

New Attorney Practice Time Reporting Due October 15th

****NEW TIDC
WEBSITE EFFECTIVE
AUGUST 3, 2014****

TIDC launched its new website
on
August 3, 2014.

Visit the new website at
<http://www.tidc.texas.gov>.

Quick Links

[TIDC Website](#)

[Commission Members](#)

[TIDC Staff](#)

[Attorney Reporting Portal Due
by October 15, 2014 from
Attorneys Who Accept
Appointments in Adult Criminal
and Juvenile Delinquency
Cases](#)

[Attorney Reporting Instructions
& Form \(For use ONLY if
county accepts hard copy
submissions\)](#)

[Indigent Defense Expenditure
Report Manual for FY 14
Reports Due on November 3,
2014](#)

Today the Texas Indigent Defense Commission with our partners at Texas A&M University's Public Policy Research Institute is launching the attorney reporting portal at <https://tidc.tamu.edu/attorneyreporting>. This portal will facilitate implementation of Article 26.04(j)(4), Code of Criminal Procedure, which requires that all attorneys handling indigent criminal and juvenile delinquency cases report the percentage of their practice time devoted to such cases for the previous 12 month period (October 1-September 30) in each county. If your county is one in which the judges through their indigent defense plans have directed the attorneys to report through this portal, we encourage you to let them know that the system is now open and available to complete the report; perhaps by forwarding this newsletter. There is also a new Attorney Report that county and court officials can view when logged into the Commission's data and plan [website](#) to see the reports provided by attorneys in your jurisdiction.

If your county requires attorneys to report to the county directly, then now would be a great time to share the form for doing so with the attorneys, as well as to whom they should submit the report. It can be found on the Commission's [website](#) at <http://www.tidc.texas.gov/media/2157/DefenseAttyReportingInstructionsFormv3.pdf>. As a reminder, the information from this form must then be compiled by the county and reported to the Commission by November 1st. We have created a means to do this as part of the Indigent Defense Expenditure Report (IDER). The IDER [manual](#) has a new section on pages 13-15 with information on the process and a link to a template on which the attorney reports may be compiled and submitted.

Either way it is to be submitted, the statement must describe: (1) the percentage of an attorney's total practice time that was dedicated to work on trial and appeal appointments in adult criminal cases in each county's district and county courts during the prior fiscal year; (2) the percentage of an attorney's total practice time that was dedicated to work on trial and appeal appointments in juvenile delinquency cases (cases alleging delinquent conduct or conduct indicating a need for supervision) in each county's district and county courts during the prior fiscal year; and (3) the method an attorney used for calculating the practice time figures. The practice time figures should not include time dedicated to work on appointments to cases (such as CPS cases and guardianship cases) that are not adult criminal or juvenile delinquency cases, and they should not include time dedicated to federal criminal appointments.

There is an optional Attorney Practice Time [Worksheet](#) available to assist attorneys in calculating these percentage figures. It provides a tool to help attorneys consider all of the types of cases they handle when calculating the percentage of time spent on criminal and juvenile appointed work. In addition to the link above it is also available on the attorney portal at the time an attorney is preparing to submit their practice time report.

**Texas Indigent Defense Commission
Online Attorney Reporting Form**

County	Adult Criminal Defense Percent of Total Practice Time	Juvenile Delinquency Defense Percent of Total Practice Time
Travis	23%	5%
Williamson	12%	5%
Total	45%	

This represents the reported values as of 8/28/2014 10:25:35 AM

The percentage of practice time reported was determined primarily by

- Time Records
- Case Counts
- Combination of time records and case counts
- Other

Required Attorney Reporting Form
(click on form for instructional presentation)

Helpful Forms:

Optional Attorney Practice Time Reporting Worksheet

* Attorneys are NOT required to complete or submit this worksheet.

Instructions for using this optional worksheet:

Enter percentage figures in the green-shaded fields below. Start by entering percentages of practice time in the New Indigent Defense fields. Then, enter percentages in the Indigent Defense fields. Only entries for the Indigent Defense fields should be reported in the online attorney portal. The figures you enter for all of the fields are automatically summed on the Grand Total line at the bottom of the worksheet and should equal 100% when completed.

Instructions for cases other than state criminal and juvenile indigent defense:

Non-Indigent Defense Cases	% Total practice time dedicated to criminal and juvenile delinquency cases (all counties, all indigent defense)	% Total practice time dedicated to court appointments beyond that are not adult criminal or juvenile delinquency cases (e.g. CPS cases)

Instructions for state criminal and juvenile indigent defense:

Indigent Defense Fields	County	% Total practice time on Trial and Appeal Appointments in Adult Criminal Cases (all counties)	% Total practice time dedicated to Trial and Appeal Appointments in Juvenile Delinquency Cases (all counties)
Grand Total		0% (Should Equal 100%)	

Department of Criminal Justice Services, Attorney Practice Time Reporting is available online at <http://tids.com>

Definition of "practice time":

- Practice time includes time that can be attributed to specific cases (criminal, court appointed, or pro bono) and other legal work. Practice time could include consultations, legal research, reviews, administrative work (e.g. billings, letter writing, etc.) as well as court, etc.
- Practice time does NOT include time that cannot be attributed to cases such as time on-call, professional development, public service, bench, vacation, sick days, etc.

Optional Attorney Practice Time Worksheet
(for assistance in calculating percentage figures)

Commission Members

Chair:
The Honorable Sharon Keller
Presiding Judge,
Court of Criminal Appeals

Vice Chair:
The Honorable Olen Underwood

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Honorable Sharon Keller
Honorable Nathan Hecht
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Honorable Olen Underwood
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Honorable Linda Rodriguez
Mr. Anthony Odiome
Mr. Don Hase

Finally, we have created a short 15 minute presentation that outlines the attorney reporting process, the new county reporting of case figures by attorney, and the weighted caseload study the Commission has been directed to complete. Click on the sample form below to view the presentation on YouTube. Additional information is also available on the attorney reporting portal.

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Required Attorney Reporting Form
(click on form to view 15 minute instructional presentation)

TIDC Mission Statement

The Texas Indigent Defense Commission provides financial and technical support to counties to develop and maintain quality, cost-effective indigent defense systems that meet the needs of local communities and the requirements of the Constitution and state law.

**Contact us at:
(512) 936-6994**

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