

INDIGENT DEFENSE CONTRACT SERVICES

Attorney: _____

Attorney Code: _____

Circuit #: _____

County: _____

Month: _____

Year: _____

***LEGAL REPRESENTATION – APPOINTMENTS IN THE ABOVE MONTH:**

Number of case appointments received in the month.

Cases should include all case appointments pursuant to the case definitions provided below. Counsel should not include post-indictment appointments when counsel was previously appointed in the case(s) at the District Court level unless the indictment contains new charges unrelated to the original District Court charges. Counsel should then only count the new, additional, charge(s)

***THE BREAKDOWN FOR THE APPOINTED CASES LISTED ABOVE:**

FA

OT (Misdemeanor, TR, PV)

JU - DEPENDENCY - MOTHER/FATHER

FB

CS Contempt

JU - TPR

FC

JU - GAL

APPEALS

FD

JU-DELINQUENCY

OTHER

***LEGAL REPRESENTATION IN CASES CLOSED IN THE ABOVE MONTH:**

Number of cases closed in the above month.

Total Hours (provided in all indigent defense contract cases for the month)

Number of cases handled (non-attorney of record)

Criminal Cases – For purposes of statistical reporting, a case shall include all related charges, whether felony or misdemeanor, arising from a single incident or transaction. Counsel should report the related charges as one case under the most serious charge.

Cases subject to the Voluntary Sentencing Standards, involving different victims, should generally be counted as separate cases. Counsel may elect to report such cases as one case if, upon review, counsel determines the matters will not necessitate disparate preparation.

Cases subject the Presumptive Sentencing Standards, involving different victims, should be counted as a single case under the most serious charge. Even if cases proceed under one sentencing event pursuant to the Presumptive Sentencing Standards counsel may elect to count those cases separately, if based on a review of relevant factors (i.e., differing offense dates, differing investigations, applicability of certain defenses, etc.) counsel determines the matters will necessitate disparate preparation.

Juvenile Cases – For purposes of statistical reporting, the following general guidelines are provided.

For appointments as a Guardian Ad Litem in dependency and termination of parental rights cases, counsel should count each child as a separate case regardless of the number of petitions involving each child. Counsel may elect to count multiple siblings as one case if, after review of the petitions and other relevant factors, counsel determines that the cases will not involve disparate preparation based on the commonality of parents, custody placements, etc.

For appointments as counsel for parents in dependency and termination of parental rights cases, counsel should count each parent as one case regardless of number of petitions and/or children.

For appointments in delinquency matters, charges arising from the same incident or transaction should be counted as one case under the most serious allegation. Similarly, if the delinquency charges involve a series of actions that will be dealt with under one settlement (i.e. Fraudulent Use of a Credit Card or Unlawful Breaking and Entering a Vehicle), the matters should be counted as one case unless based on counsel’s review of the relevant facts (i.e. differing offense dates, differing investigation, applicability of certain defenses, etc.), counsel determines that the matters will necessitate disparate preparation.

I certify that the above information is true and correct. I further certify that I have records supporting the above information and that I will retain these records as required by contract and/or by applicable law(s) and rules(s).

Date

/s/ _____
Attorney Signature

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