alternatively, place your cursor in the field and start typing. The results based on what you are typing will appear and you can quickly select the correct one. This field is only required at this level for the following work types: <ul style="list-style-type: none"> • Hearing Calendar • Uncontested Orders

Date: 5/7/2008 	District: First 	Work Type: Uncontested Orders 	County: Dakota 	<input type="button" value="Insert Work Item"/>
---	--	--	---	---

5. Click **Insert Work Item**. This saves the work item that you entered. The [Work Item Type] Detail screen appears for the work type that was selected.**Warning:**

Before proceeding, verify that you have selected the accurate date, district, work type, and county (if applicable) for your entry. **After you click Insert Work Item, only the work date can be edited.** Corrections to district, county, or work type will require that you delete the work item. Any and all detail entered for that work item will also be deleted (e.g., hearing details).

6. To add details, follow the applicable procedure below.

- [Creating an Order Preparation Entry](#)
- [Creating a Hearing Calendar Entry](#)
- [Creating an Uncontested Order Entry](#)
- [Creating a Travel Entry](#)
- [Creating a Motion for Review/Correct Entry](#)
- [Creating an Other Billable Task Entry](#)
- [Creating a Non-dispositive Order Entry](#)
- [Creating a Meeting Entry](#)
- [Creating a Training Entry](#)

Order Preparation Entry

To create an order preparation entry:

1. Follow the steps for [adding a work item](#) for an order preparation. If you have already done that, on the Order Preparation Detail screen with the Summary of All Order Preparations, click **Add Detail**. New fields appear. Skip to step 4.

Date: 5/8/2008 District: 10 Total Time For Work Item: 0.00
Summary of All Order Preparation
No work item details were found.
Order Preparation Detail
Add Detail

2. If you are adding a new order preparation to an existing order preparation list, access the Order Preparation Detail screen with the Summary of All Order Preparations in one of the following ways:
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired order preparation entry, click **Edit Details**. The Order Preparation Detail screen appears with the Summary of All Order Preparations.
 - c. If you are already on the Order Preparation Detail screen with the Summary of All Order Preparations, follow step 3.
3. On the Order Preparation Detail screen with the Summary of All Order Preparations, add a new order preparation by clicking **Add Detail**.
4. Complete the fields.

Field	Action/Description
County	From the drop-down, select the county where the order will be filed.
Time	Provide the time you spent on the Order Preparation. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Case	Provide the complete case number. The case number must start with the applicable 2 digit county number. Note: An order preparation may have more than one case number. If there are multiple case numbers, pick one of the case numbers to enter into the Case field. Add the other case numbers in the Comment field for reference.
Comment	Optionally, provide a comment.

5. Click **Save**. The details appear.

Date: 5/8/2008 District: 10 Total Time For Work Item: 1.25			
Summary of All Order Preparation			
County	Cases	Work Time	Comment
Anoka	02-f0-05-3919	1.25	
Order Preparation Detail			
County: Anoka			
Time: 1.25			
Case: 02-f0-05-3919			
Comment:			
Edit Detail Delete Detail Add Detail			

6. To add another order preparation for the same district/same day, click **Add Detail**. Repeat steps 4-5.
OR
 To create an order preparation for a different district/different day, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
OR
 To edit an order preparation, follow the steps for editing an order preparation entry.
OR
 To delete an order preparation, follow the steps for deleting an order preparation entry.
OR
 To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Uncontested Order Entry or Hearing Calendar).

Note:

All decisions/orders from the same district on the same day are added together in the work item in the summary on the timesheet's Timesheet Main screen.

Warning:

Once already entered, you cannot create the same work item entry for the same date and district. One work item on Timesheet Main may contain multiple orders for multiple counties in the same district. You can do an entry for a different district on the same day. Each order has its own line of detail under this work type.

To edit an order preparation entry:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Order Preparation Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired order preparation entry, click **Edit Details**. The Order Preparation Detail screen appears with the Summary of All Order Preparations.
 - c. If you are already on the Order Preparation Detail screen with the Summary of All Order Preparations, follow step 2.

- On the Order Preparation Detail screen with the Summary of All Order Preparations, click to select the desired entry. The details of the selected order preparation appear below.

Date: 5/8/2008 District: 10 Total Time For Work Item: 2.00			
Summary of All Order Preparation			
County	Cases	Work Time	Comment
Anoka	02-f0-05-3919	1.25	
Anoka	02-f3-00-9064	0.75	
Order Preparation Detail			
County:	Anoka		
Time:	1.25		
Case:	02-f0-05-3919		
Comment:			
Edit Detail Delete Detail Add Detail			

- To edit, click **Edit Detail**. The fields open for editing (see step 4 in [creating an order preparation entry](#)). You may delete/replace the information as needed.
- Once your changes have been made, click **Save** to save your changes.
- When completed, navigate to your desired location:
 - To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

To delete an order preparation entry:

- Depending on where you are in the application, follow the applicable step(s) to navigate to the Order Preparation Detail screen.
 - If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired order preparation entry, click **Edit Details**. The Order Preparation Detail screen appears with the Summary of All Order Preparations.
 - If you are already on the Order Preparation Detail screen with the Summary of All Order Preparations, follow step 2.

- On the Order Preparation Detail screen with the Summary of All Order Preparations, click to select the desired entry. The details of the selected order preparation appear.

Date: 5/8/2008 District: 10 Total Time For Work Item: 2.00			
Summary of All Order Preparation			
County	Cases	Work Time	Comment
Anoka	02-f0-05-3919	1.25	
Anoka	02-f3-00-9064	0.75	
Order Preparation Detail			
County: Anoka			
Time: 1.25			
Case: 02-f0-05-3919			
Comment:			
Edit Detail Delete Detail Add Detail			

- To delete, click **Delete Detail**. The selected order preparation and all details related to it are deleted (e.g., the case number, work time, etc.).
- When completed, navigate to your desired location:
 - To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Hearing Calendar Entry).

Hearing Calendar Entry

To create a hearing calendar entry:

- Follow the steps for [adding a work item](#) for a hearing calendar. If you have already done that, the Hearing Calendar Detail screen appears with the Summary of All Hearings. Skip to step 3.

Date: 5/27/2008 District: 1 County: McLeod						
Total Time For Hearing Calendar:			Comment:			
Update Time / Comment						
Summary of All Hearings						
Start Time	End Time	Time on Record	Cases	Issues	Result	
		0				Select
Hearing Detail						
Start Time:	<input type="text"/>	End Time:	<input type="text"/>	Time On Record (Minutes):	<input type="text"/>	Result: <input type="text"/>
Comment: <input type="text"/>						
Save Cancel						
Case Number	Issue	Comment				
<input type="text"/> <input type="button" value="Insert"/>	<input type="text"/> <input type="button" value="Insert"/>	<input type="text"/>				

- If you are adding a new hearing to an existing hearing calendar, access the Hearing Calendar Detail screen with the Summary of All Hearings in one of the following ways:
 - If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired hearing calendar entry, click **Edit Details**. The Hearing Calendar Detail screen appears with the Summary of All Hearings.

- c. If you are already on the Hearing Calendar Detail screen with the Summary of All Hearings, follow step 3.

Note:

The following steps, steps 3-4, can be completed in any order.

3. Complete the first set of fields.

Field	Action/Description
Start Time	In the field, type the start time for the hearing (e.g., 08:00, 10:00, etc.). It must be between 8:00 AM and 6:00 PM. You only need to type the numbers; you do not need to type AM or PM or the colon in between the numbers. Four digits must be entered; use zeros when needed.
End Time	In the field, type the end time for the hearing (e.g., 10:00, 02:00, etc.). It must be between 8:00 AM and 6:00 PM. You only need to type the numbers; you do not need to type AM or PM or the colon in between the numbers. Four digits must be entered; use zeros when needed.
Time On Record (Minutes)	This amount is automatically calculated based off your entries in the Start Time and End Time fields. This field is not editable. This is not related to the billable time for a hearing calendar work item.
Result	From the drop-down menu, select an applicable option. Only one result is selected. <ul style="list-style-type: none"> • Adjudicated: Decided on the record. • Continued: One or two page order setting a new hearing date. • Dismissed: Child Support Magistrate decision to dismiss the action or motion (with or without prejudice). • Referred: Referred to district court due to prohibited issues. • Stricken/Withdrawn: Moving party withdraws action or motion or fails to pursue it by appearing. • Under Advisement: Order to be issued in the future.
Comment	Optionally enter a comment. For example, both parents represented by counsel.

4. Complete the second set of fields.

Field	Action/Description
Case Number	<ol style="list-style-type: none"> 1. In the field, type the case number. The case number must start with the applicable 2 digit county number. 2. Click Insert. <p>Note: A hearing may have more than one case number. Repeat above steps as applicable.</p>
Issue	<ol style="list-style-type: none"> 1. From the drop-down menu, select an applicable option. 2. Click Insert. 3. If a hearing has more than one issue, repeat steps 1-2. <p>At least one issue is required for each hearing. If you select "Other", a comment is required to further explain the selection. For more information on selecting issues, see Overview of Issue Types for Hearings and Uncontested Orders.</p>

Date: 5/27/2008 District: 1 County: McLeod
 Total Time For Hearing Calendar: Comment:
[Update Time / Comment](#)

Summary of All Hearings

Start Time	End Time	Time on Record	Cases	Issues	Result	
		0	43-f8-91-24062	MOD		Select

Hearing Detail

Start Time: 09:15 AM End Time: 09:30 AM Time On Record (Minutes): Result: Under Advisement

Comment:

[Save](#) [Cancel](#)

Case Number	Issue	Comment
Edit Delete 43-f8-91-24062	Edit Delete Modification	
<input type="text"/>	<input type="text"/> <input type="button" value="Insert"/>	

Click Save.

5. Click **Save**.

Note:
 The following steps, steps 6-8, can be completed at any point once you have entered hearing details. It could be the first entry made once the hearing detail page is reached or it could be the last entry.

6. To enter the total time for the hearing calendar, at the top of the Summary of All Hearings, click **Update Time / Comment**. The fields open for editing.

Date: 5/27/2008 District: 1 County: McLeod
 Total Time For Hearing Calendar: Comment:
[Update Time / Comment](#)

Summary of All Hearings

Start Time	End Time	Time on Record	Cases	Issues	Result	
9:15 AM	9:30 AM	15	43-f8-91-24062	MOD	Under Advisement	Select
9:48 AM	9:52 AM	4	43-f7-99-336	DRV,MOD	Under Advisement	Select
10:17 AM	10:42 AM	25	43-fa-08-121	EST	Under Advisement	Select
10:53 AM	11:37 AM	44	43-f8-06-50039	MOD	Dismissed	Select

Hearing Detail

Start Time: 9:48 AM End Time: 9:52 AM Time on Record: 4 Result: Under Advisement

Comment:

[Edit Detail](#) [Delete Detail](#) [Add Detail](#)

Case Number	Issue	Comment
Edit Delete 43-f7-99-336	Edit Delete Modification	
<input type="text"/> <input type="button" value="Insert"/>	Edit Delete Driver's License	
	<input type="text"/> <input type="button" value="Insert"/>	

Total time fields for the Hearing Calendar.

7. Complete the fields.

Field	Action/Description
Total Time For Hearing Calendar	Provide the total time of the hearing calendar. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Comment	Optionally enter a comment. For example, last hearing scheduled for 3:30 PM.

Date: 5/27/2008 District: 1 County: McLeod
 Total Time For Hearing Calendar: Comment:

[Save](#) [Cancel](#)

8. Click **Save**. The information is saved.

Date: 5/27/2008 District: 1 County: McLeod						
Total Time For Hearing Calendar: 3.50 Comment:						
Update Time / Comment						
Summary of All Hearings						
Start Time	End Time	Time on Record	Cases	Issues	Result	
9:15 AM	9:30 AM	15	43-f8-91-24062	MOD	Under Advisement	Select
9:48 AM	9:52 AM	4	43-f7-99-336	DRV,MOD	Under Advisement	Select
10:17 AM	10:42 AM	25	43-fa-08-121	EST	Under Advisement	Select
10:53 AM	11:37 AM	44	43-f8-06-50039	MOD	Dismissed	Select
Hearing Detail						
Start Time: 9:48 AM End Time: 9:52 AM Time on Record: 4 Result: Under Advisement						
Comment:						
Edit Detail Delete Detail Add Detail						
	Case Number		Issue	Comment		
Edit Delete	43-f7-99-336		Edit Delete Modification			
	<input type="text"/>	<input type="button" value="Insert"/>	Edit Delete Driver's License			
			<input type="text"/>	<input type="button" value="Insert"/>		

9. To add another hearing for the same district/same day/same county, at the bottom of the Hearing Calendar Detail screen, click **Add Detail**. Repeat steps 3-5.

OR

To create a hearing calendar for a different district/different day/different county, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).

OR

To edit a hearing, follow the steps for editing a hearing entry.

OR

To delete a hearing, follow the steps for deleting a hearing entry.

OR

To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Uncontested Order Entry or Order Preparation Entry).

Warning:

You cannot create more than one calendar work item entry for the same date/district/county. A hearing calendar work item can only happen once per county per day. Individual hearings are the detail to the hearing calendar work item.

To edit a hearing entry:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Hearing Calendar Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired hearing calendar entry, click **Edit Details**. The Hearing Calendar Detail screen appears with the Summary of All Hearings.
 - c. If you are already on the Hearing Calendar Detail screen with the Summary of All Hearings, follow step 2.

2. On the Hearing Calendar Detail screen with the Summary of All Hearings, located to the right of the desired entry, click **Select** or verify that it is selected. The details of the selected hearing appear.

Tip: You know it is selected when the details of the hearing appear at the bottom of the page.

Date: 5/27/2008 District: 1 County: McLeod						
Total Time For Hearing Calendar: 3.50 Comment:						
Update Time / Comment						
Summary of All Hearings						
Start Time	End Time	Time on Record	Cases	Issues	Result	
9:15 AM	9:30 AM	15	43-f8-91-24062	MOD	Under Advisement	Select
9:48 AM	9:52 AM	4	43-f7-99-336	DRV_MOD	Under Advisement	Select
10:17 AM	10:42 AM	25	43-fa-08-121	EST	Under Advisement	Select
10:53 AM	11:37 AM	44	43-f8-06-50039	MOD	Dismissed	Select
Hearing Detail						
Start Time: 9:48 AM End Time: 9:52 AM Time on Record: 4 Result: Under Advisement						
Comment:						
Edit Detail Delete Detail Add Detail						
	Case Number		Issue	Comment		
Edit Delete	43-f7-99-336		Modification			
	<input type="text"/>	<input type="button" value="Insert"/>	Edit Delete	Driver's License		
			<input type="text"/>		<input type="button" value="Insert"/>	

3. To edit the hearing, click **Edit Detail**. The fields open for editing (see step 3-4 in [creating a hearing calendar entry](#)). You may delete/replace the information as needed.
4. Once your changes have been made, click **Save** to save your changes.
5. To edit, delete, or insert new case numbers or issues to the selected hearing, follow the applicable steps below.

To Edit:

- a. To edit, click **Edit**.
- b. Make desired changes. See step 3 in [creating a hearing calendar entry](#).
- c. Click **Update**. The change is updated.

To Delete:

- a. To delete, click **Delete**. The case number or issue detail is deleted.

To Insert:

- a. Complete the applicable field(s). See step 3 in [creating a hearing calendar entry](#).

6. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

To delete a hearing entry:

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Hearing Calendar Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.

- b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired hearing calendar entry, click **Edit Details**. The Hearing Calendar Detail screen appears with the Summary of All Hearings.
 - c. If you are already on the Hearing Calendar Detail screen with the Summary of All Hearings, follow step 2.
2. On the Hearing Calendar Detail screen with the Summary of All Hearings, located to the right of the desired entry, click **Select** or verify that it is selected. The details of the selected hearing appear.
- Tip:** You know it is selected when the details of the hearing appear at the bottom of the page.

Date: 5/27/2008 District: 1 County: McLeod						
Total Time For Hearing Calendar: 3.50 Comment:						
Update Time / Comment						
Summary of All Hearings						
Start Time	End Time	Time on Record	Cases	Issues	Result	
9:15 AM	9:30 AM	15	43-f8-91-24062	MOD	Under Advisement	Select
9:48 AM	9:52 AM	4	43-f7-99-336	DRV,MOD	Under Advisement	Select
10:17 AM	10:42 AM	25	43-fa-08-121	EST	Under Advisement	Select
10:53 AM	11:37 AM	44	43-f8-06-50039	MOD	Dismissed	Select
Hearing Detail						
Start Time: 9:48 AM End Time: 9:52 AM Time on Record: 4 Result: Under Advisement						
Comment:						
Edit Detail Delete Detail Add Detail						
Case Number	Issue	Comment				
Edit Delete 43-f7-99-336	Edit Delete Modification					
<input type="text"/> <input type="button" value="Insert"/>	Edit Delete Driver's License					
	<input type="text"/> <input type="button" value="Insert"/>					

3. To delete the selected hearing, click **Delete Detail**. The selected hearing and all details related to it are deleted (e.g., the case number and issue).
4. When completed, navigate to your desired location:
 - a. To create a new entry of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to any type of entry, navigate back to the Timesheet Main's Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).
 - c. To continue creating additional hearings for the hearing calendar for the same district/same day/same county, click **Add Details**. Follow the steps in [creating a hearing calendar entry](#) starting at step 3.

Uncontested Order Entry

To create an uncontested order entry:

1. Follow the steps for [adding a work item](#) for an uncontested order. If you have already done that, the Uncontested Order Detail screen with the Summary of All Uncontested Orders appears. Skip to step 3.

Date: 5/27/2008 District: 01 County: McLeod			
Total Time:		Comment:	
Update Time / Comment			
Summary of All Uncontested Orders			
Case Number	Issues	Result	Comment
			Select
Uncontested Order Detail			
Case:	<input type="text"/>	Result:	<input type="text"/>
Save		Cancel	
Issue	Comment		
<input type="text"/>	<input type="text"/>	<input type="button" value="Insert"/>	

2. If you are adding a new uncontested order to an existing uncontested order list, access the Summary List All Orders in one of the following ways:
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired hearing calendar entry, click **Edit Details**. The Uncontested Order Detail screen appears with the Summary of All Uncontested Orders.
 - c. If you are already on the Uncontested Order Detail screen with the Summary of All Uncontested Orders, follow step 3.
3. Complete the first set of fields.

Field	Action/Description
Case	Provide the complete case number. The case number must start with the applicable 2 digit county number. This is a required field. Note: An uncontested order may have more than one case number. If there are multiple case numbers, pick one of the case numbers to enter into the Case field. Add the other case numbers in the Comment field for reference.
Result	From the drop-down menu, select a result for the uncontested order. This is a required field.
Comment	Optionally enter a comment.

4. Complete the second set of fields.

Field	Action/Description
Issue Type Desc	<ol style="list-style-type: none"> 1. From the drop-down menu, select an applicable option. 2. Click Insert. 3. If an uncontested order has more than one issue, repeat steps 1-2. At least one issue is required for each uncontested order. If you select "Other", a comment is required to further explain the selection. For more information on selecting issues, see Overview of Issue Types for Hearings and Uncontested Orders .
Comment	If "Other" was selected, optionally enter a comment.

Date: 5/27/2008 District: 01 County: McLeod
 Total Time: Comment:
[Update Time / Comment](#)

Summary of All Uncontested Orders

Case Number	Issues	Result	Comment	
	MOD			Select

Uncontested Order Detail

Case: Result: Comment:

[Save](#) [Cancel](#)

Issue	Modification

Click Save.

5. Click **Save**. The details are saved.

Note:

The following steps, steps 6-8, are most easily completed once the orders have been reviewed and either signed or rejected. Generally, if you are reviewing cases during the calendar day, do not enter a separate amount of time for uncontested orders.

6. To enter the total time for the uncontested orders, at the top of Summary of All Uncontested Orders, click **Update Time / Comment**. The fields open for editing.

Date: 5/27/2008 District: 01 County: McLeod
 Total Time: Comment:
[Update Time / Comment](#)

Summary of All Uncontested Orders

Case Number	Issues	Result	Comment	
43-f4-03-9957	MOD	Signed		Select
43-f6-08-2351	EST	Signed		Select
43-f9-95-9015	MOD	Signed		Select

Uncontested Order Detail

Case: 43-f4-03-9957 Result: Signed Comment:
[Edit Detail](#) [Delete Detail](#) [Add Detail](#)

Issue	Comment

[Edit](#) [Delete](#)

Total time fields for Uncontested Orders.

7. Complete the fields.

Field	Action/Description
Total Time	Provide the total time you are billing separately for reviewing uncontested orders. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Comment	Optionally enter a comment if you want to note any unusual circumstances. For example, adding a child to an existing order.

Date: 5/27/2008 District: 01 County: McLeod
 Total Time: Comment:
[Save](#) [Cancel](#)

8. Click **Save**. The information is saved.

Date: 5/27/2008 District: 01 County: McLeod			
Total Time: 4.50 Comment:			
Update Time / Comment			
Summary of All Uncontested Orders			
Case Number	Issues	Result	Comment
43-f4-03-9957	MOD	Signed	Select
43-f6-08-2351	EST	Signed	Select
43-f9-95-9015	MOD	Signed	Select
Uncontested Order Detail			
Case: 43-f4-03-9957 Result: Signed Comment:			
Edit Detail Delete Detail Add Detail			
Issue	Comment		
Edit Delete Modification			
<input type="text"/>	<input type="text"/>		
<input type="button" value="Insert"/>			

9. To add another uncontested order for the same district/same day/same county, click **Add Detail**. Repeat steps 3-5.

OR

To create an uncontested order for a different district/different day/different county, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).

OR

To edit an uncontested order, follow the steps for editing an uncontested order entry.

OR

To delete an uncontested order, follow the steps for deleting an uncontested order entry.

OR

To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Travel Entry or Order Preparation Entry).

Warning:

You cannot create a second work item of uncontested orders for the same date, district and county. The detail screen within one work item allows you to list as many orders as were reviewed on a given day in a given district and county.

To edit an uncontested order entry:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Uncontested Order Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired uncontested order entry, click **Edit Details**. The Uncontested Order Detail screen appears with the Summary of All Uncontested Orders.
 - c. If you are already on the Uncontested Order Detail screen with the Summary of All Uncontested Orders, follow step 2.

- On the Uncontested Order Detail screen with the Summary of All Uncontested Orders, located to the right of the desired entry, click **Select** or verify that it is selected. The details of the selected uncontested order appear.

Tip:

You know it is selected when the details of the uncontested order appear at the bottom of the page.

Date: 5/27/2008 District: 01 County: McLeod			
Total Time: 4.50 Comment:			
Update Time / Comment			
Summary of All Uncontested Orders			
Case Number	Issues	Result	Comment
43-f4-03-9957	MOD	Signed	Select
43-f6-08-2351	EST	Signed	Select
43-f9-95-9015	MOD	Signed	Select
Uncontested Order Detail			
Case: 43-f4-03-9957 Result: Signed Comment:			
Edit Detail Delete Detail Add Detail			
Issue	Comment		
Edit Delete Modification			
<input type="text"/>	<input type="text"/>		
<input type="button" value="Insert"/>			

- To edit the uncontested order, click **Edit Order**. The fields open for editing (see step 3-4 in [creating an uncontested order entry](#)). You may delete/replace the information as needed.
- Once your changes have been made, click **Update** to save your changes.
- To edit, delete, or insert new issues types for the selected uncontested order, follow the applicable steps below.

