

Virginia Specialty Dockets Database: Adding Fees and Payments

1. Access the database and open the case you want to update.
2. Scroll to the **Case Fees** module and click the **plus (+) sign** - the screen below comes up.

Case Fees [-] SAVED

Number	Current Status	Phase	Fee Type	Fee Date	Total Fee Amount	Paid Amount	Balance Remaining	Description	WF Actions	Actions
ADD NEW										

3. Add a new fee by clicking **Add New** - fees must be added before payments are entered.
4. Complete **Fee Type**, **Fee Date**, **Total Fee Amount**, and **Description** and click **Save**.
5. Once saved, the **WF Actions** and **Actions** columns populate.

Case Fees [-] Save Completed SAVED

Number	Current Status	Phase	Fee Type	Fee Date	Total Fee Amount	Paid Amount	Balance Remaining	Description	WF Actions	Actions
I-0560232	Active	Created	Drug Testing	03/24/2022	\$50.00	\$0.00	\$50.00	Routine drug testing fees	ADD PAYMENT	× 📄
ADD NEW										

6. Add a payment by clicking **Add Payment** - the mini window below appears.

Fee - I-0560232

Payment Date *
03/24/2022

Payment Amount *
\$0.00

Payment Method *
Check (X)

Description
Remainder will be paid next week

* Asterisk (*) fields are required

Clear Submit

7. Complete the required fields and click **Submit**.

8. Then **Case Fees** section now shows the **Paid Amount** and **Balance Remaining**.

Case Fees 										SAVED
Number	Current Status	Phase	Fee Type	Fee Date	Total Fee Amount	Paid Amount	Balance Remaining	Description	WF Actions	Actions
I-0560232	Active	Some Payments Made	Drug Testin 	03/24/2022	\$50.00	\$30.00	\$20.00	Routine drug testing fees	ADD PAYMENT	X [i]
ADD NEW										