

PDC FY2023 Defending Attorney Annual Report (DAAR) Questions/FAQs

Topic/Question	Answer
Electronic Forms	
Can I save my work as I go so that I do not have to complete the whole report in one session?	Yes, Adobe Sign automatically saves your work as you go. There is no save button. Your work is automatically saved and available the next time you resume work on the report.
I have access to the form, but I cannot input information into the form, what do I need to do?	You may need to accept the Adobe Sign terms at the bottom of the screen. Look at the bottom of your screen for a message and a blue “continue” button.
I can sign the form, but I cannot submit it.	You must complete all required fields before the form can be submitted. Look for the prompts in the form indicating mandatory fields.
Can I print the form to fill it out?	No, you must fill out and submit the form electronically via Adobe Sign. Once submitted you will receive an email from STATE OF IDAHO adobesign@adobesign.com that will contain a pdf version of the completed report that you can then print and email. If you need to print it out for notes, that you will later use to fill out the Adobe Sign electronic version, you can use a watermarked version located at our website here .
How do I print the form?	Once submitted you will receive an email from STATE OF IDAHO adobesign@adobesign.com that will contain a pdf version of the completed report that you can then print and email.
Who do I send the completed report to?	Once you complete the report in Adobe Sign, it will require a digital signature and automatically send the completed report to the PDC. Once submitted you will receive an email from STATE OF IDAHO adobesign@adobesign.com that will contain a pdf version of the completed report. You can save and email the pdf to the ADJ and BOCC, or print a copy to mail/fax.
How do I submit the form to the ADJ and BOCC?	Once submitted through Adobe Sign to the PDC you will receive an email from STATE OF IDAHO adobesign@adobesign.com that will contain a pdf version of the completed report. You can save and email the PDF to the ADJ and BOCC, or print a copy to mail/fax.
Who do I contact with technical issues?	If you have any technical problems accessing or submitting the form, contact Mark LaSalle mark.lasalle@pdc.idaho.gov
Job Changes/Limited Work on Indigent Defense Cases	
I only worked on one (a couple, a few) cases, do I have to fill out this report?	Yes, you must complete the report if you worked on any indigent defense cases during the reporting period (October 1, 2022 – September 30, 2023). IC 19-864. No matter if it is 1 case, or 100 cases, the data is important to understand the needs of each County, every Defending Attorney, and every indigent defendant and juvenile.

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I am appointed in one (a couple, a few) cases but none of them had any activity during the reporting period, do I have to fill out this report?	You must complete the report if you are appointed in any case that is an Active Case (definition below) during the reporting period. If none of your cases were Active Cases during the reporting period, you do not need to complete a report. <i>Active Case</i> is defined as follows: A Capital Case is active when it is not stayed. All other Cases are active when there is an appointment, appearance, filing or investigation in the reporting period or it is not stayed. IDAPA 61.01.01.010.01
I am not on the PDC roster, do I have to fill out this report?	Yes, you must complete the report if you worked on any indigent defense cases during the reporting period (October 1, 2022 – September 30, 2023). IC 19-864
I no longer accept and/or have any indigent defense cases, do I have to fill out this report?	Yes, you must complete the report if you worked on any indigent defense cases during the reporting period (October 1, 2022 – September 30, 2023). IC 19-864
I changed jobs, do I have to fill out the report?	Yes, you must complete the report if you worked on any indigent defense cases during the reporting period (October 1, 2022 – September 30, 2023). If you worked on cases during the reporting period in more than one county, you must submit a completed report for each county. IC 19-864
I am no longer doing indigent defense for a county I used to do contract work for and am now employed by a different county, do I have to fill out a report for the county I no longer do work for?	Yes, you must complete the report for each county for which you provided indigent defense services during the reporting period (October 1, 2022 – September 30, 2023), even if you are no longer doing defense work for a county. If you worked on cases during the reporting period in more than one county, you must submit a completed report for each county. Remember, you will also need to submit each report to the ADJ and BOCC for each county as well. IC 19-864.
I retired, do I have to fill out the report?	Yes, you must complete the report if you worked on any indigent defense cases during the reporting period (October 1, 2022 – September 30, 2023). IC 19-864
I have a contract with a county to provide indigent defense services, but I did not have any cases during the reporting period, do I have to fill out the report?	Yes, if you have a contract with a county to provide indigent defense services, you must be on the PDC Defending Attorney Roster and complete the report. IC 19-864, IDAPA 61.01.02.020.01.a, 61.01.02.070.01.a.v
Who signs the report for an attorney who is no longer employed by the office?	The chief or lead attorney in the office may sign for previously employed attorneys.
I consider myself a private contractor for a county and do not hold myself out	Yes, if:

