

# IDAHO UNIFORM PUBLIC DEFENSE ANNUAL REPORT

In accordance with I.C. §19-864

County \_\_\_\_\_ Fiscal Year \_\_\_\_\_ (from Oct. 1 through Sept. 30)

## INSTRUCTIONS

At the end of each Fiscal Year, each defending attorney should submit an annual report to the board of county commissioners and the appropriate administrative district judge. Where an in-house public defender office serves the county, a chief defender should submit a report for the entire office. Where a private attorney serves the county under a contract, the named contract attorney should submit a report for the entire office. According to statute, the report should include the number of persons represented, the crimes involved, and the expenditures incurred in providing services to indigent defendants. An effort should be made to identify only those cases for which actual time or expense was spent toward representation.

## A. EMPLOYEE PROFILE

Please include any attorney who provided services under the contract or are under county employment. All legal and support staff who perform work under the contract should also be included. (If more space is needed, please attach an addendum.)

Name	Position	Salary*	# of Hours per Week Devoted to Contract†

\*Salary should be reported only for those who are county employees at institutional defender offices.

†For those who are not full-time, or who are allowed to practice outside of the contract.

## B. CASELOAD REPORT

Please include the total number of cases handled during the past Fiscal Year corresponding to the appropriate category. Also 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) an appointment of an attorney was made, (2) an appearance in court was made by the attorney, (3) a filing was made by an 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.

Case Type	Total Number of Cases	Cases Requiring Conflict Appointment
Capital		
Felony		
Misdemeanor		
Probation Revocation		
Appeal from Magistrate to District Court		
Juvenile		
Involuntary Mental Health Commitment		
Post-Conviction		
Child Protection		
Termination of Parental Rights		
Criminal Contempt		
Extradition		
Misdemeanor or Juvenile Appeal (beyond District Court)		
Felony Appeal		
<b>Total</b>		

**C. CASE EXPENDITURES-BUDGET**

Please include all non-personnel expenses incurred, specifically related to the representation of a case, that were paid out of the budget or contract funds provided by the county. Any payment to a non-employed person should be categorized as either investigation/witness or expert witness/consultation.

In the event that a particular expense might reveal information to the public that could betray client confidentiality, or where the case would be readily identifiable, an explanation should be provided to the board of commissioners and the administrative district judge why the figure is not being included in this report.

Case Type	Investigation or Witness	Expert Witness or Consultation	Evaluations	Extraordinary Travel	Other
Capital					
Felony					
Misdemeanor					
Probation Revocation					
Appeal from Magistrate to District Court					
Juvenile					
Involuntary Mental Health Commitment					
Post-Conviction					
Child Protection					
Termination of Parental Rights					
Criminal Contempt					
Extradition					
Misdemeanor or Juvenile Appeal (beyond District Court)					
Felony Appeal					
<b>Total</b>					

Amount spent on **Conflict Counsel** expenditures from the budget

**Total** of all non-personnel expenses of the office/contract budget (including conflict expenditures)

**D. CASE EXPENDITURES-OUTSIDE BUDGET**

Please include all expenses specifically related to the representation of a case that were paid out of a source other than the budget or contract funds provided by the county (e.g. paid by the court upon application, or by the Capital Crimes Defense Fund). Any payment to a non-employed person should be categorized as either investigation/witness or expert witness/consultation.

In the event that a particular expense might reveal information to the public that could betray client confidentiality, or where the case would be readily identifiable, an explanation should be provided to the board of commissioners and the administrative district judge why the figure is not being included in this report.

Case Type	Investigation or Witness	Expert Witness or Consultation	Evaluations	Extraordinary Travel	Other
Capital					
Felony					
Misdemeanor					
Probation Revocation					
Appeal from Magistrate to District Court					
Juvenile					
Involuntary Mental Health Commitment					
Post-Conviction					
Child Protection					
Termination of Parental Rights					
Criminal Contempt					
Extradition					
Misdemeanor or Juvenile Appeal (beyond District Court)					
Felony Appeal					
<b>Total</b>					

**Total** of all non-personnel expenses attributed to indigent defense cases from any source outside the attorney’s budget

**E. EDUCATION AND TRAINING**

Please include the MCLE hours acquired by each defending attorney during the Fiscal Year. Also report any MCLE hours that are related to the specific subcategories mentioned below. "Total Hours" should include any MCLE hours acquired, and will be the sum of "Total Criminal Hours" and "Other MCLE Hours." "Total Criminal Hours" will include any Capital, Juvenile, or Post-Conviction hours. (If more space is needed, please attach an addendum.)

Attorney Name	Total Hours	Total Criminal Hours	Capital Hours	Juvenile Hours	Post-Conviction Hours	Other MCLE Hours

Respectfully submitted, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
day month year

X \_\_\_\_\_

Printed Name:

Title/Position: