

**PUBLIC DEFENSE LEGAL SERVICES CONTRACT
TERMS FOR CRIMINAL CASE TYPES**

July 1, 2022, to June 30, 2023

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GENERAL TERMS

1 DEFINITIONS AND RULES

1.1 Interpretation of Terms

Words, terms, and phrases not specifically defined in this contract shall have the ordinary meaning ascribed to them unless the context clearly indicates otherwise. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural. The word “shall” is mandatory and not merely directive.

1.2 Construction and Jurisdiction

This contract shall be construed in accordance with the laws of the State of Oregon. A party shall bring any action or suit arising under this contract to a court of competent jurisdiction in the State of Oregon.

1.3 Severability

If a court of competent jurisdiction declares, or the parties agree that any term or provision of this contract is illegal or in conflict with any law:

- (a) The remaining terms and provisions shall remain valid; and
- (b) The rights and obligations of the parties shall be construed and enforced as if the contract did not contain the term or provision held to be invalid.

1.4 Definitions

1.4.1 Public Defense Services Commission and the Office of Public Defense Services

- (a) Public Defense Services Commission (PDSC) is the commission established under ORS 151.213. Office of Public Defense Services (OPDS) is the office established by the PDSC under the director to handle the cases assigned and to carry out the administrative policies and procedures for the public defense system.

1.4.2 Independent Contractor (“Contractor”)

“Contractor” is an independent person or entity that signs this Agreement and agrees to provide public defense services for eligible individuals. The term contractor includes Contractor’s agents, employees, members, officers, representatives, and successors. A contractor does not include subcontractors.

1.4.3 Client

A “Client” is a person whom OPDS or a state court has determined to be eligible for and entitled to court-appointed counsel at state expense.

1.4.4 Case

Any action in this state in which a Contractor has been appointed to represent or advise a Client under the terms of the Public Defense Services Contract in a matter to which there is a right to appointed counsel at state expense.

1.4.5 Maximum Attorney Caseload

Maximum Attorney Caseload is the limit on the number of cases to which an attorney can provide legal services in a one-year period, based on the Caseload Standards and Case Weighting Guidelines in Section 10.

1.4.6 Caseload Standards and Case Weighting Guidelines

These standards represent the number of cases to which an attorney can provide legal services in a one-year period. The standards provide different weighting to different case types, with increasing weight given to cases that involve more complexity and time.

1.5 Financial Verification Required for Court Appointment

All appointments and reappointments are subject to verification of financial eligibility for counsel at state expense and do not count as a case where:

(a) Finding of Ineligibility

The court finds, after screening or verification, that the client is not financially eligible for appointed counsel at state expense; or

(b) Withdrawal of Application for Counsel

The court withdraws counsel because the client withdraws the application for appointed counsel before the court completes verification.

2 MUTUAL RIGHTS

2.1 Waiver

Either party's failure to enforce any provision of this contract shall not constitute a waiver by the party of that or any other provision.

2.2 Termination

The parties may mutually agree in writing to terminate this contract at any time. Unless otherwise agreed in writing, termination or expiration of this contract does not affect any existing obligation or liability of either party. In lieu of terminating the contract, the Parties may agree in writing to amend this contract. This provision does not affect any other Termination rights provided herein.

3 RIGHTS OF PDSC

3.1 Subcontracts and Assignment of Contract

Contractor shall not subcontract for or delegate any of the services or duties required under this

contract or assign Contractor's interest in this contract without obtaining OPDS' prior written consent. Prior written consent must be obtained in each case a subcontract is sought. Under this contract, PDSC incurs no liability to third persons, including but not limited to subcontractors, by making contract payments to Contractor. Breach of this provision constitutes a material breach of this contract.

3.2 PDSC Rights for Failure to Obtain Workers' Compensation

If Contractor is obligated to secure and maintain workers' compensation coverage, and fails to do so or to provide OPDS with a certificate of exemption, OPDS may:

- (a) Withhold payment of any amount due Contractor until such coverage or certification is provided;
- (b) Suspend this agreement until Contractor complies; or
- (c) Terminate this contract.

3.3 Termination by PDSC

3.3.1 Reasons for Contract Termination

Subject to Section 5.4's notice and opportunity to cure provisions below, OPDS may terminate this contract for any of the following reasons. This provision does not affect any other Termination rights provided herein.

