



State of New Jersey

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TO: Office of the Public Defender Pool Counsel

FROM: Andrew Chris Rojas

DATE: July 6, 2011

RE: Important Information regarding the OPD Pool Time Keeping System (*PATS*)

The purpose of this communication is to provide you with important information regarding your use of the OPD pool attorney time keeping system (*PATS*). In order to access the system you will receive an authorization code via e-mail once you have completed your vendor compliancy package and are approved. If you have not received your code and have received case assignments from the OPD, please contact the **OPD help desk at (609) 633-2141**.

The authorization code is personalized for you and need only be used one time to provide access to your OPD Pool Attorney information via the "myNewJersey" portal. After you enter the access code pursuant to following step 8 below, you won't need to enter it again.

Please follow these instructions carefully, once you have received your authorization code:

If you have already registered for the "myNewJersey" portal, go to <http://www.state.nj.us/> and follow the instructions starting at step 6.

1. Open an Internet browser, type <http://www.state.nj.us/> in the address box and press the Enter key.
2. You will see the New Jersey home page. You need to register here before you can access information that's personalized for you.
3. Click 'Register' near the upper left part of the page.

4. On the 'Create You're myNewJersey Account' page, enter the requested information. Be sure to include a challenge question and valid email address in case you forget your password.
5. Now that you've created your account, logout. Then click the 'Go to the New Jersey Homepage' link. The next step will verify that you know your ID and password.
6. Click 'Login' near the upper left part of the page, and enter your ID and password on the 'Log On to my New Jersey' page.
7. Once you're logged in, click the 'enter authorization code' link to the right of the welcome message.
8. Type the code from the email you received or copy and paste the code into the box labeled 'Enter your authorization code', and click the 'Finished' button.
9. The system will log you out.
10. Log in to your account. Your OPD Pool Attorney information or links will be available on the 'my New Jersey' page.

We hope you enjoy the new facility and we welcome comments and suggestions regarding additional functions. Please address your comments and suggestions to me at Michael.Lavdas@opd.state.nj.us or Melissa.Hensel@opd.state.nj.us.

Notice: Under no circumstances should you give your authorization code to another user. This code has been personalized for your particular need. If another user requires system access, please have them contact the role manager (Michael Lavdas or Melisa Hensel listed above). Sharing your access code will result in your suspension from the system.

You will be required to utilize the *PATS* for billing of all cases assigned to you beginning one month after the date of this memorandum, unless you advise us that you will be attending a *PATS* training session at a later date. If so, you will be advised at that training session of the date that you must start using *PATS*. At your option, you may also use *PATS* to bill cases that have been assigned to you previous to the assigned start date. In any event, *PATS* must be used for billing of all cases opened after October 30, 2010.