To Edit:

- To edit, click **Edit**.
- Make desired changes. See step 4 in [creating an uncontested order entry](#).
- Click **Update**. The change is updated.

To Delete:

- To delete, click **Delete**. The issue detail is deleted.

To Insert:

- Complete the applicable fields. See step 4 in [creating an uncontested order entry](#).

- When completed, navigate to your desired location:
 - To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Hearing Calendar Entry or Order Preparation Entry).

To delete an uncontested order entry:

- Depending on where you are in the application, follow the applicable step(s) to navigate to the Uncontested Order Detail screen.

- a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired hearing calendar entry, click **Edit Details**. The Uncontested Order Detail screen appears with the Summary of All Uncontested Orders.
 - c. If you are already on the Uncontested Order Detail screen with the Summary of All Uncontested Orders, follow step 2.
2. On the Uncontested Order Detail screen with the Summary of All Uncontested Orders, located to the right of the desired entry, click **Select** or verify that it is selected. The details of the selected uncontested order appear.

Tip:

You know it is selected when the details of the uncontested order appear at the bottom of the page.

Date: 5/27/2008 District: 01 County: McLeod				
Total Time: 4.50 Comment:				
Update Time / Comment				
Summary of All Uncontested Orders				
Case Number	Issues	Result	Comment	
43-f4-03-9957	MOD	Signed		Select
43-f6-08-2351	EST	Signed		Select
43-f9-95-9015	MOD	Signed		Select
Uncontested Order Detail				
Case: 43-f4-03-9957 Result: Signed Comment:				
Edit Detail Delete Detail Add Detail				
Issue	Comment			
Edit Delete Modification				
<input type="text"/>	<input type="text"/>			
<input type="button" value="Insert"/>				

3. To delete the selected uncontested order, click **Delete Order**. The selected uncontested order and all details related to it are deleted (e.g., issue).
4. When completed, navigate to your desired location:
 - a. To create a new entry of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to any type of entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Hearing Calendar Entry or Order Preparation Entry).
 - c. To continue creating additional uncontested orders to this Summary of All Uncontested Orders for the same district/same day/same county, click **Add Detail**. Follow the steps in [creating an uncontested order entry](#) starting at step 3.

Travel Entry

To create a travel entry:

1. Follow the steps for [adding a work item](#) for travel. If you have already done that, the Travel Detail screen appears with new fields.

Note:

When selecting the district for a travel work item, use "Statewide" for statewide training or meetings. When you get to the detail screen, District 11 shows up indicating the statewide selection (see below).

Work Date: 5/7/2008
District: 01
Travel Detail
County: No County Selected ▼
Total Time: <input type="text"/>
Comment: <input type="text"/>
Save Cancel

2. Complete the Travel Detail fields.

Field	Action/Description
County	From the drop-down menu, select the destination county to which you were traveling for a hearing calendar. If you selected "Statewide" already for the travel work item, no county is required.
Total Time	Provide the total time for travel. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Comment	Optionally, provide a comment. For example, for road construction.

3. Click **Save**. The travel details are saved.

Work Date: 5/7/2008
District: 01
Travel Detail
County: McLeod
Total Time: 2.00
Comment:
Edit Detail Delete Detail

4. To add another travel entry for the same district/same day, to create a travel entry for a different district/different day, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).

OR

To edit a travel entry, follow the steps for editing a travel entry.

OR

To delete a travel entry, follow the steps for deleting a travel entry.

OR

To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Uncontested Order Entry or Order Preparation Entry).

Warning:

You cannot create the same work item entry for the same date and district. All time spent getting there and back for a specific date and district (and county for calendars) should be one work item.

To edit a travel entry:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Travel Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired travel entry, click **Edit Details**. The Travel Detail screen appears with the selected details.
 - c. If you are already on the Travel Detail screen with the selected details, follow step 2.
2. On the Travel Detail screen with the selected travel details, click **Edit Detail**. The fields open for editing.

The screenshot shows the 'Travel Detail' screen. At the top, there is a yellow box containing 'Work Date: 5/7/2008' and 'District: 01'. Below this, the 'Travel Detail' section contains a dropdown menu for 'County' with 'McLeod' selected, a text input field for 'Total Time' with '2.00' entered, and a text input field for 'Comment'. At the bottom of the form, there are two links: 'Save' and 'Cancel'.

3. Make the desired changes.
4. To save changes, click **Save**.
5. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

To delete a travel entry:

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Travel Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired travel entry, click **Edit Details**. The Travel Detail screen appears with the selected details.
 - c. If you are already on the Travel Detail screen with the selected details, follow step 2.
2. On the Travel Detail screen with the selected travel details, click **Delete Detail**. The travel entry is completely deleted.

3. If you want to add a new travel entry, follow the steps in [creating a travel entry](#), starting at step 2.
4. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

Motion for Review/Correct Entry

To create a motion for review/correct entry:

1. Follow the steps for [adding a work item](#) for a motion for review/correct entry. If you have already done that, on the Motions for Review/Correct Detail screen with the Summary of All Motions for Review/Correct, click **Add Detail**. New fields appear. Skip to step 4.

Date: 5/8/2008 District: 01 Total Time For Work Item: 0.00
Summary of All Motions for Review/Correct
No work item details were found.
Motions for Review/Correct Detail
Add Detail

2. If you are adding a new motion for review/correct to an existing list, access the Motions for Review/Correct Detail screen with the Summary of All Motions for Review/Correct in one of the following ways:
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired motion for review/correct entry, click **Edit Details**. The Motions for Review/Correct Detail screen appears with the Summary of All Motions for Review/Correct.
 - c. If you are already on the Motions for Review/Correct Detail screen with the Summary of All Motions for Review/Correct, follow step 3.
3. On the Motions for Review/Correct Detail screen with the Summary of All Motions for Review/Correct, add a new motion by clicking **Add Detail**.
4. Complete the fields.

Field	Action/Description
County	From the drop-down, select the county where the order being reviewed or corrected was filed.
Time	Provide the time you spent on the Motions for Review/Correct. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Case	Provide the complete case number. The case number must start with the applicable 2 digit county number. Note: A motion for review/correct may have more than one case number. If there are multiple case numbers, pick one of the case numbers to enter into the Case field. Add the other case numbers in the Comment field for reference.
Comment	Optionally, provide a comment.

5. Click **Save**. The details appear that you just entered.

Date: 5/8/2008 District: 01 Total Time For Work Item: 1.00			
Summary of All Motions for Review/Correct			
County	Cases	Work Time	Comment
Dakota	19-f4-99-7654	1.00	
Motions for Review/Correct Detail			
County: Dakota			
Time: 1.00			
Case: 19-f4-99-7654			
Comment:			
Edit Detail Delete Detail Add Detail			

6. To add another motion for review/correct for the same district/same day/same county, click **Add Detail**. Repeat steps 4-5.

OR

To create a motion for review/correct for a different district/different day/different county, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).

OR

To edit a motion for review/correct, follow the steps for editing a motion for review/correct entry.

OR

To delete a motion for review/correct, follow the steps for deleting a motion for review/correct entry.

OR

To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Uncontested Order Entry or Order Preparation Entry).

Warning:

You cannot create more than one of the same work item for the same date, district, and county.

To edit a motion for review/correct entry:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Motions for Review/Correct Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired motion for review/correct entry, click **Edit Details**. The Motions for Review/Correct Detail screen appears with the Summary of All Motions for review/Correct.
 - c. If you are already on the Motions for Review/Correct Detail screen with the Summary of All Motions for review/Correct, follow step 2.

- On the Motions for Review/Correct Detail screen with the Summary of All Motions for review/Correct, click to select the desired entry. The details of the selected motion for review/correct appear.

Date: 5/8/2008 District: 01 Total Time For Work Item: 1.00			
Summary of All Motions for Review/Correct			
County	Cases	Work Time	Comment
Dakota	19-f4-99-7654	1.00	
Motions for Review/Correct Detail			
County: Dakota			
Time: 1.00			
Case: 19-f4-99-7654			
Comment:			
Edit Detail Delete Detail Add Detail			

- To edit, click **Edit Detail**. The fields open for editing (see step 4 in [creating a motion for review/correct entry](#)). You may delete/replace the information as needed.
- Once your changes have been made, click **Save** to save your changes.
- When completed, navigate to your desired location:
 - To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

To delete a motion for review/correct entry:

- Depending on where you are in the application, follow the applicable step(s) to navigate to the Motions for Review/Correct Detail screen.
 - If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired motion for review/correct entry, click **Edit Details**. The Motions for Review/Correct Detail screen appears with the Summary of All Motions for review/Correct.
 - If you are already on the Motions for Review/Correct Detail screen with the Summary of All Motions for review/Correct, follow step 2.

- On the Motions for Review/Correct Detail screen with the Summary of All Motions for review/Correct, click to select the desired entry. The details of the selected motion for review/correct appear.

Date: 5/8/2008 District: 01 Total Time For Work Item: 1.00			
Summary of All Motions for Review/Correct			
County	Cases	Work Time	Comment
Dakota	19-f4-99-7654	1.00	
Motions for Review/Correct Detail			
County: Dakota			
Time: 1.00			
Case: 19-f4-99-7654			
Comment:			
Edit Detail Delete Detail Add Detail			

- To delete the selected entry, click **Delete Detail**. The selected motion and all details related to it are deleted (e.g., the case number).
- When completed, navigate to your desired location:
 - To create a new entry of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - To continue editing or adding to any type of entry, navigate back to the Timesheet Mains Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).
 - To continue creating additional motion for review/correct entries for the same district/same day/same county, click **Add Detail**. Follow the steps in [creating a motion for review/correct entry](#) starting at step 4.

Other Billable Task Entry

To create other billable tasks:

- Follow the steps for [adding a work item](#) for an other billable task entry. If you have already done that, on the Other Billable Tasks Detail screen with the Summary of All Other Billable Tasks, click **Add Detail**. New fields appear. Skip to step 4.

Date: 5/8/2008 District: 01 Total Time For Work Item: 0.00	
Summary of All Other Billable Tasks	
No work item details were found.	
Other Billable Tasks Detail	
Add Detail	

- If you are adding a new other billable tasks entry to an existing list, access the Other Billable Tasks Detail screen with the Summary of All Other Billable Tasks in one of the following ways:
 - If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.

- b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired other billable tasks entry, click **Edit Details**. The Other Billable Tasks Detail screen appears with the Summary of All Other Billable Tasks.
 - c. If you are already on the Other Billable Tasks Detail screen with the Summary of All Other Billable Tasks, follow step 3.
3. On the Other Billable Tasks Detail screen with the Summary of All Other Billable Tasks, add a new entry by clicking **Add Detail**.
 4. Complete the fields.

Field	Action/Description
County	From the drop-down, select the county.
Time	Provide the time you spent on the Other Billable Task. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Comment	Indicate the activity.

5. Click **Save**. The details appear.

Date: 5/8/2008 District: 01 Total Time For Work Item: 0.25		
Summary of All Other Billable Tasks		
County	Work Time	Comment
McLeod	0.25	Continuance request
Other Billable Tasks Detail		
County: McLeod		
Time: 0.25		
Comment: Continuance request		
Edit Detail Delete Detail Add Detail		

6. To add another other billable task for the same district/same date, click **Add Detail**. Repeat steps 4-5.
OR
To create an other billable task for a different district/different day, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
OR
To edit other billable task, follow the steps for editing other billable tasks.
OR
To delete other billable tasks, follow the steps for deleting other billable tasks.
OR
To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Uncontested Order Entry or Order Preparation Entry).

