



Attorney Practice-Time Report Due October 15th

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Attorney Reporting Portal for Reports Due by October 15, 2016 from Attorneys Who Accept Appointments in Adult Criminal and Juvenile Delinquency Cases

Helpful Form:

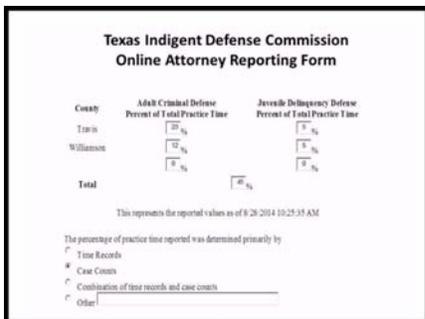
Optional Attorney Practice-Time Worksheet (for assistance in calculating percentage figures)

Today the Texas Indigent Defense Commission (TIDC) 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 provides an easy way for attorneys handling indigent criminal and juvenile delinquency cases to report the percentage of their practice-time devoted to such cases for the previous 12 month period (October 1 - September 30) in each county as required by [Article 26.04\(j\)\(4\)](#), Code of Criminal Procedure. Since TIDC does not have the ability to directly contact these attorneys, we are asking for your help to get out the word. Ideally local officials who maintain attorney appointment lists could send this newsletter or some other notice to each of those attorneys to remind them of the obligation and provide them information on the process.

The report for each county includes (1) the percentage of an attorney's total practice-time (time spent in legal practice in all jurisdictions) that was dedicated to work on trial and appeal appointments in adult criminal cases in that county's district and county courts during the fiscal year beginning on the preceding October 1st; (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 that county's district and county courts; and (3) the method an attorney used for calculating the practice-time figures. The percentages reported in the practice-time statement submitted should not include time dedicated to appointed work on cases that are not adult criminal or juvenile delinquency cases (such as CPS or guardianship cases), nor should it include time dedicated to federal criminal appointments. Consequences for failing to report are handled locally. Some jurisdictions have chosen to enforce reporting requirements by suspending attorneys who fail to complete the report from receiving additional appointments as is often done when attorneys fail to annually complete the required continuing legal education (CLE) hours.

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, the worksheet is also available on the attorney portal at the time an attorney is preparing to submit their practice-time report.

Training Video:



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

In addition to the practice-time reports from attorneys, the county auditor or treasurer in each county must submit the number of cases handled and amounts paid to each attorney as part of their annual Indigent Defense Expenditure Report (IDER). Matching the caseload figures with the attorney's reported practice-time figures may shed light on the relative workload of attorneys providing representation in these cases. There is a new [Attorney Caseload Report](#) that compiles this information for each attorney with any appointed cases in a given year.

Finally, we have created a short 15-minute presentation that outlines the attorney reporting process, the 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.



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

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Court of Criminal Appeals

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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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