



**Virginia Specialty Docket Database
Fees and Payments**

1. Access the [Virginia Specialty Docket Database](#).
2. Once the Homepage loads, Click **Cases**.
3. Click the **blue hyperlinked Case Number** of the participant.
4. The **Case Details Page** will populate.
5. Scroll down to the **Case Fees Tab**.
6. Click the **plus (+) sign** to the right of **Case Fees**.
7. The screen below will populate.

Number	Current Status	Phase	Fee Type	Fee Date	Total Fee Amount	Paid Amount	Balance Remaining	Description	WF Actions	Actions
I-0547017	Active	All Payments Made: X	Sole	01/09/2018	\$450.00	\$450.00	\$0.00		ADD PAYMENT	X
I-0547018	Active	All Payments Made: X	Sole	01/09/2018	\$555.00	\$555.00	\$0.00	161	ADD PAYMENT	X
I-0547019	Active	Created: X	Sole	01/09/2018	\$210.00	\$0.00	\$210.00	161	ADD PAYMENT	X
I-0547315	Active	All Payments Made: X	Sole	01/09/2018	\$450.00	\$450.00	\$0.00		ADD PAYMENT	X

Add Fee (A Fee must be added before you can add a payment.)

- To add a new **Fee**, click **Add New**.
- Begin at **Fee Type** and complete all fields.
- Click **Save**.
- Once a Fee has been saved, the **WF Actions (Add Payments)** and **Actions** columns will populate. **You may need to use your scroll bar to view WF Actions (Add Payment) and Actions.**

Add Payment

- To add a **Payment**, locate the row of the appropriate fee and click **Add Payment**.
- The mini window below will appear.

Fee - I-0547017 ×

Payment Date *

Payment Amount *

Payment Method *

Select one ▾

Description

Asterisk () fields are required.*

- Complete the required fields.
- Click **Submit**.