Grants Online: How to Claim Against a Purchase Order
Log in to Grants Online with your user name and password

Select 'Submit New Claim' from the menu
1. You will need to search for the purchase order first. Type in the court location and court type from the drop down menus. Choose from Local Court, Children's Court, Mental Health Tribunal etc.

2. 'Service Provider Office' should automatically populate with your information.

3. Select 'Active' from the drop down menu under 'Purchase Order Status'.

4. Then click on 'Search'.

1. A list of possible Purchase Orders will appear. Check the 'Service Period', the 'Court Type' and 'Court Location' to ensure these are correct.

2. Then click on the correct Purchase Order number to begin your claim.
1. Enter the date you appeared

2. Enter your own reference for the claim

3. Enter your 'Time of Arrival' and 'Time of Departure'.
   - Enter the time you had for a lunch break.
   - Enter the time spent on matters that were privately funded.
   - 'Time on Legal Aid Grants' refers to time spent on matters where the client has an existing, approved grant of Legal Aid for the matter. Please do not enter time spent on duty clients in this area.

4. Click 'Add' under Session Details in order to open a further information window
Enter 'Service Type' as **Representation**

Enter 'Jurisdiction' from the drop-down list. This will change depending on the court type and area of law.

E.g. for state crime local court matters you would choose 'STATE CRIME ADULT'
Enter 'Funding Category' as either Commonwealth or State. In most cases State will be the only option available.

1. Enter the 'Duration' as the total amount of time you spent representing duty clients. Then enter the total number of clients seen.

2. Then click on the green tick to save these details.
The box will then minimise again along with your saved details.

Fill this section in if the client you represented was Indigenous.

Re-check the amount is correct.

Read through the certification process and make sure you are happy each point has been met.

Check over the claim once again to ensure it is correct then return to the top of the page and press ‘Submit’.

PLEASE NOTE: If you hit ‘Save’ the claim will simply save and will not be processed or paid.
Once you have pressed 'Submit' you should get the following confirmation message at the top of the page.

If you do not get this message check that you have properly submitted the claim. If you have further issues please contact the Service Desk.