

Specific Instructions for those who have changed/will change firms:

Q. I need some payments made to a firm I used to be employed by and some payments made to my new firm, how does this work?

A. In this case you will need to take all the following steps:

1. Notify IDS that you need 2 OASIS accounts, via email to: shannon.j.simmons2@nccourts.org
 - a. Include your name and Bar number.
 - b. Include 2 separate email addresses and describe which email should be associated with which payee/law firm
 - i. Note: The attorney must have access to each email account as long as the OASIS account associated with that email address is active.
2. Submit 2 separate substitute W-9 forms <https://www.ncids.org/sub-w-9-form/> (submission instructions are on the form).
 - a. Using the 2 substitute W-9 forms the Office of State Controller will set up 2 supplier accounts in NCFIS (this may take 1-3 weeks to process).
3. IDS will then create 2 OASIS accounts, sending login credentials to each email address provided in step 1.
 - a. IDS will issue payments to the supplier/payee based on which OASIS account is used.
 - b. It is the responsibility of the attorney to use the correct OASIS account.

Q2: What happens if I meant to make a case payable to my new firm, but use the OASIS account connected with my old firm?

Take the following steps:

1. Notify IDS that payment was requested to the wrong payee/supplier, via email to: shannon.j.simmons2@nccourts.org.
 - a. Include a list of all affected case numbers.
2. Issue repayment for the full amount as described below:

Repayment must be made by certified check, cashier's check, or money order made payable to "State of North Carolina"

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Administrative Office of the Courts”, in the amount of \$_____. The memo should state “**return of payment (CASE NUMBER(S))**” and be mailed ASAP to:

Indigent Defense Services
Attn: Shannon Simmons
P.O. Box 2448
Raleigh NC, 27602

3. After issuing the refund re-request payment as described below:

To re-request payment:

- a. File the fee app for this file number to the clerk via File and Serve
- b. Serve the fee app on IDS at OASIS@nccourts.org.
- c. Submit a new invoice in OASIS for this case.