

IDAHO UNIFORM PUBLIC DEFENSE ANNUAL REPORT FOR CONTRACT DEFENDERS

In accordance with I.C. §19-864

County: _____ County Fiscal Year: _____ (Oct. 1-Sept. 30)

Please check one:

Primary Defending Attorney Contract Conflict Defending Attorney Contract

INSTRUCTIONS

On or before November 1 of each year, defending attorneys shall submit an annual report for the most recently completed county fiscal year to the board of county commissioners, the appropriate administrative district judge and the Public Defense Commission. **IMPORTANT INFORMATION for contract defending attorneys working under multiple contracts with multiple counties:** Complete a **separate report for each county** for which contract defending attorney services were provided.

A. CONTRACT DEFENDER OFFICE PROFILE

The Contract Defender Office Profile outlines how indigent defense services are provided in your county. The profile includes all staff who provide service related to defender work and is submitted in the form of two separate tables, Table A1 and Table A2. One table requests information about attorneys and associates and one table requests information about non-attorney staff. Information should be included for every attorney and non-attorney staff who provided indigent defense related services during the reporting year.

Directions for Table A1, below: Include the name, hours per week devoted to contract, and percentage of the last county fiscal year every attorney and/or associate who worked as a contract defender. Then place an “X” under each case type handled by each attorney or associate during the reporting year.

TABLE A1: CONTRACT DEFENDING ATTORNEY PROFILE

	Contract Attorney or Associate Name	Hours		Type of case handled				
		Hours/Week devoted to contract	% of year worked under contract	Felony	Misdemeanor	Juvenile	Family	Other
1								
2								
3								
4								
5								

Directions for Table A2: Include the name, hours per week in support of contract, and percentage of the last county fiscal year worked, then place an “x” under the position worked. *Note that individuals who were utilized only on a per diem basis, such as intermittently used investigators, should not be included in this report. Only those with salaries paid from the contract should be included.*

TABLE A2: CONTRACT NON-ATTORNEY STAFF PROFILE

	Non-attorney Staff Name	Hours and % of Year Worked		Position				
		Hours/ Week worked in support of contract	% of year worked	Admin. Asst.	Paralegal	Investigator	Intern	Extern
1								
2								
3								
4								
5								

B. CASELOAD REPORT

Complete the following caseload report. Include the total number of cases handled during the past Fiscal Year pursuant to the contract, corresponding to the appropriate category and identify the number of cases that were original appointments, but were sent back to the Clerk or Court for appointment of conflict counsel. Case totals should reflect only the number of active cases where one of the following occurred: (1) a defending attorney was appointed, (2) an appearance in court was made by the defending attorney, (3) a filing was made by a defending attorney in the course of representation, or (4) investigation or preparation was undertaken. The “Total Cases” handled should generally not include those cases that were conflicted out at the time a case was opened, unless significant representation had already been undertaken.

CASELOAD REPORT FOR CONTRACT DEFENDERS

CASE TYPE		Total Cases (incl. trials)	Jury Trials	Court Trials	Cases Requiring Conflict
Felony	Felony—non capital				
	Probation Violation/Revocation & Contempt				
	Post-conviction Relief				
	Appeal				
	Capital				
	Extradition				
	Post-judgment Motions				
	Problem Solving Court				
Misdemeanor	Misdemeanor				
	Probation Violation/Revocation & Contempt				
	Post-conviction Relief				
	Appeal				
	Post-judgment Motions				
	Problem Solving Court				
Juvenile	Felony				
	Misdemeanor				
	Probation Violation/Revocation & Contempt				
	Status Offense				
	Appeal (Beyond District Court)				
Family	Termination of Parental Rights				
	Child Protection				
	Guardianship				
	Appeal				
Other	Appeal from Magistrate to District Court				
	Contempt arising from a civil case				
	Contempt, court initiated				
	Contempt pursuant to I.R.C.P. Rule 75				
	Extradition				
	Involuntary Mental Health Commitment				

C. EDUCATION AND TRAINING

Print out and attach one MCLE report from the Idaho State Bar for each attorney and associate listed in Table 1A. The report for each attorney or associate should show dates within the reporting year.

D. EXPENDITURE INFORMATION

Provide the following information related to indigent defense expenditures in the reporting year. In the event a particular expense might reveal information to the public that could betray attorney-client privilege, an explanation should be provided to the board of county commissioners, the administrative district judge and the PDC.

- 1. Amount received for indigent defense services pursuant to the contract for the reporting year:

\$

- 2. Expenditures for indigent defense services, outside the contract amount, including a description of the expenditure(s) (i.e. investigation, expert witness, evidence testing, etc.):

\$

Description:

E. VERIFICATION OF ALL INFORMATION PROVIDED UNDER I.C. §19-864

I certify (or declare) under penalty of perjury pursuant to the law of the state of Idaho that the foregoing is correct. This certification or declaration is made pursuant to IDAHO CODE § 9-1406.

Respectfully submitted this _____ day of _____, _____.

X _____

Printed Name:

Title/Position:

Please contact the State Public Defense Commission at info@pdc.idaho.gov or call (208) 332-1735 with any questions regarding this form.

SEE PAGE 5 FOR ADDITIONAL INFORMATION AND FOR A CHECKLIST OF ITEMS TO COMPLETE.

This Annual Report and all required attachments, which reports information for the most recently ended county fiscal year, must be submitted to the State Public Defense Commission no later than November 1 of each year. This report may be submitted to the State Public Defense Commission via any of these methods:

- Via email in PDF format to info@pdc.idaho.gov, or
- Via mail or hand delivery to State Public Defense Commission, 816 W. Bannock Street, Suite 201, Boise, Idaho, 83702, or
- Via fax to (208) 364-6147.

CHECKLIST FOR COMPLETION OF ANNUAL REPORT

CONTRACT DEFENDING ATTORNEY OFFICES:

- Copy of current contract with **each county for which defense services are provided.**
- Table A1, *CONTRACT DEFENDING ATTORNEY PROFILE* for **each county for which public defense services are provided.**
- Table A2, *CONTRACT NON-ATTORNEY STAFF PROFILE* for **each county for which public defense services are provided.**
- Table B, *CASELOAD REPORT FOR CONTRACT DEFENDERS* for **each county for which public defense services are provided.**
- Print and attach one (1) MCLE report for each attorney listed in Table A1.
- Expenditure information requested in the boxes in Section D.**
- Verification: Signature attesting to truthfulness of information provided.
- REMINDER:** I.C. §19-864 requires submission of each completed Annual Report to the respective Board of County Commissioners and the Administrative District Judge.