

**OASIS USER AGREEMENT:**

Access to and use of the Online Attorney State Invoice System (“OASIS”) are provided subject to these conditions.

OASIS is the mechanism for Private Assigned Counsel (“PAC”) to submit requests for payment to Indigent Defense Services (hereby “IDS”) for **adult criminal cases at the trial level** in jurisdictions operating within eCourts. Private Assigned Counsel (“PAC”) enters case numbers, case details, and payment request information into OASIS **after** submitting the corresponding fee application (AOC-CR-225) to the court via eCourts through File & Serve. **The OASIS payment request should be submitted within one week of submitting the corresponding fee application to the clerk via File & Serve and the fee application must be accepted into the court file by the clerk.** The corresponding fee application is the fee application associated with the client and the case(s) for which PAC is applying for compensation.

**Registering for OASIS:**

Current PAC Attorneys/Suppliers	New PAC Attorneys/Suppliers	Changes to PAC Attorney/Supplier Information
IDS will register eligible current attorneys/suppliers using data currently on file with the NC Office of State Controller (“OSC”)	IDS will register new attorneys/suppliers once they submit NC Substitute W-9 to IDS fiscal services	Attorney/supplier must submit notice to IDS and a new NC substitute W-9 whenever there is a change to any of the following ( <b>note</b> – all changes must match IRS records): <ul style="list-style-type: none"><li>• Tax identification number (hereby “TIN”); or</li><li>• Business address; or</li><li>• Business or law firm name; or</li><li>• Personal name (marriage, divorce)</li></ul>
IDS will issue payment to the payee in OASIS in accordance with the information on file on the date payment is requested. In no case will IDS cancel or re-issue a payment(s) to another payee after payment has been issued when the payment was issued to the payee on file at the date of the payment request		

To be directed to the NC Substitute W-9 form [click here](#). The forms may be faxed to 919-890-1922 or mailed to:

Indigent Defense Services  
Attn: Shannon Simmons  
PO Box 2448  
Raleigh, NC, 27602

**IDS will not issue payment unless the following criteria are met:**

1. Attorney uses File & Serve (<https://efilenc.tylertech.cloud/>) to file the fee app(s) with the court\* and to serve IDS at [OASIS@nccourts.org](mailto:OASIS@nccourts.org).
2. Uploaded fee applications include all necessary attachments, including expense receipts as required by IDS billing policies, and, if required by the court, detailed timesheets.
3. Attorney uses OASIS ([www.idsbilling.org](http://www.idsbilling.org)) to invoice IDS after filing the fee app(s) and serving IDS.
4. The payee, payment, and case information entered in OASIS by the attorney matches the information on the corresponding fee application.
  - a. A corresponding fee application is the fee application the attorney submits to the court for the client and case for which the attorney is requesting payment through OASIS. The fee application is subject to judicial review, is used for recoupment, and for filing in the case file by the clerk's office.

\*IDS will hold invoices for 5 business days to ensure that the clerks have accepted the filing. Attorneys are encouraged to ensure that the clerks have accepted the filings in order to avoid their invoice submission being rejected during audit. If an attorney learns that a filing has been rejected, they should notify IDS, cure the deficiency that caused the rejection, and refile as soon as possible.

In no case will IDS issue payment through OASIS when the attorney has not filed a corresponding fee application with the court. If an attorney requests payment through OASIS but fails to submit a corresponding fee application with the court, IDS will reject the request and send notice of rejection to the email account the applicant has registered with OASIS.

Because IDS does not store payment requests, registered users will be required to resubmit the request once they have filed the fee application with the court.

**Judicial Signature NOT Required for Payment.**

To expedite payment of invoices submitted through OASIS, IDS does not require a judge's signature before issuing payment. IDS has advised judges to notify the IDS CFO directly of any fee app reductions in any case where judge or their designee approves a fee award that is less than the attorney requested.

Attorneys agree to notify IDS whenever they learn that the presiding judge or their designee approved a fee award at a value less than the attorney requested. The attorney shall notify IDS Chief Fiscal Officer, Aaron Gallagher, within 48 hours of learning of the reduction by email to: [aaron.m.gallagher@nccourts.org](mailto:aaron.m.gallagher@nccourts.org).

IDS considers it an overpayment whenever a judge reduces a fee award after IDS has paid the originally requested fee award. Attorneys are responsible for repaying IDS for overpayments and agree to promptly repay the State of North Carolina any amount paid in excess of the fee award approved by the court.