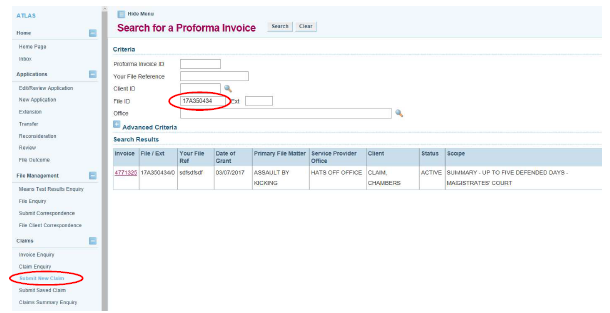
# How to pay Chambers’ advocates – a guide for private practitioners

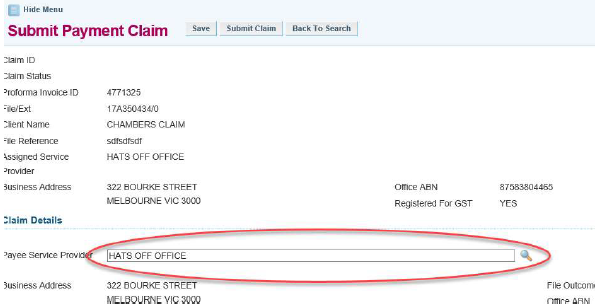
All payments to Victoria Legal Aid Chambers advocates must be made through ATLAS and **not** by cash, cheque or bank transfer.

## Step-by-step guide

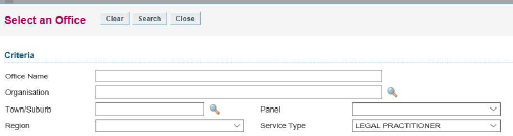
1. In the ATLAS home page, **select** **Submit New Claim** (located under the heading Claims).
2. **Enter** the Gants reference (the ‘A’ number) into the **File ID** field.



1. **Click** on the relevant invoice that appears in the search results.
2. A screen called **Submit Payment Claim** will appear. There should be a magnifying glass next to the Payee Service Provider field. If there is no magnifying glass, please contact the Grants & Quality Assurance team to have this rectified.



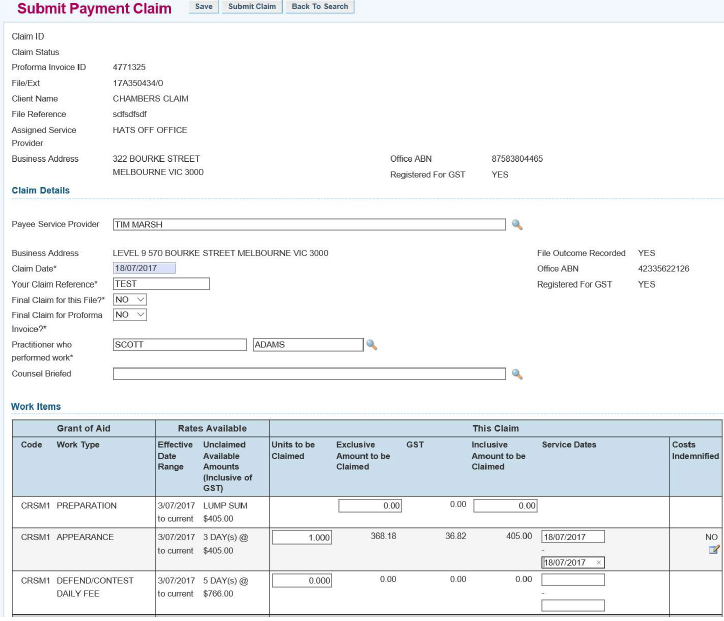
1. **Click** **on the magnifying glass** next to **Payee Service Provider**. The Select an Office screen will appear.

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1. **Enter** the name of the advocate you are paying into the **Office Name** field. (Format: first name, last name **or** %LASTNAME)



1. The correct **Payee** is the advocate (as the office) and the organisation (as VLA Chambers).
2. **Select** **Barrister** in the Service Type dropdown menu.
3. **Make the payment** under the appropriate line item and **select Submit**.



1. A successful claim will **generate a Claim ID number**. Email this number to [Advocates\_Clerk@vla.vic.gov.au](mailto:Advocates_Clerk@vla.vic.gov.au) to confirm payment has been made.

