

## How to close a file (Criminal Law) – Grants Online

Option 1 - Submit a File Outcome

Legal Aid

Option 2 - Submit File Outcome while submitting Final Claim for a File

## Option 1 - Submit a file outcome

- 1. Log in to **Grants Online** using your username and password.
- 2. Under the sub-heading **Applications** click on **File Outcome**.

- 3. Select the **Open** option under **File Status** or enter the **File ID** and click on the **Search** button.
- 4. The list of open files will be displayed under the **Search** results area.
- 5. Click on the **File Id** (hyperlink) under the Search Results to open the file.

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Grants Online	File Menu
Home	Noticeboard
Noticeboard	- News
Inbox	Welcome to Grants Online. On this sit
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New Application	<ul> <li>read grant letters and corresponde</li> </ul>
Extension	<ul> <li>view invoices and submit claims</li> <li>submit file outcomes</li> </ul>
Transfer 2	<ul> <li>enquire on client and file details</li> </ul>
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## INSTRUCTIONS



 Select most appropriate finalisation stage from the drop-down menu (\*), client plea, result, conviction, sentence and answer YES or NO to awarded costs and settlement monies.

	gel Aid NSW Se	vice Desk on (02) 9219 5999 if you h	have any questions about using Grants Online or completing any of the web forms	
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		Sentence Details Was your client awarded costs?* Ware any setzed montes or asset	(LESS Frank 6 MONTHS         V           (N)         V           40         V	

(\*) Choosing the most suitable option means identifying the outcome that most closely explains the overall outcome for the client, or if necessary, by reference to just the most serious charge. For example, negotiations with the prosecution that result in some pleas of guilty and some charges being withdrawn should be recorded as 'PLEA OF GUILTY LESSER CHARGES'. Also, by way of example, a verdict in which the client was found guilty of the most serious charge but not guilty of other lesser charges would be regarded by the most serious charge as "AFTER TRIAL – VERDICT GUILTY – JURY".

Continue Cancel

- 7. Click on Next.
- 8. Click on **Submit** to continue the file outcome process.

Create File Outcon	bere Suberit Doter Pixet Week as PUP	
[364] This Draft Application Re	est must be submitted on or before Saturday, 11 March 2023, a grace period of 45 days.	
Please contact the Legal Aid N2	Samica Deals on (82) 8218 5090 if you have any quasitons about using Grants Online or completing any of the veb terms	
File Outcome Criminal Law		Version 2
File ID 220000 Extension 0	IS COMPUTER SCREEN Status DHAFT Bullended by	
File Outcome Criminal Law	Submit	
Submitted	If you have completed this fame, click "Datent" to autorit the application to Lagar Act N2017	
	If you have not yet completed this form, dick "Save" to save the application and return to it later.	
		Previces Submit

 If there are no documents to attach to the file closure (e.g., final orders, costs agreement etc.) click on **Continue** to finalise the file outcome.

**Note:** You can provide more details regarding the outcome of a matter using the **Add Note** function before clicking **Continue**.

- 10. If there are documents to attach to the file closure (e.g. final orders, costs agreement etc.):
  - a. Click on Show File Upload Area.
  - b. Click on Browse to locate the document you want to attach, select the document and click on Upload File(s)
- 11. Click on **Continue** to finalise the file outcome.



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## Option 2 - Submit File Outcome while submitting Final Claim for a File

You can submit a File Outcome when you are processing the final claim for a file.

- 1. Select **Submit New Claim** on the side menu, find your claim, enter claim details then select **Yes** to **Final Claim for this File**?
- 2. The **Record File Outcome** button appears on selecting Yes.
- 3. Select the **Record File Outcome** button.

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File Outcome Criminal Law page appears.

- Enter File Outcome details, select appropriate options on the drop-down menus (\*).
- 5. Click on Next button.

Please contact the	e Legal Aid NSW Se	rvice Desk on (02) 9219 5999 If you hav	e any questions about using Grants C	nline or completing a	ty of the web forms
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On submit of File Outcome you are returned to **Submit Saved Claim** page.

6. Once claim details are all correct, select **Submit Claim**.

