

SCACS Attorney Portal – Racial Justice Act Claims

Quick Reference Guide

The California State Legislature has allocated funding for capital claims under the Racial Justice Act (RJA). To ensure accurate tracking and processing, as part of efforts to streamline the process for capital claims under the RJA, please adhere to the following guidelines when entering these claims into the SCACS system:

- **Submit Two Separate Payment Requests:** Two separate payment requests should be submitted for capital claims; one payment request with the RJA hours and a second with the remaining claimed hours.
- **Designate the payment request with RJA hours with the RJA Program Type indicator:** When requesting a payment within the online SCACS system, select "RJA" from the drop-down box to designate the claim under the Racial Justice Act, per the instructions below.

1. After logging in, from the Assigned Cases section, select the appropriate payment request icon.

Assigned Cases ▾ ?

This section lists the cases assigned to the selected attorney. For each appointment, the available actions are indicated in the **Actions** column. You may hover your cursor over an action icon to view a description of the action or click the icon to initiate the action. Please note that all payment requests must be submitted by lead counsel using the automatic appeals case number. [More Information](#)

Actions	Appellant	Case No	Case Category	Case Status	Appt Type	Lead
			Automatic Appeal	closed; remittitur issued	HC/EC	Lead
			Automatic Appeal	fully briefed	AA	Lead
		0	Automatic Appeal	closed; remittitur issued	AA	Lead
			Automatic Appeal	closed; remittitur issued	AA	Lead
			Automatic Appeal	closed; remittitur issued	AA	Lead

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2. On the first tab, Request Info, select the ‘RJA – Racial Justice Act’ option from the Program Type field.
Note: For non-RJA payment requests, this field should not be selected.

Request Info ✓

Fees Training Copying Payee Review Request Submit Request

Welcome to the Fixed Fee Payment Request Wizard! This wizard will walk you through the steps of submitting a Fixed Fee Payment Request to the California Supreme Court. A Fixed Fee Payment Request allows you to request progress payments for fixed fee appointments. All Fixed Fee Payment Requests must be submitted by lead counsel using the automatic appeals case number.

Follow the instructions on each tab and hit the **Next** button at the bottom of the page to continue. At any time, you may cancel the request using the **Cancel** button, back up to a previous tab using the **«Previous** button, or go directly to a tab by clicking the tab title. The last step in submitting a request to the California Supreme Court is to select the **Submit** button on the last tab. [More Information](#)

If this payment applies to a Habeas Corpus Case, please select the case to which this payment applies: --Select HC Case No--

Program Type: **RJA - Racial Justice Act**

Request Note:
(If needed, enter explanatory notes to be included with your payment request (optional))

(500 max characters, 500 remaining)

Cancel Next >>

3. On the Fees/Expenses Tabs, only RJA hours/expenses should be entered. Note: Any non-RJA hours/expenses should be entered on a separate payment request.
4. Continue entering and submitting the payment request as you normally would.
5. Note: The Program Type you selected will be displayed on the Review Request tab.

Request Info ✓ **Fees** ✓ **Training** ✓ **Copying** ✓ **Payee** ✓ **Review Request** ✓ **Submit Request**

DRAFT

ID: 3357

Program Type: RJA

Request Date: 11-30-2023

AA Case:

Attorney:

Payee:

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6. After submitting the request on the Submit Request tab, the RJA Program Type indicator will be associated with the request and will appear on the payment request document that is generated.

**FIXED FEE SERVICES AND EXPENSES COMPENSATION FORM FOR
AUTOMATIC APPEALS AND/OR RELATED STATE HABEAS
CORPUS/EXECUTIVE CLEMENCY PROCEEDINGS**

Attorney:		State Bar:	
Address:		Program Type:	RJA
Phone:			
Email:			
AA Case:			
Request Date:	11-30-2023	ID:	3357
