PRODUCTIVITY

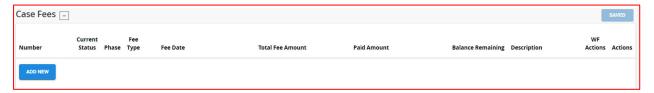
## **Virginia Specialty Dockets Database: Adding Fees and Payments**

CASES

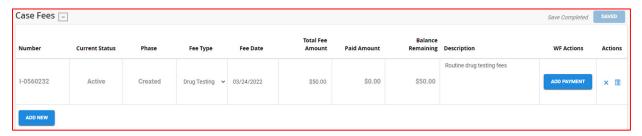
1. Access the database and open the case you want to update.

REFERRALS

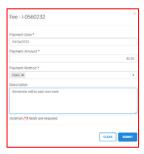
2. Scroll to the Case Fees module and click the plus (+) sign - the screen below comes up.



- 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.



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



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

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