Warning:

Once already entered, you cannot create the same work item entry for the same date and district.

To edit other billable tasks:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Other Billable Tasks Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.

- b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired other billable tasks entry, click **Edit Details**. The Other Billable Tasks Detail screen appears with the Summary of All Other Billable Tasks.
 - c. If you are already on the Other Billable Tasks Detail screen with the Summary of All Other Billable Tasks, follow step 3.
2. On the Other Billable Tasks Detail screen with the Summary of All Other Billable Tasks, click to select the desired entry. The details of the other billable task appear.

Date: 5/8/2008 District: 01 Total Time For Work Item: 0.25		
Summary of All Other Billable Tasks		
County	Work Time	Comment
McLeod	0.25	Continuance request
Other Billable Tasks Detail		
County: McLeod		
Time: 0.25		
Comment: Continuance request		
Edit Detail Delete Detail Add Detail		

3. To edit, click **Edit Detail**. The fields open for editing (see step 4 in [creating an other billable tasks entry](#)). You may delete/replace the information as needed.
4. Once your changes have been made, click **Save** to save your changes.
5. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

To delete other billable tasks:

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Other Billable Tasks Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears for the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired other billable tasks entry, click **Edit Details**. The Other Billable Tasks Detail screen appears with the Summary of All Other Billable Tasks.
 - c. If you are already on the Other Billable Tasks Detail screen with the Summary of All Other Billable Tasks, follow step 3.

2. On the Other Billable Tasks Detail screen with the Summary of All Other Billable Tasks, click to select the desired entry. The details of the other billable task appear.

Date: 5/8/2008 District: 01 Total Time For Work Item: 0.25		
Summary of All Other Billable Tasks		
County	Work Time	Comment
McLeod	0.25	Continuance request
Other Billable Tasks Detail		
County: McLeod		
Time: 0.25		
Comment: Continuance request		
Edit Detail Delete Detail Add Detail		

3. To delete the selected entry, click **Delete Detail**. The selected other billable tasks entry and all details related to it are deleted (e.g., the case number).
4. When completed, navigate to your desired location:
 - a. To create a new entry of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to any type of entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).
 - c. To continue creating additional other billable tasks entries for the same district/same date, click **Add Detail**. Follow the steps in [creating an other billable task entry](#) starting at step 4.

Non-dispositive Order Entry

To create a non-dispositive order entry:

1. Follow the steps for [adding a work item](#) for a non-dispositive order. If you have already done that, on the Non-dispositive Orders Detail screen with the Summary of All Non-dispositive Orders, click **Add Detail**. New fields appear. Skip to step 4.

Date: 5/10/2008 District: 01 Total Time For Work Item: 0.00		
Summary of All Non-dispositive Orders		
No work item details were found.		
Non-dispositive Orders Detail		
Add Detail		

2. If you are adding a new non-dispositive order to an existing list, access the Non-dispositive Orders Detail screen with the Summary of All Non-dispositive Orders in one of the following ways:
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items appears. Follow step b as well.

- b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired non-dispositive order entry, click **Edit Details**. The Non-dispositive Orders Detail screen appears with the Summary of All Non-dispositive Orders.
 - c. If you are already on the Non-dispositive Orders Detail screen with the Summary of All Non-dispositive Orders, follow step 3.
3. On the Non-dispositive Orders Detail screen with the Summary of All Non-dispositive Orders, add a new non-dispositive order by clicking **Add Detail**.
 4. Complete the fields.

Field	Action/Description
County	From the drop-down, select the county.
Time	Provide the time you spent on the Non-dispositive Order. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Comment	Optionally, provide a comment.

5. Click **Save**. The details appear.

Date: 5/10/2008 District: 01 Total Time For Work Item: 0.50		
Summary of All Non-dispositive Orders		
County	Work Time	Comment
Carver	0.50	4 orders appointing public defender
Non-dispositive Orders Detail		
County:	Carver	
Time:	0.50	
Comment:	4 orders appointing public defender	
Edit Detail Delete Detail Add Detail		

6. To add another non-dispositive order for the same district/same day, click **Add Detail**. Repeat steps 4-5.

OR

To create a non-dispositive order for a different district/different day, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).

OR

To edit a non-dispositive order, follow the steps for editing a non-dispositive order entry.

OR

To delete a non-dispositive order, follow the steps for deleting a non-dispositive order entry.

OR

To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Uncontested Order Entry or Order Preparation Entry).

Warning:

Once already entered, you cannot create the same work item entry for the same date and district.

To edit a non-dispositive order entry:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Non-dispositive Orders Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.

- b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Item, to the right of the desired non-dispositive order entry, click **Edit Details**. The Non-dispositive Order Detail screen appears with the Summary of All Non-dispositive Orders.
 - c. If you are already on the Non-dispositive Order Detail screen with the Summary of All Non-dispositive Orders, follow step 2.
2. On the Non-dispositive Order Detail screen with the Summary of All Non-dispositive Orders, click to select the desired entry. The details of the non-dispositive order appear.

Date: 5/10/2008 District: 01 Total Time For Work Item: 0.50		
Summary of All Non-dispositive Orders		
County	Work Time	Comment
Carver	0.50	4 orders appointing public defender
Non-dispositive Orders Detail		
County: Carver		
Time: 0.50		
Comment: 4 orders appointing public defender		
Edit Detail Delete Detail Add Detail		

3. To edit the non-dispositive order, click **Edit Detail**. The fields open for editing. See step 4 in [creating a non-dispositive order entry](#).
4. Once your changes have been made, click **Save** to save your changes.
5. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

To delete a non-dispositive order entry:

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Non-dispositive Orders Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired non-dispositive order entry, click **Edit Details**. The Non-dispositive Order Detail screen appears with the Summary of All Non-dispositive Orders.
 - c. If you are already on the Non-dispositive Order Detail screen with the Summary of All Non-dispositive Orders, follow step 2.

- On the Non-dispositive Order Detail screen with the Summary of All Non-dispositive Orders, click to select the desired entry. The details of the non-dispositive order appear.

Date: 5/10/2008 District: 01 Total Time For Work Item: 0.50		
Summary of All Non-dispositive Orders		
County	Work Time	Comment
Carver	0.50	4 orders appointing public defender
Non-dispositive Orders Detail		
County: Carver		
Time: 0.50		
Comment: 4 orders appointing public defender		
Edit Detail Delete Detail Add Detail		

- To delete the selected non-dispositive order, click **Delete Detail**. The selected non-dispositive order and all details related to it are deleted (e.g., the case number).
- When completed, navigate to your desired location:
 - To create a new entry of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items list by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - To continue editing or adding to any type of entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items list by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).
 - To continue creating additional non-dispositive orders for the same district/same day, click **Add Detail**. Follow the steps in [creating a non-dispositive order entry](#) starting at step 4.

Meeting Entry

To create a meeting entry:

- Follow the steps for [adding a work item](#) for meetings. If you have already done that, the Meetings Detail screen appears with new fields.

Note:

When selecting the district for a meeting work item, use "Statewide" for statewide meetings. When you get to the detail screen, District 11 shows up indicating the statewide selection (see below).

Work Date: 5/14/2008
District: 11
Meetings Detail
County: <input type="text" value="No County Selected"/>
Total Time: <input type="text"/>
Comment: <input type="text"/>
Save Cancel

2. Complete the Meeting Detail fields.

Field	Action/Description
County	From the drop-down menu, select the county where the meeting took place only if the meeting is county specific. This is not a required field. No county is required for district or statewide meetings.
Total Time	Provide the total running time of the meeting. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Comment	Optionally, provide a comment. For example, "Quarterly 9 th District CSM meeting".

3. Click **Save**. The meeting details are saved.

Work Date: 5/14/2008
District: 11
Meetings Detail
County:
Total Time: 4.00
Comment: Statewide CSM meeting
Edit Detail Delete Detail

4. To add another meeting entry for the same district/same day, to create a meeting entry for a different district/different day, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).

OR

To edit a meeting entry, follow the steps for editing a meeting entry.

OR

To delete a meeting entry, follow the steps for deleting a meeting entry.

OR

To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Uncontested Order Entry or Order Preparation Entry).

Warning:

Once already entered, you cannot create the same work item entry for the same date and district.

To edit a meeting entry:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Meetings Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired meeting entry, click **Edit Details**. The Meetings Detail screen appears with the selected details.
 - c. If you are already on the Meetings Detail screen with the selected details, follow step 2.

2. On the Meetings Detail screen with the selected details, click **Edit Detail**. The fields open for editing.

Work Date: 5/14/2008	
District: 11	
Meetings Detail	
County: No County Selected ▼	
Total Time: 4.00	
Comment Statewide CSM meeting	
Save Cancel	

3. Make desired changes.
4. To save changes, click **Save**.
5. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

To delete a meeting entry:

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Meetings Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired meeting entry, click **Edit Details**. The Meetings Detail screen appears with the selected details.
 - c. If you are already on the Meetings Detail screen with the selected details, follow step 2.
2. On the Meetings Detail screen with the selected details, click **Delete Detail**. The meeting entry is completely deleted.
3. If you want to add a new meeting entry, follow the steps in [creating a meeting entry](#), starting at step 4.
4. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

Training Entry

To create a training entry:

1. Follow the steps for [adding a work item](#) for training. If you have already done that, the Training Detail screen appears with new fields.

Note:

When selecting the district for a training work item, use "Statewide" for statewide training. When you get to the detail screen, District 11 shows up indicating the statewide selection (see below).

Work Date: 5/16/2008
District: 11
Training Detail
County: No County Selected ▾
Total Time: <input type="text"/>
Comment: <input type="text"/>
Save Cancel

2. Complete the Training Detail fields.

Field	Action/Description
County	From the drop-down menu, select the county where the training took place only if the training is county specific. This is not a required field. No county is required for district or statewide training.
Total Time	Provide the total running time of the training. Round to the nearest quarter-hour increment (e.g., if it came to 2.60, then round to 2.50).
Comment	Optionally, provide a comment. For example, mandatory magistrate training.

3. Click **Save**. The training information is saved.

Work Date: 5/16/2008
District: 11
Training Detail
County:
Total Time: 2.00
Comment: Magistrate training
Edit Detail Delete Detail

4. To add another training entry for the same district/same day, to create a training entry for a different district/different day, or to create new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).

OR

To edit a training entry, follow the steps for editing a training entry.

OR

To delete a training entry, follow the steps for deleting a training entry.

OR

To edit a different entry, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for editing or deleting the desired entry (e.g., see Uncontested Order Entry or Order Preparation Entry).

Warning:

Once already entered, you cannot create the same work item entry for the same date and district.

To edit a training entry:

If you omitted information on your initial entry or if you made an entry error, you may need to edit.

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Training Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired training entry, click **Edit Details**. The Training Detail screen appears with the selected details.
 - c. If you are already on the Training Detail screen with the selected details, follow step 2.
2. On the Training Detail screen with the selected details, click **Edit Detail**. The fields open for editing.

The screenshot shows the 'Training Detail' screen. At the top, there is a yellow box containing 'Work Date: 5/16/2008' and 'District: 11'. Below this is the 'Training Detail' section with a white background and a thin border. It contains the following fields: 'County:' with a dropdown menu showing 'No County Selected', 'Total Time:' with a text input field containing '2.00', and 'Comment' with a text input field containing 'Magistrate training'. At the bottom left of the form, there are two links: 'Save' and 'Cancel'.