- (a) Contractor's breach of any material duty or obligation under this contract;
- (b) Contractor's willful or repeated disregard of the procedures required by the courts in which Contractor provides services, provided however, that good faith legally compliant actions of Contractor undertaken to advance or preserve a constitutional or statutory right of a client shall not be deemed cause for termination;
- (c) Contractor's demonstrated inability or failure to serve adequately the interests of its contract clients;
- (d) Contractor's failure to abide by prevailing best practices standards of performance, Oregon Rules of Professional Conduct, the Caseload Standards established in section 10; or
- (e) Demonstrated and substantial impairment of the Contractor's ability to provide constitutionally adequate legal services under this contract or fulfill the obligations of this contract.

3.3.2 No Appointments After Notice

When Contractor receives OPDS' notice of termination, Contractor shall not accept any further cases under the contract unless OPDS otherwise agrees in writing.

3.4 Funding Modification, Suspension, or Termination

At the time this contract is executed, sufficient funds either are available within the PDSC's current appropriation or are expected to become available to finance the costs of this contract. However, payments under this contract are subject to the availability and appropriation of funds. OPDS may modify, suspend, or terminate this contract if OPDS reasonably determines that funds will not be

sufficient to pay anticipated costs of public defense services and OPDS has complied with the procedures set out below in Section 6.1 (State Funding Shortfall).

3.5 Contractor Workload

3.5.1 Court Appointments

Except when Contractor has prior written authorization from OPDS, all attorneys under contract shall accept court appointments to all case types for which they are (1) competent pursuant to the Oregon Rules of Professional Conduct and (2) qualified pursuant to the PDSC's Qualification Standards, if a contractor elects a contract type based upon that attorney's qualifications. This rule does not apply to attorneys who provides ongoing and consistent monitoring and oversight to at least three other attorneys within the same office pursuant to a plan approved by OPDS. Contractor shall prioritize court appointments for the most serious case types for which it has qualified attorneys.

- (a) Contractor shall be in control of the means and manner of performing its work. Contractor will prioritize its legal work at its discretion, but in doing so shall reasonably take into account Contractor's duties under this Agreement, Caseload Standards, public defender professionalism standards, and the Oregon Rules of Professional Conduct, as well as Contractor's and Contractor's attorneys qualifications and availability.
- (b) Upon notice from OPDS, Contractor shall accept appointments to cases in adjacent jurisdictions, if the adjacent jurisdiction has a need for an attorney, and an attorney for Contractor has capacity, pursuant to the OPDS Case Counting Guidelines, to accept the appointment in the adjacent jurisdiction. OPDS shall work collaboratively with Contractor to select an attorney who is best suited to receive the appointment to a case in an adjacent jurisdiction. OPDS shall work with OJD to mitigate against attorney scheduling conflicts. These appointments will count toward the Contractor's overall contracted caseload and will receive additional case weight. In addition, Contractor shall be reimbursed by OPDS for routine mileage and parking expenses, pursuant to the PDSC's Payment Policy.
- (c) No Contractor will be compensated on an hourly rate basis if they are part of a public defense contract, unless OPDS otherwise agrees in writing.
- (d) No one funded to perform a Maximum Attorney Caseload may engage in any other paid work, unless OPDS otherwise agrees in writing.
- (e) Nothing in this section precludes a contractor from engaging in pro bono legal services.

3.5.2 Caseload Increase or Decrease

If Contractor's caseload increases or decreases by 15% or more for six consecutive months, Contractor shall notify OPDS and OPDS shall schedule a meeting to discuss the circumstances surrounding the increase or decrease. OPDS may not decrease a Contractor's Maximum Attorney Caseload, or the financial value attached, without considering whether Contractor's declination of court appointments was required by Rule 1.7 of the Oregon Rules of Professional Conduct. OPDS may adjust the number of Maximum Attorney Caseload in the contract to meet the changing needs of the jurisdiction if:

- (a) The actual or reasonably expected number of available cases increases or decreases substantially, such that the proposed Maximum Attorney Caseload amount no longer corresponds with caseload needs;
- (b) The introduction or discontinuation of a specialty court; or

- (c) OPDS determines that an increase or decrease in Maximum Attorney Caseload capacity is necessary.