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at as a public defender, do I have to fill out the report?	<ul style="list-style-type: none"> • If you worked on any indigent defense cases during the reporting period (October 1, 2022 – September 30, 2023) you must complete the report. IC 19-864. Note a defending attorney is any attorney assigned to represent adults or juveniles at public expense. IC 19-851(2); and/or • If you have a contract with a county to provide indigent defense services, you must be on the PDC Defending Attorney Roster and complete the report. IC 19-864, IDAPA 61.01.02.020.01.a, 61.01.02.070.01.a.v
Attorneys Submitting More than One Report	
I do work for more than one county, do I have to submit a complete report for each county?	Yes, if you worked on indigent defense cases during the reporting period in more than one county, you must submit a completed report for each county. Remember, you will also need to submit each report to the ADJ and BOCC for each county as well. IC 19-864
I am employed by a county and helped on an indigent defense case in a separate county, do I have to submit a complete report for both counties?	Yes, if you worked on indigent defense cases during the reporting period in more than one county, you must submit a completed report for each county. Remember, you will also need to submit each report to the ADJ and BOCC for each county as well. IC 19-864
I do indigent defense cases for more than one county but did not receive a report for each of these counties, how do I get an additional report(s)?	Contact any of the following: <ul style="list-style-type: none"> • info@pdc.idaho.gov or (208) 332-1735 • Jennifer Roark jennifer.roark@pdc.idaho.gov or (208) 892-9487 • Jared Ricks jared.ricks@pdc.idaho.gov or (208) 520-6453
Case Counting	
I was appointed on a case in August of 2022 that I reported in my FY2022 Annual Report, and it was not resolved until FY2023, do I include it in my FY2023 report too?	Yes. Include all your indigent defense cases that were active during the reporting period (October 1, 2022 – September 30, 2023). <i>Active Case</i> is defined as follows: A Capital Case is active when it is not stayed. All other Cases are active when there is an appointment, appearance, filing, or investigation in the reporting period or it is not stayed. IDAPA 61.01.01.010.01
If an attorney is appointed on a case that was sentenced and closed out during the reporting period, that counts as one case, correct? If that same case received a probation violation during the same reporting period, would the probation violation	Yes. Yes, the probation violation on that case is counted as a new case. IDAPA 61.01.02.060.05.c.ii

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be counted as an additional case, resulting in two cases?	
If I'm working with someone who is a legal intern or has a limited license to practice law, do I count and report the cases they worked on?	Yes, the supervising attorney is responsible for overseeing the legal intern/limited license individual and must count and report all the cases the attorney worked on with the legal intern/limited license individual.
Conflict Case Reporting	
When reporting conflict cases by type in Section I.B, do I report all conflict cases for my office or only cases that were conflicted out of my office?	Only report the conflict cases conflicted OUT of your office. A case that is conflicted is counted by the conflict Defending Attorney handling the case and not counted by the initial Defending Attorney.
CLEs	
Where can I get information about and access to CLEs?	<ul style="list-style-type: none"> • The list of already approved CLEs is available here. • Attorneys on the PDC roster have access to many free on-demand CLEs from NAPD. If you do not yet have a PDC-sponsored membership to NAPD, contact info@pdc.idaho.gov or (208) 332-1735. • Information about upcoming PDC trainings is available here.
What information do I have to provide about CLEs I attended that are already approved by the PDC?	For CLEs already approved by the PDC, you only need to enter the PDC course number, name, date of completion, and the number of credits you attended.
What do I do if I attended CLEs that have not yet been approved by the PDC?	For CLEs not yet approved by the PDC, you can email your Regional Coordinator the CLE course name, dates attended, the number of credits you attended, and materials before November 1, 2023, and they will submit it for credit approval for you. If you do not send this CLE information before November 1, you will need to provide it in the report you submit via Adobe Sign.
What do I have to provide to prove I watched a CLE webinar?	Your signature on the report verifies you attended the CLEs you included in your report.
Miscellaneous	
What happens if I don't fill out the form?	Counties must employ or contract with attorneys who are on the PDC Roster and are in compliance with the rules. IC 19-864, IDAPA 61.01.02.020.01.a, 61.01.02.070.01.a.v. If you do not comply and continue to provide services to the county, the county is not eligible for state financial assistance, ID 19-862A(6)(a). And you will be removed from the PDC Roster.

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I work for an institutional office and have not received a report, how do I access the report?	The office administrator may have requested everyone's report forms go to them, and they will work with everyone to fill out the CLE portion and the case counting portion. Because we are doing these through Adobe Sign, we can only send the report forms out to one person at a time.
When is the report due?	November 1, 2023. IC 19-864
Why am I getting reminders when the report is not due until November 1, 2023?	Adobe Sign automatically sends weekly reminders. The reminder contains a link that permits you to turn these off.
Do CLE requirements have to be completed when the report is submitted?	Yes, CLEs must be completed and reported no later than November 1.
Who do I contact with questions?	
PDC Office	info@pdc.idaho.gov or (208) 332-1735
Judicial Districts 1, 2, 3 and 4	Jennifer Roark jennifer.roark@pdc.idaho.gov or (208) 892-9487
Judicial Districts 5, 6 and 7	Jared Ricks jared.ricks@pdc.idaho.gov or (208) 520-6453

10/02/2023