3. Make desired changes.
4. To save changes, click **Save**.
5. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

To delete a training entry:

1. Depending on where you are in the application, follow the applicable step(s) to navigate to the Training Detail screen.
 - a. If you are on the main menu, click **My Timesheet Entry**. The Timesheet Main screen appears with the Summary of Timesheet Work Items. Follow step b as well.
 - b. If you are on the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired training entry, click **Edit Details**. The Training Detail screen appears with the selected details.
 - c. If you are already on the Training Detail screen with the selected details, follow step 2.
2. On the Training Detail screen with the selected details, click **Delete Detail**. The training entry is completely deleted.
3. If you want to add a new training entry, follow the steps in [creating a training entry](#), starting at step 4.

4. When completed, navigate to your desired location:
 - a. To continue creating new entries of any type, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps in [Step One: Add Work Item](#).
 - b. To continue editing or adding to entries, navigate back to the Timesheet Main's Summary of Timesheet Work Items by clicking **Return To Timesheet Main**. Follow the steps provided for the desired entry type (e.g., see Uncontested Order Entry or Order Preparation Entry).

Step Two: Edit Timesheet or Individual Entry (if applicable)

Important:

Dates for timesheet work items must be within the timesheet's billing time period – between the start date and the end date of the timesheet. The Magistrate Time Reporting system will not allow you to record time for a date that is in a previous time period or a future time period. Once a timesheet is submitted and approved for time period, no further adjustments may be made to that time period.

To edit work item dates:

1. To edit a work date for any timesheet work item, from the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired entry, click **Edit Work Date**. The work date for the selected work item appears.

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CSM Name: Nancy Magistrate Start Date: 7/1/2011 End Date: [Edit Start/End Dates](#)

Statewide Fiscal Year 2012 YTD:
 Work Hours: 0.00
 Travel Hours: 0.00
 Contract Balance Remaining: \$1,000.00
 Contract Balance Remaining Pct: 100.00%

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type		
7/7/2011	08	Chippewa	2.00	Travel	Edit Work Date	Edit Details Delete
7/7/2011	08	Chippewa	1.50	Hearing Calendar	Edit Work Date	Edit Details Delete
7/6/2011	03	Fillmore	2.00	Uncontested Orders	Edit Work Date	Edit Details Delete
7/5/2011	03	Fillmore	1.25	Travel	Edit Work Date	Edit Details Delete
7/5/2011	03	Rice	3.00	Hearing Calendar	Edit Work Date	Edit Details Delete

Timesheet Totals

District	Work Hours	Travel Hours	Amount
03	5.00	1.25	\$112.50
08	1.50	2.00	\$50.00

Total number of records: 5

[Add Work Item](#) Submit Timesheet

Note:

If you are **modifying** your timesheet after it has been declined, your screen will appear different. For an example of what magistrates will see when modifying a declined timesheet, refer to the image in [Modifying Declined Timesheets](#).

2. In the Work Date field, provide the applicable date.

CSM Name: June Bugg Start Date: 5/6/2008 End Date:

Work Date: District: Tenth Work Type: Order Preparation

[Save](#) [Cancel](#)

- To save the changes, click **Save**. You are returned to the Timesheet Main screen with the Summary of Timesheet Work Items.

OR

To cancel the changes, click **Cancel**. To return to the Timesheet Main screen with the Summary of Timesheet Work Items, click **Return To Timesheet Main**.

To edit work item details:

- To edit an entry for any timesheet work item, from the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired entry, click **Edit Details**. The details appear for the selected work item(s).

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CSM Name: Nancy Magistrate Start Date: 7/1/2011 End Date: [Edit Start/End Dates](#)

Statewide Fiscal Year 2012 YTD:
 Work Hours: 0.00
 Travel Hours: 0.00
 Contract Balance Remaining: \$1,000.00
 Contract Balance Remaining Pct: 100.00%

Timesheet Totals

District	Work Hours	Travel Hours	Amount
03	5.00	1.25	\$112.50
08	1.50	2.00	\$50.00

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type			
7/7/2011	08	Chippewa	2.00	Travel	Edit Work Date	Edit Details	Delete
7/7/2011	08	Chippewa	1.50	Hearing Calendar	Edit Work Date	Edit Details	Delete
7/6/2011	03	Fillmore	2.00	Uncontested Orders	Edit Work Date	Edit Details	Delete
7/5/2011	03	Fillmore	1.25	Travel	Edit Work Date	Edit Details	Delete
7/5/2011	03	Rice	3.00	Hearing Calendar	Edit Work Date	Edit Details	Delete

Total number of records: 5

[Add Work Item](#)

- Follow the specific topic-related steps for the desired entry type – creating, editing, or deleting.
 - [Order Preparation Entry](#)
 - [Hearing Calendar Entry](#)
 - [Uncontested Order Entry](#)
 - [Travel Entry](#)
 - [Motion for Review/Correct Entry](#)
 - [Other Billable Task Entry](#)
 - [Non-dispositive Order Entry](#)
 - [Meeting Entry](#)
 - [Training Entry](#)

Note:

If you are **modifying** your timesheet after it has been declined, your screen will appear different. For an example of what magistrates will see when modifying a declined timesheet, refer to the image in [Modifying Declined Timesheets](#).

Warning:

Not all fields of the work item entry can be edited (e.g., the district or work type). If a field is found to be incorrect and you cannot edit it, you may need to delete the entire entry and enter it again. See the [important information on deleting](#), below.

- Once you are completed, click **Return To Timesheet Main**. You are returned to the Timesheet Main screen with the Summary of Timesheet Work Items.
OR
To return to the main menu, click **Back to Main Menu**. You are returned to the Main Menu.

To delete work item entry:

- To delete an entry for any timesheet work item, from the Timesheet Main screen with the Summary of Timesheet Work Items, to the right of the desired entry, click **Delete**. An error message appears asking if you are sure about deleting the entire work item.
- If you are sure about deleting the work item, click **OK**. The selected work item and **all related details** (e.g., the case numbers, issues, results) or sub entries (e.g., the hearings, uncontested orders, travel entries, etc.) are also deleted.

Important:

Please use caution; verify all items before deleting.

To add a new work item:

- If you want to add another work item to this timesheet, click the **Add Work Item** button.

Important:

If you are modifying a timesheet that has been submitted and declined, **you can only add a work item for the specified district**. The district field will already be filled in with the appropriate district and cannot be changed. If it is not the correct district, contact the program administrator.

- The Timesheet Add Work Item screen appears. Complete the fields. See the instructions located in [Step One: Add Work Item](#), and start at step 4.
- Once you are completed, click **Return To Timesheet Main**. You are returned to the Timesheet Main screen with the Summary of Timesheet Work Items.
OR
To return to the main menu, click **Back to Main Menu**. You are returned to the Main Menu.

Step Three: Enter a Timesheet End Date *(required)*

Important:

Do not fill in the end date on your timesheet until you are ready to submit it.

- To enter the end date for any timesheet, from the Timesheet Main screen with the Summary of Timesheet Work Items, at the top appears the start date and end date for the timesheet. Click **Edit Start/End Dates**. The Billing End Date field opens for editing.

CSM Name: June Bugg Billing Start Date: 5/6/2008 Billing End Date:  [Save](#) [Cancel](#)

- In the Billing End Date field, select the applicable date from the calendar icon or type it. An acceptable format for a date is: mm/dd/yyyy.
- Click **Save**. The billing end date is saved.

Notes:

- There are specific requirements for the billing start date and billing end date of all timesheets. For more information, see [Overview of Time Reporting](#). **Failure to provide an end date will result in an error message and the timesheet will not be submitted.**
- In rare circumstances, you can use a future end date and submit your timesheet to accommodate for vacation plans. Remember, once it is submitted you cannot add to the timesheet. For example, if today is the 13th of the month and you list the 15th as the end date, you **will not** be able to bill for any work on the 14th or the 15th.

Step Four: Submit Timesheet *(required)*

Each time you add or edit an entry, the timesheet is saved. When you are ready to submit it, follow the steps below.

Important:

Before you submit your timesheet verify that you have included all work done in all districts for the time period. Check for omission of a district, for omission of work types (e.g., travel, meetings, order preparation, etc.) and for omitted detail (e.g., hearings or uncontested orders not listed, etc.). Verify that dates and entries are accurate. **Once you submit your timesheet, you cannot change the end date, change a district, or add a district.**

1. After all work items and required details are entered for your timesheet, on the Timesheet Main screen with the Summary of Timesheet Work Items, click **Submit Timesheet**.

Notes:

- If there is any missing information, your timesheet will **not** be submitted. Instead, error messages will appear. After reading the message, navigate back to your timesheet and correct the missing or inaccurate information.
- To easily determine where the missing information is located, use the Print Timesheet Detail Report. For more information, see the Magistrate Time Reporting Online Help and refer to the Print Timesheet Detail Report Description help topic.

2. If no error messages appeared, the timesheet is now submitted. To confirm that it was submitted, a message appears on the screen (see the “success” message below). After it has been submitted or at a later time, you may view it using [Viewing Past Timesheets](#).

You have successfully submitted your time sheet.

Notes:

- If a timesheet includes work done in more than one district, the work items are separated by district. The district approver for each district that had work items on the timesheet approves for that specific district. That may result in payments by district, rather than by timesheet, or the approvals may be re-combined into one payment.
- After submitting your timesheet, an email notification is sent overnight to the district representative or district approver and the timesheet is reviewed. See the [overview of timesheet reporting](#) for more details on the process. If the timesheet of a contract magistrate is approved, the finance department will be notified of the payment information the next day. **All email notifications are sent based off yesterday's business and should arrive in the applicable email inbox after 2:30 A.M. (The cutoff for yesterday's business is midnight.)**

3. If an approver declines your timesheet, you will receive an email notification. Use the steps located in [Modifying Declined Timesheets](#) to work through the discrepancy and to re-submit the timesheet until approved.

Important:

After you submit your timesheet, you **cannot** go back and make changes to it. If you realize that you made a mistake or forgot to add something, contact the district approver and ask that the timesheet be declined. If your timesheet covers more than one district, contact the approver for each district that contains an error. Once a timesheet is approved, nothing can be changed within the timesheet.

Overview of Issue Types for Hearings and Uncontested Orders

The information below relates to work type entries for Hearing Calendars and Uncontested Orders. Please refer to it when needed.

In general, you should list the issue(s) actually heard and decided at the hearing (or in an uncontested order). For example, if a party files a motion for modification and also asks that arrears be forgiven, but there are no arrears, do not list the issue.

Do **not** list the following as the “issue before the court” for uncontested orders – they do not establish, modify or enforce support, they are procedural, not dispositive: Orders to Show Cause; orders granting or denying IFP status, orders appointing a guardian for a minor parent, orders appointing counsel, orders for genetic testing; orders appointing a guardian ad litem, non-disclosure orders (outgoing UIFSA), continuance orders.

The system will allow you to select all applicable issues for a hearing or uncontested order. There may be one issue or more than one issue. Please refer to the descriptions below.

