

IDAHO UNIFORM PUBLIC DEFENSE ANNUAL REPORT FOR INSTITUTIONAL DEFENDERS

In accordance with I.C. §19-864

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

INSTRUCTIONS

On or before November 1 of each year, indigent defense providers and defending attorneys, whose information is not otherwise included in a report from an indigent defense provider, 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. **Where an in-house public defender office serves the county, a chief defender should submit a report for the entire office.**

A. PUBLIC DEFENDER OFFICE PROFILE

The Public Defender Office Profile outlines how indigent defense services are provided in your county. The profile includes all staff who provide indigent defense related services 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 request information about non-attorney staff. Information should be included for every attorney and non-attorney staff who provided indigent defense related services at the institutional public defender office during the reporting year.

Directions for Table A1, next page: Include the name, salary, full-time or part-time, and percentage of the last county fiscal year every attorney and/or associate worked in the public defender office. Then place an “X” under each case type handled by each attorney or associate during the county fiscal year. **Joint County Offices – please indicate the county in which each attorney handles cases.**

TABLE A1: DEFENDING ATTORNEY PROFILE

	Attorney Name (and county, if applicable)	Salary and Hours			Type of case handled				
		Annual Salary	Full-time or Part-time	% of year worked	Felony	Misdemeanor	Juvenile	Family	Other
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									

Directions for Table A2: Include the name, salary, hours per week, 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 by the institutional office should be included.*

TABLE A2: NON-ATTORNEY STAFF PROFILE

	Non-attorney Staff Name	Salary, Hours and % of Year Worked			Position				
		Annual Salary*	Hours/Week worked in support of defense	% of year worked	Admin. Asst.	Paralegal	Investigator	Intern	Extern
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

B. CASELOAD REPORT

Complete the following caseload report. Include the total number of cases handled during the past Fiscal Year, 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 Number of 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. **Joint County Offices – please complete one caseload report for each county.**

CASELOAD REPORT FOR PUBLIC DEFENDER OFFICES

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 A1. The report for each attorney or associate should show dates within the reporting year.

D. EXPENDITURE INFORMATION

Complete the following information regarding indigent defense service expenditures. In the event that 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. Expenditures for **conflict counsel** from the office budget for the reporting year:

\$

- 2. Expenditures for all non-personnel indigent defense related expenses from the office budget (not including conflict expenditures) for the reporting year (Please attach a separate sheet delineating these expenditures):

\$

- 3. Expenditures for **conflict counsel** from outside the office budget, if any, for the reporting year:

\$

- 4. Expenditures for all non-personnel indigent defense related expenses made from outside the office budget, if any, (not including conflict expenditures) for the reporting year (Please attach a separate sheet delineating these expenditures):

\$

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 6 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

INSTITUTIONAL PUBLIC DEFENDER OFFICES:

- Table A1, *DEFENDING ATTORNEY PROFILE*.
- Table A2, *NON-ATTORNEY STAFF PROFILE*.
- Table B, *CASELOAD REPORT FOR PUBLIC DEFENDER OFFICES*.
- Print and attach one (1) MCLE report for each attorney listed in Table A1.
- Expenditure information requested in the boxes in Section D.**
- Verification signed as appropriate.
- REMINDER:** I.C. §19-864 requires submission of the completed Annual Report to the Board of County Commissioners and the Administrative District Judge.