Issue Type	Description	
Modification	Where the motion before the court involves increasing or decreasing the amount of basic support, medical support and/or child care support. This includes a motion to modify which parent is responsible for providing health care coverage.	
Establishment	Action or motion to initially determine child support (including basic support and/or medical support, and/or child care support. Also includes a motion to set.	
Paternity	Use when the issue before the court is determination of parentage. Once parentage has been determined the hearing or order type cannot be paternity (that is the case type).	
Enforcement actions	Identified individually. Each of the following is an enforcement action:	
	Contempt	If an order to show cause and motion for contempt is personally served.
	Cost of living	Motions or stipulations to stay all or part of a proposed COLA adjustment.
	Drivers license	Motion to suspend and/or reinstate.
	FIDM	Motion challenging a levy.
	Income withholding	Motion to add income withholding language to an existing order. Do not need to list it when it is requested as part of an establishment or paternity.
	Interest	Motion to stop interest on arrears.
	Motor vehicle lien	Motion of obligee to record a lien on any motor vehicle certificate of title subsequently issued in the name of the obligor and/or hearing requested by obligor after public authority provided notice of intent to record a lien on any motor vehicle certificate of title subsequently issued in the name of the obligor.
	Occupational license	Motion of obligee to suspend obligor's occupational license and/or hearing requested by obligor after public authority provided notice of intent to suspend occupational license.
	Passport	Motion asking that passport denial be lifted (we cannot do this – but some obligors have asked).
	Recreational license	Motion to suspend or reinstate recreational license.
Sequestration	Motion to sequester money for child support pursuant to Minn. Stat. Sec. 518A.71.	
Miscellaneous	Add Appendix A	Use when this is the only issue before the court. Do not need to list it in combination with other issues. Always requested in establishment and paternity cases, so no need to note it there.
	Arrears	Motion to modify arrears balance or the monthly payment on arrears.
	Attorney fees	If you received evidence on this issue and addressed it in your order, list it as an issue.
	Controlling order	Where there are multiple orders, a motion to determine which is the controlling order. This is not registration of a foreign order.

Discovery	Where a party is asking the court for permission to conduct additional discovery and/or objecting to discovery.
Genetic testing	Motion for genetic testing. Do not list orders for genetic testing as an "uncontested order".
Medical expenses	Motions to enforce/collect medical expenses.
Motion for Review or to Correct or a Combined Motion	Motions brought pursuant to the Expedited Process Rules for review and/or correction of a magistrate's order.
Other	Some examples of common items that may show up here would be credit bureau reporting and/or emancipation. This is not an exhaustive list; there may be others.
Overpayment	Motion seeking payment (or a payment plan) for child support that was overpaid.
Re-direct	Motion to have the obligor's existing child support directed to someone other than the other parent.
Remand	When the matter is sent back to the magistrate from district court or the court of appeals.
Review hearing	Where the prior order set the matter for a review hearing.
Tax exemption	Evidence presented on the issue and addressed in your order.
UIFSA Registration	Challenge to registration of another State's order.
Venue	Motion to change venue.

Viewing Past Timesheets

If you want to view a past timesheet that has been submitted or submitted/approved, please follow the steps below. This is view only and will not show the status of your timesheet (e.g., approved, declined, or final deny); timesheets in this view are not editable.

1. From the main menu, click **View My Past Timesheets**. The View Past Timesheets screen appears with a list of timesheets.

Note:

If no timesheets are found for you, a message will display.

twelve, tanya				
Name	Billing Start Date	Billing End Date	Districts in this TimeSheet	
twelve, tanya	1/1/2008	2/1/2008	01	Select TimeSheet
twelve, tanya	8/2/2007	8/31/2007	03	Select TimeSheet

Column Name	Description
Name	Lists the name of the magistrate.
Billing Start Date	List the start date of the timesheet.
Billing End Date	Lists the end date of the timesheet.
Districts in this Timesheet	Lists all the districts, by district number, in which the magistrate has worked for this billing period.

- To select a timesheet to view, click **Select Timesheet**. The Timesheet Main screen appears with the Summary of Timesheet Work Items within the selected timesheet.

CSM Name: June Bugg Start Date: 5/6/2008 End Date: 5/20/2008

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type	
5/19/2008	10	Anoka	2.00	Order Preparation	View Work Type
5/16/2008	11		2.00	Training	View Work Type
5/15/2008	10	Anoka	3.00	Hearing Calendar	View Work Type
5/14/2008	11		4.00	Meetings	View Work Type
5/10/2008	01	Carver	0.50	Non-dispositive Orders	View Work Type
5/8/2008	01	Dakota	1.00	Motions for Review/Correct	View Work Type
5/8/2008	01	McLeod	0.25	Other Billable Tasks	View Work Type
5/8/2008	10	Anoka	2.00	Order Preparation	View Work Type
5/7/2008	01	McLeod	3.50	Hearing Calendar	View Work Type
5/7/2008	01	McLeod	4.50	Uncontested Orders	View Work Type

➡ ⏪

Total number of records: 11

Column Name	Description
Work Date	Lists the date of the timesheet work item entry. The list is sorted by date with the most recent entry at the top.
District Code	Lists the code(s) for the district(s) in which this work type entry took place.
County List	If applicable, lists the county in which this work type entry took place.
Time	Lists the duration of the work type entry.
Work Type	Lists the specific work type that was entered.

- To view the desired work type, click **View Work Type**. The work type appears.

Date: 5/7/2008 District: 1 County: McLeod
 Total Time For Hearing Calendar: 3.50 Comment:

Summary of All Hearings

Start Time	End Time	Time on Record	Cases	Issues	Result	
9:15 AM	9:30 AM	15	43-f8-91-24062	MOD	Under Advisement	Select
9:48 AM	9:52 AM	4	43-f7-99-336	DRV,MOD	Under Advisement	Select
10:17 AM	10:42 AM	25	43-fa-08-121	EST	Under Advisement	Select
10:53 AM	11:37 AM	44	43-f8-06-50039	MOD	Dismissed	Select

Hearing Detail

[Add Detail](#)

- If given the option, to further view the details of the work item, click **Select**.

OR

To navigate back to the list of timesheets, click **Return to Timesheet Selection** and skip to step 6.

- When done viewing the specific work type, navigate back to the Timesheet Main screen by clicking **Return To Timesheet Main**.
- Continue viewing various work types or entire timesheets, as desired.
- When you are done, navigate to your desired location or return to the main menu by clicking **Back to Main Menu**.

Modifying Declined Timesheets

If you have received an email notification stating that your timesheet has been declined, please follow the steps below.

1. From the main menu, click **My Declined Pending Timesheets**. The Timesheet Management Selection screen appears showing the Declined/Pending Timesheets.

Note:

If no timesheets are found for you, a message will display.

Summary of All Declined Time Sheets

Name	Billing Start Date	Billing End Date	District	Approval Status	
Magistrate, Sam	8/28/2008	9/11/2008	10	Declined	Select TimeSheet

2. To view the timesheet that has been declined, click **Select Timesheet**. The Timesheet Management Main screen appears.

Note:

If a timesheet includes work done in more than one district, it is possible that one district will approve the work done in that district and another district may decline the work submitted for the second district. **Only the portion of the timesheet that has been declined may be corrected and re-submitted.**



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CSM Name: Nancy Magistrate **Start Date:** 7/1/2011 **End Date:** 7/14/2011

Current Status: Declined
Comment: Error in the time entry for hearing calendar in Rice county.
Date: 6/22/2011
By Representative: Admin, Mary

Statewide Fiscal Year 2012 YTD:
 Work Hours: 0.00
 Travel Hours: 0.00
 Contract Balance Remaining: \$1,000.00
 Contract Balance Remaining Pct: 100.00%

District Totals for this Timesheet:
 Work Hours: 5.00 Travel Hours: 1.25
 Work Cost: \$100.00 Travel Cost: \$12.50
Total Cost: \$112.50

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type			
7/6/2011	03	Fillmore	2.00	Uncontested Orders	Edit Work Date	Edit Work Type	Delete
7/5/2011	03	Fillmore	1.25	Travel	Edit Work Date	Edit Work Type	Delete
7/5/2011	03	Rice	3.00	Hearing Calendar	Edit Work Date	Edit Work Type	Delete

Total number of records: 3

Add Work Item

Resubmit Timesheet

3. In the box at the top of the timesheet, review the comment that the approver provided and correct the timesheet as indicated or as needed. See [Step Two: Edit Timesheet or Individual Entry](#) for instructions on editing a timesheet.

- After you have fixed the error(s), to re-submit the timesheet, click **Resubmit Timesheet**. If no error messages appeared, the timesheet is now submitted. To confirm that it was submitted, a message appears on the screen (see the "success" message below). After it has been re-submitted or at a later time, you may view it using [Viewing Past Timesheets](#).

You have successfully resubmitted this timesheet.

- Navigate back to the main menu by clicking **Back to Main Menu**.

Viewing Approved Timesheets

If you want to view an approved timesheet, please follow the steps below. This is view only.

- From the main menu, click **View My Approved Timesheets**. The Timesheet Management Selection screen appears showing the Summary of All Approved Timesheets.

Summary of All Approved Time Sheets					
Name	Billing Start Date	Billing End Date	District	Approval Status	
Magistrate, Sam	8/28/2008	9/11/2008	10	Approved	Select TimeSheet
Magistrate, Sam	8/28/2008	9/11/2008	11	Approved	Select TimeSheet

Note:

If a timesheet includes work done in more than one district, when you go to "View Approved Timesheets" you will see one line/timesheet for each district with the same billing end date. If there is only one district on a timesheet, there will be one approved timesheet for a given billing end date.

- To view the timesheet that has been approved, click **Select Timesheet**. The Timesheet Management Main screen appears.



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CSM Name: Nancy Magistrate **Start Date:** 7/1/2011 **End Date:** 7/14/2011

Current Status: Approved
Comment:
Date: 6/22/2011
By Representative: Admin, Mary

Statewide Fiscal Year 2012 YTD:
 Work Hours: 1.50
 Travel Hours: 2.00
 Contract Balance Remaining: \$950.00
 Contract Balance Remaining Pct: 95.00%

District Totals for this Timesheet:
 Work Hours: 1.50 Travel Hours: 2.00
 Work Cost: \$30.00 Travel Cost: \$20.00
Total Cost: \$50.00

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type	
7/7/2011	08	Chippewa	2.00	Travel	View Work Type
7/7/2011	08	Chippewa	1.50	Hearing Calendar	View Work Type

Total number of records: 2

- To view the desired work type, click **View Work Type**. The details for the work item appear.

Date: 9/3/2008 District: 10 Total Time For Work Item: 0.50		
Summary of All Non-dispositive Orders		
County	Work Time	Comment
Isanti	0.50	4 orders appointing public defender
Non-dispositive Orders Detail		

- If given the option, to further view the details of the work item, click **Select**.
OR
To navigate back to the list of timesheets, click **Return to Timesheet Selection** and skip to step 6.
- When done viewing the specific work type, navigate back to the Timesheet Main screen by clicking **Return To Timesheet Main**.
- Continue viewing various work types or entire timesheets, as desired.
- When you are done, navigate to your desired location or return to the main menu by clicking **Back to Main Menu**.

Profiles

Updating or Viewing My Profile

Every user has the right to update portions of his/her profile detail; all other rights for updating are given to the program administrator.

1. From the main menu, click **My Profile**. The CSM Profile Detail screen appears.

Login Name:	jr.binegar			
Judicial Officer ID:				
Name:	John S Test			
CSM Address:	1234 Government Way St. Paul MN 55155			
CSM Email:	leeann.iverson@courts.state.mn.us			
Edit Contact Data				
Phone				
PhoneType	Phone Number	Primary		
Cell	555-555-5555	Yes	Select	
Add Phone				
Appointed Districts				
Appointed District	Home County	Start Date	End Date	Primary
10	Anoka	7/1/2008	12/31/2040	Yes

2. Follow the applicable steps for updating the contact details or phone details, below. If you are only reviewing the details, scroll through as applicable.
 - [Contact Details](#)
 - [Phone Details](#)
3. When you are done with your updates or review, to return to the main menu, click **Back to Main Menu**.

Contact Details

1. To edit your profile, click **Edit Contact Data**. The contact data fields open for editing.

Login Name:	jr.binegar						
Judicial Officer ID:	<input type="text"/>						
Prefix:	<input type="text"/>	First Name:	<input type="text" value="John"/>	Middle Name:	<input type="text" value="S"/>	Last Name:	<input type="text" value="Test"/>
Address:	<input type="text" value="1234 Government Way"/>						
Address:	<input type="text"/>						
City:	<input type="text" value="St. Paul"/>	State:	<input type="text" value="MN"/>	Zip:	<input type="text" value="55155"/>		
E-mail:	<input type="text" value="leeann.iverson@courts.sta"/>						
Save Cancel							

2. Complete the contact data fields as desired.

Field Name	Description
Login Name	Lists your login name. This field is not editable.
Judicial Officer ID	This field is not editable.
Prefix	If applicable, provide your prefix.
First Name	Provide your first name.
Middle Name	If desired, provide your middle name.
Last Name	Provide your last name.
Address	Provide your address.
Address	Provide the remainder of your address, if necessary.
City	Provide your city.
State	Provide your state.
Zip	Provide your zip code.
E-mail	Provide your email address.

3. To save your changes, click **Save**. Your changes are saved.
OR
 To cancel your changes, click **Cancel**. Your changes are **not** saved.

Phone Details

1. From the CSM Profile Detail screen, follow the applicable steps.

Adding a new number

- a. To add a phone number, click **Add Phone**. The phone number fields open.

Phone

No phone record is found.

[Add Phone](#)

Editing existing number

- a. To edit a phone number that is listed, click **Select**. The phone number fields appear on the right.

Phone

PhoneType	Phone Number	Primary	
Home	555-555-5555	No	Select

Phone Type: Home
 Phone Number: 555-555-5555
 Primary: No
[Edit](#) [Add](#) [Delete](#)

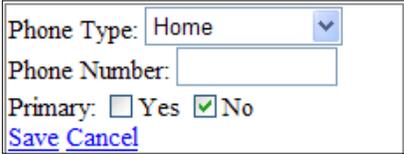
- b. To further edit the phone number, click the desired link to edit, add, or delete.

Important:

If you click delete, the number will be deleted. Please use caution; verify all items before deleting.

2. Complete the phone number fields as desired.

Field Name	Description
Phone Type	From the drop-down menu, select the applicable phone type.
Phone Number	Provide your phone number.
Primary	Select the applicable checkbox to indicate if the phone number is your primary contact number. You must have one phone number as your primary number.



The screenshot shows a web form with the following elements:
- A label "Phone Type:" followed by a dropdown menu showing "Home".
- A label "Phone Number:" followed by an empty text input field.
- A label "Primary:" followed by two checkboxes: "Yes" (unchecked) and "No" (checked).
- Below the checkboxes are two blue underlined links: "Save" and "Cancel".

- 3. To save your changes, click **Save**. Your changes are saved.
OR
To cancel your changes, click **Cancel**. Your changes are **not** saved.
- 4. To go back to the main menu, click **Back to Main Menu**.

District Representative/Approver Tools & Resources

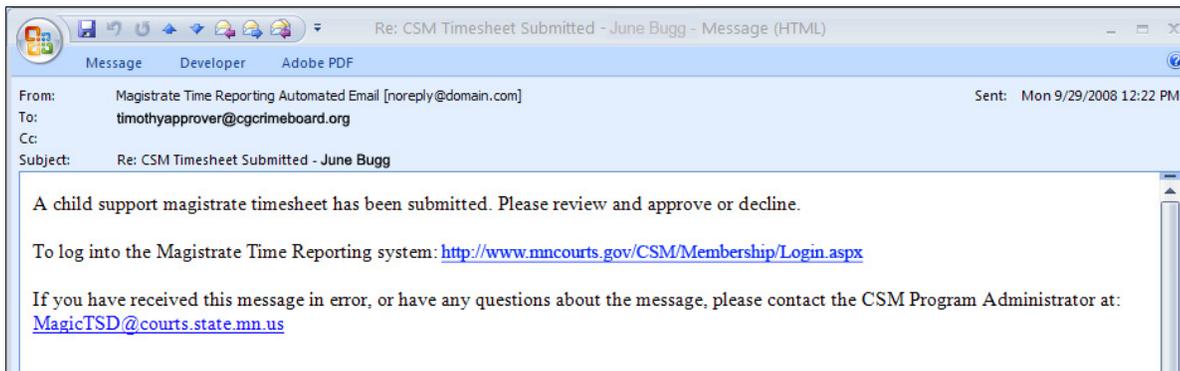
Timesheets

Overview of Approving and Declining Timesheets

After a magistrate submits a timesheet, an email is sent to the district representative or the district approver. This email notifies him/her that the timesheet is ready for review and approval. After the timesheet is reviewed for accuracy, the district approver may approve or decline the timesheet. If the timesheet of a contract magistrate is approved, the finance department will be notified of the payment information. If the timesheet is declined for either the contract or the employee magistrate, the magistrate will be notified that it has been declined. To have the declined timesheet reviewed again, the magistrate must correct the error(s) and resubmit it.

Email notifications are sent based off yesterday's business and should arrive in your email inbox after 2:30 A.M. (The cutoff for yesterday's business is midnight.) If you do not receive an email notification and know that you should have, check your spam or junk email folder to see if it went into there. If it did, verify that you add the email address to your safe addresses list. If the email is not found in one of those folders, check your email address on the Main Menu and/or submit an ITD Service Desk Ticket. An example of an email notification is below.

Example:



Viewing Approved Timesheets

If you want to view a timesheet that has been approved, please follow the steps below. You will only be able to view the timesheets for which you have jurisdiction; other work items may exist in this timesheet for other districts. The following steps apply to both district representatives and district approvers.

1. From the main menu, click **View CSM Approved Timesheets**. The Timesheet Management Selection screen appears.
2. From the drop-down search menu, select the applicable magistrate. Click **Search**. The search results appear.

▼
Search

Summary of All Approved Time Sheets

Name	Billing Start Date	Billing End Date	District	Approval Status	
Magistrate, Sam	8/28/2008	9/11/2008	10	Approved	Select TimeSheet

3. To view the approved timesheet, navigate to the desired timesheet and click **Select Timesheet**. The Timesheet Management Main screen appears.



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CSM Name: Nancy Magistrate **Start Date:** 6/15/2011 **End Date:** 6/30/2011

Current Status: Approved

Comment:

Date: 6/22/2011

By Representative: Admin, Mary

Statewide Fiscal Year 2011 YTD:

Work Hours: 195.00

Travel Hours: 71.00

Contract Balance Remaining: \$695.00

Contract Balance Remaining Pct: 13.90%

District Totals for this Timesheet:

Work Hours: 92.00 Travel Hours: 23.00

Work Cost: \$1,725.00 Travel Cost: \$230.00

Total Cost: \$1,955.00

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type	
6/16/2011	03	Mower	23.00	Motions for Review/Correct	View Work Type
6/15/2011	03	Dodge	23.00	Travel	View Work Type
6/15/2011	03	Dodge	23.00	Hearing Calendar	View Work Type
6/15/2011	03	Fillmore	23.00	Order Preparation	View Work Type
6/15/2011	03	Houston	23.00	Non-dispositive Orders	View Work Type

Total number of records: 5

4. To review the timesheet in more detail, click **View Work Type** to view a specific work item. The details appear for the selected work item.
5. To navigate back to the Timesheet Management Main screen, click **Return To Timesheet Main**.
6. To return to the Timesheet Management Selection screen, click **Return To Timesheet Selection**.

Profiles

Updating or Viewing a Magistrate's Profile

District representatives and district approvers can only view profiles of magistrates that are in their own district. They can edit the contact and phone information.

1. From the main menu, click **CSM Profile**. The Profile Selection screen appears.

Magistrate Profile Selection

(Please select a magistrate) Search

2. From the drop-down menu, select a magistrate. Click **Search**. The Profile Detail screen appears.

Login Name: jr.binegar
 Judicial Officer ID:
 Name: John S Test
 CSM Address: 1234 Government Way
 St. Paul MN 55155
 CSM Email: leeann.iverson@courts.state.mn.us

[Edit Contact Data](#)

Phone

PhoneType	Phone Number	Primary	
Cell	555-555-5555	Yes	Select

[Add Phone](#)

Contract

Contract Number	Start Date	End Date
B16433	7/1/2008	6/30/2010

Appointed Districts

Appointed District	Home County	Start Date	End Date	Primary
10	Anoka	7/1/2008	12/31/2040	Yes

3. Follow the applicable steps for updating contact details or phone details, below. If you are only reviewing the details, scroll through as applicable.
 - [Contact Details](#)
 - [Phone Details](#)
4. When you are done with your updates or review, to return to the magistrate search screen, click **Return to Profile Selection**.
5. To return to the main menu, click **Back to Main Menu**.

Contact Details

1. To update the contact information, click **Edit Contact Data**. The contact data fields open for editing.

Login Name: jr.binegar

Judicial Officer ID:

Prefix: First Name: John Middle Name: S Last Name: Test

Address: 1234 Government Way

Address:

City: St. Paul State: MN Zip: 55155

E-mail: leeann.iverson@courts.sta

[Save](#) [Cancel](#)

2. Complete the contact data fields as desired.

Field Name	Description
Login Name	Lists your login name. This field is not editable.
Judicial Officer ID	This field is not editable.
Prefix	If applicable, provide your prefix.
First Name	Provide your first name.
Middle Name	If desired, provide your middle name.
Last Name	Provide your last name.
Address	Provide your address.
Address	Provide the remainder of your address, if necessary.
City	Provide your city.
State	Provide your state.
Zip	Provide your zip code.
E-Mail	Provide your email address.

3. To save your changes, click **Save**. Your changes are saved.
OR
 To cancel your changes, click **Cancel**. Your changes are **not** saved.

Phone Details

1. From the CSM Profile Detail screen, follow the applicable steps.

Adding a new number

- a. To add a phone number, click **Add Phone**. The phone number fields open.

Phone

No phone record is found.

[Add Phone](#)

Editing existing number

- a. To edit the phone number that is listed, click **Select**. The phone number fields appear on the right.

Phone			
PhoneType	Phone Number	Primary	
Home	555-555-5555	No	Select

Phone Type: Home
 Phone Number: 555-555-5555
 Primary: No
[Edit](#) [Add](#) [Delete](#)

- b. To further edit the phone number, click the desired link to edit, add, or delete.

Important:
 If you click delete, the number will be deleted. Please use caution; verify all items before deleting.

- 2. Complete the phone number fields as desired.

Field Name	Description
Phone Type	From the drop-down menu, select the applicable phone type.
Phone Number	Provide the magistrate's phone number.
Primary	Select the applicable checkbox to indicate if the phone number is the magistrate's primary contact number. The magistrate must have one phone number as his/her primary number.

Phone Type: ▼
 Phone Number:
 Primary: Yes No
[Save](#) [Cancel](#)

- 3. To save your changes, click **Save**. Your changes are saved.
OR
 To cancel your changes, click **Cancel**. Your changes are **not** saved.

Viewing My Profile

Approvers and representatives have **view only** rights for their profiles. Please contact the program administrator to update your profile.

- 1. From the main menu, click **My Profile**. The Representative Profile screen appears.

Login Name: dennis.district
Name: dennis district
Office Phone Number:
Email: leeann.iverson@courts.state.mn.us

Role & District Assignments

Current Roles	District	Start Date	End Date
CSM-DistrictApprover	1	1/1/2008	12/31/2040

- 2. This screen is not editable. To return to the main menu, click **Back to Main Menu**.

District Representative Tools & Resources

Timesheets

Viewing Submitted and Declined Timesheets

If you want to view a timesheet that has been submitted or declined, please follow the steps below. This is view only.

1. From the main menu, click **CSM Timesheet Management**. The Timesheet Management Selection screen appears.

Tip:
You can perform a timesheet search by submitted, declined, or both.

Submitted
 Declined

Summary of All Non-approved Time Sheets

Name	Billing Start Date	Billing End Date	District	Approval Status	
angry, allana	1/16/2009	2/16/2009	10	Submitted	Select TimeSheet
Bugg, June	5/6/2008	5/20/2008	10	Submitted	Select TimeSheet
Fair, Iam	7/1/2008	8/1/2008	10	Submitted	Select TimeSheet
magistrate, alyssa	8/1/2008	8/14/2008	10	Submitted	Select TimeSheet
magistrate, bev	4/1/2008	4/14/2008	10	Submitted	Select TimeSheet
magistrate, James	6/16/2008	7/4/2008	10	Submitted	Select TimeSheet
magistrate, James	5/30/2008	6/15/2008	10	Submitted	Select TimeSheet
magistrate, markus	3/12/2007	4/3/2007	10	Submitted	Select TimeSheet
Magistrate, Milton	7/1/2008	8/1/2008	10	Submitted	Select TimeSheet
magistrate, naomi	1/1/2009	2/1/2009	10	Submitted	Select TimeSheet

➡ ⇄

2. Once you have located the applicable magistrate, click **Select Timesheet**. The Timesheet Management Main screen appears.

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CSM Name: Nancy Magistrate
 Start Date: 6/15/2011
 End Date: 6/30/2011

Current Status: Submitted
Comment:
Date: 6/21/2011
By Representative: N/A

Statewide Fiscal Year 2011 YTD:
 Work Hours: 103.00
 Travel Hours: 48.00
 Contract Balance Remaining: \$2,650.00
 Contract Balance Remaining Pct: 53.00%

District Totals for this Timesheet:
 Work Hours: 92.00 Travel Hours: 23.00
 Work Cost: \$1,725.00 Travel Cost: \$230.00
Total Cost: \$1,955.00

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type	
6/16/2011	03	Mower	23.00	Motions for Review/Correct	View Work Type
6/15/2011	03	Dodge	23.00	Travel	View Work Type
6/15/2011	03	Dodge	23.00	Hearing Calendar	View Work Type
6/15/2011	03	Fillmore	23.00	Order Preparation	View Work Type
6/15/2011	03	Houston	23.00	Non-dispositive Orders	View Work Type

Total number of records: 5

Note:

You are only able to see the work items within the district(s) in your jurisdiction. Other work items may exist in this timesheet for other districts.

3. To review the timesheet, click **View Work Type** to view more details. The details appear for the selected work item.
4. To navigate back to the Timesheet Management Main screen, click **Return To Timesheet Main**.
5. To return to the Timesheet Management Selection screen, click **Return To Timesheet Selection**.
6. Repeat steps 1-6 until all timesheets are reviewed.

District Approver Tools & Resources

Timesheets

Managing Timesheets (Approving and Declining)

To review a timesheet that has been submitted, please follow the steps below. This procedure is for reviewing and approving, declining, or performing final deny of the timesheet.

1. From the main menu, click **CSM Timesheet Management**. The Timesheet Management Selection screen appears.

Tip:

You can perform a timesheet search by submitted, declined, or both.

Submitted
 Declined

Summary of All Submitted Time Sheets

Name	Billing Start Date	Billing End Date	District	Approval Status	
magistrate, naomi	1/1/2008	3/1/2008	1	Submitted	Select TimeSheet
magistrate, naomi	1/1/2008	3/1/2008	2	Submitted	Select TimeSheet
magistrate, naomi	1/1/2008	3/1/2008	3	Submitted	Select TimeSheet
magistrate, naomi	1/1/2008	3/1/2008	4	Submitted	Select TimeSheet
magistrate, naomi	1/1/2008	3/1/2008	6	Submitted	Select TimeSheet
magistrate, naomi	1/1/2008	3/1/2008	8	Submitted	Select TimeSheet
magistrate, rose	5/22/2008	6/25/2008	1	Submitted	Select TimeSheet
Magistrate, Sam	8/28/2008	9/11/2008	1	Submitted	Select TimeSheet
Magistrate, Sam	8/28/2008	9/11/2008	11	Submitted	Select TimeSheet
Magistrate, Sam	8/28/2008	9/11/2008	10	Submitted	Select TimeSheet

Note:

Once a magistrate submits a timesheet, it is broken down into sections based on the districts represented. The district approver can only view the districts for which he/she has jurisdiction; however, the program administrator has the ability to view all districts represented in the timesheet.

2. Once you have located the applicable magistrate, click **Select Timesheet**. The Timesheet Management Main screen appears.

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<<< Return To Timesheet Selection

CSM Name: Carol Magistrate Start Date: 2/2/2011 End Date: 2/15/2011

Current Status: Submitted

Comment:

Date: 6/2/2011

By Representative: N/A

Statewide Fiscal Year 2011 YTD:

Work Hours: 9.00
 Travel Hours: 20.00
 Contract Balance Remaining: \$4,420.00
 Contract Balance Remaining Pct: 88.40%

District Totals for this Timesheet:

Work Hours: 89.00 Travel Hours: 23.00
 Work Cost: \$1,780.00 Travel Cost: \$460.00
 Total Cost: \$2,240.00

Summary of Timesheet Work Items					
Work Date	District	County List	Time	Work Type	
2/5/2011	03	Dodge	23.00	Motions for Review/Correct	View Work Type
2/3/2011	03	Fillmore	23.00	Travel	View Work Type
2/3/2011	03	Fillmore	23.00	Order Preparation	View Work Type
2/2/2011	03	Freeborn	20.00	Motions for Review/Correct	View Work Type
2/2/2011	03	Olmsted	23.00	Uncontested Orders	View Work Type

Total number of records: 5

Please enter a reason for Decline or Final Deny:

Required field for Decline or Final Deny.

- To review the timesheet, click **View Work Type** to view more details. The details appear for the selected work item.

Note:
 If you find errors on the timesheet, you must decline the timesheet. Before declining it, you are required to indicate the reason for your action. This assists the magistrate in correcting the error(s) and re-submitting it.

- To navigate back to the Timesheet Management Main screen, click **Return To Timesheet Main**.
- To approve/decline/final deny the timesheet, on the Timesheet Management Main screen, follow one of these actions:

Approve:

- To approve the timesheet, click **Approve**. If no error messages appeared, the timesheet is now approved. To confirm that it was approved, a message appears on the screen (see the "success" message below) and an email notification is automatically sent to the finance department notifying them of the payment information.

You have successfully approved this timesheet.

Decline:

- To deny the timesheet, in the reason field, type a reason.
- Click **Decline**. If no error messages appeared, the timesheet is now declined. To confirm that it was declined, a message appears on the screen (see the "success" message below) and an email notification is automatically sent to the magistrate regarding the declined timesheet.

You have successfully declined this timesheet.

Final Deny:

Caution:

This is a permanent and final status. Use with caution.

- a. To perform a final deny, in the reason field, type a reason.
- b. Click **Final Deny**. If no error messages appeared, the timesheet is now final denied. To confirm that it was denied, a message appears on the screen (see the "success" message below) and an email notification is automatically sent to the magistrate, district approver, and the program administrator regarding the permanently declined timesheet.

You have successfully denied this timesheet.

Note:

"Final Deny" prohibits submission of another timesheet for the same time period for any and all districts that did a final deny.

6. To return to the Timesheet Management Selection screen, click **Return To Timesheet Selection**.
7. Repeat steps 1-5 until all timesheets are reviewed and approved/declined/final denied.

Managing Timesheets (Viewing Declined Timesheets)

If you need to view a timesheet that has been declined, please follow the steps below. This is view only. All corrections to the declined timesheet should be handled by the magistrate.

1. From the main menu, click **CSM Timesheet Management**. The Timesheet Management Selection screen appears.
2. Perform your timesheet search by declined timesheets only.

Submitted
 Declined

Summary of All Declined Time Sheets

Name	Billing Start Date	Billing End Date	District	Approval Status	
angry, indy	3/18/2009	3/31/2009	1	Declined	Select TimeSheet
Bugg, June	5/6/2008	5/20/2008	10	Declined	Select TimeSheet
conv4, test	5/30/2008	5/31/2008	11	Declined	Select TimeSheet
magistrate, alyssa	8/1/2008	8/14/2008	8	Declined	Select TimeSheet
Yraelc, Yahs	11/2/2008	12/15/2008	6	Declined	Select TimeSheet

- Once you have located the applicable magistrate, click **Select Timesheet**. The Timesheet Management Main screen appears.

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CSM Name: elaine eleven Start Date: 8/16/2007 End Date: 8/31/2007 [Edit Start/End Dates](#)

Current Status: Declined
 Comment: decline
 Date: 10/20/2008
 By Representative: district, delbert

Statewide Fiscal Year 2008 YTD:
 Work Hours: 8.00
 Travel Hours: 0.00
 Contract Balance Remaining: (\$60.00)
 Contract Balance Remaining Pct: -12.00%

District Totals for this Timesheet:
 Work Hours: 1.50 Travel Hours: 0.00
 Work Cost: \$105.00 Travel Cost: \$0.00
Total Cost: \$105.00

Summary of Timesheet Work Items

Work Date	District	County List	Time	Work Type			
8/18/2007	01	Carver	1.50	Hearing Calendar	Edit Work Date	Edit Work Type	Delete

Total number of records: 1

- To review the timesheet, click **View Work Type** to view more details. The details appear for the selected work item.
- If given the option, to further view the details of the work item, click **Select**.
OR
 When done viewing the specific work type, navigate back to the Timesheet Main screen by clicking **Return To Timesheet Main**.
- To navigate back to the list of timesheets, click **Return to Timesheet Selection**.
- Continue viewing various work types or entire timesheets, as desired.
- When you are done, navigate to your desired location or return to the main menu by clicking **Back to Main Menu**.

Recalling a Timesheet Status

Approvers have the ability to recall an approved, declined, or final deny timesheet status **until the end of the workday**.

1. From the main menu, click **Program Administration**. The Program Administration screen appears with additional options.
2. Click **Timesheet Status Recall**. The Timesheet Recall Status Selection screen appears showing everything you have attached a status to today.

Timesheet Summary						
Name	Billing Start Date	Billing End Date	District	Approval Status	Status Date	
angry, indy	3/18/2009	3/31/2009	1	Declined	8/28/2008	Select TimeSheet

Column Name	Description
Name	Lists the name of the magistrate.
Billing Start Date	List the start date of the timesheet.
Billing End Date	Lists the end date of the timesheet.
District	Lists all the districts, by district number, in which the magistrate has worked for this billing period.
Approval Status	Lists the current status of approval.
Status Date	Lists the date of the current status.

3. From the applicable magistrate, click **Select Timesheet**. The Timesheet Recall Status screen appears for the selected magistrate. This screen displays the information pertaining to the current status.

CSM Name: indy angry **Start Date:** 3/18/2009 **End Date:** 3/31/2009

District: 01
Current Status: Declined
Comment: Wrong stuff.
Date: 8/28/2008
By Representative: district, delbert
Reported to Finance:

This timesheet is in DECLINED status. To recall this status and revert to the prior status, click the button below.

4. After reviewing the information, to recall the timesheet, click **Recall Status**. The timesheet is recalled.
OR
 To return to the Timesheet Recall Status Selection screen, located on the top left-hand side of the screen, click **Return to Timesheet Selection**.
5. If you recalled the status of the timesheet, to confirm that it was denied, a message appears on the screen (see the "success" message below).

You have successfully recalled the last status for this timesheet.

6. To return to the Timesheet Recall Status Selection screen, click **Return To Timesheet Selection**.
7. To return to the main menu, click **Back to Main Menu**.