3.6 Review, Verification, and Inspection of Records

3.6.1 Request

OPDS may review or verify Contractor's records that relate to the performance of this contract. Contractor shall provide Caseload records and documents at the request of OPDS under the following conditions:

- (a) On reasonable written notice; and
- (b) As often as OPDS deems necessary during the contract term.

3.6.2 Production of Records and Access to Facilities

OPDS may conduct fiscal or performance audits and reviews to monitor and evaluate the services provided under this contract. On OPDS's request, Contractor shall provide access to its facilities and make records available to OPDS or agent at all reasonable times, and promptly respond to requests for information in connection with fiscal or performance audits. OPDS will not remove Contractor's original office records or other property from Contractor's premises without Contractor's approval. Contractor shall keep such data and records in an accessible location and condition.

3.6.3 Other Information

Upon OPDS's determination that a significant question or concern exists regarding Contractor's ability to perform this contract and subject to client confidentiality requirements in section 4.3, Contractor shall provide information that OPDS deems necessary.

4 RIGHTS OF CONTRACTOR

4.1 Termination by Contractor

Subject to Section 5.4's notice and opportunity to cure provisions below, Contractor may terminate this contract should PDSC breach any material duty or obligation under this contract.

4.2 Work Outside Contract

Contractor controls its own means and manner of performing work under this Agreement and outside of this Agreement. Contractor, at its sole discretion, may engage in additional paid work outside of this contract, subjection to Section 10 of this Agreement. Contractor shall fairly account for the time spent on non-contract work.

4.3 Client Records

Contractor grants no right to PDSC or designee of PDSC to observe attorney/client consultations or to review information in case files that is:

- (a) Privileged or confidential because of the attorney/client relationship; or
- (b) Work product identifiable to a particular case or client unless the client expressly, knowingly,

Contractor's Initials _____

and voluntarily agrees in writing. Contractor shall keep records, including time records, in such a manner as to allow PDSC or PDSC's designee reasonable access to other information for review purposes. Notwithstanding other provisions of this section, Contractor does not waive any client's constitutional, statutory, or common law right or privilege.

4.4 Personnel Records

Contractor is responsible for ensuring and maintaining documentation sufficient to show that its employees and agents are performing services in compliance with this contract. Contractor grants no right to OPDS or designee of OPDS to review private or confidential information (such as personal health, insurance, or leave information) in any personnel file unless the Contractor's employee expressly, knowingly, and voluntarily agrees in writing. Contractor shall keep records in such a manner as to allow OPDS or OPDS's designee reasonable access to non-confidential or non-private information, including but not limited to, compensation of individual staff members, performance reviews or concerns, and attorney caseload records. Notwithstanding any other provisions of this contract, Contractor does not waive any of its employees' constitutional, statutory, or common law rights or privileges to the confidentiality of private or confidential personnel records.

5 MUTUAL OBLIGATIONS

5.1 Professionalism

Contractor and OPDS shall work collaboratively and professionally on all aspects of contract administration.

5.2 Successors in Interest

This contract shall bind and shall inure to the benefit of the parties and their respective successors and assigns.

5.3 Compliance with Applicable Law

The parties shall comply with all federal, state, and local laws, regulations, and ordinances applicable to the work to be done under this contract. Such laws include, but are not limited to, those pertaining to tax liability and independent contractor status. Breach of this provision constitutes a material breach of this contract.

5.4 Notice of Contract Modification, Suspension, or Termination

A notice to modify, suspend, or terminate this contract shall be in writing and:

- (a) State the reasons therefor;
- (b) Specify what may be done to avoid the modification, suspension, or termination;
- (c) Be provided no less than 30 days before the proposed date of the modification, suspension, or termination;
- (d) Provide the recipient with at least 30 days to cure the alleged violation or breach.

5.5 Modification or Termination Due to Change in Law

OPDS and Contractor may renegotiate this contract if there is a significant change in workload, caseload, or increased cost of doing business due to changes in federal or state laws. In addition, OPDS may modify, suspend, or terminate this contract as needed to comply with applicable state or federal rules or law or a court of competent jurisdiction's interpretations of federal or state statutes that make some or all contract services ineligible for state funding.

5.6 Periodic Review

At the request of either party, OPDS and Contractor will periodically review case assignment trends and any other matters needed to determine contract compliance or any necessary contract modifications. In counties where more than one Contractor provides legal services, periodic review shall include a review by OPDS of the number of appointments made to each Contractor. If the review shows that there is a substantial disparity in the actual appointment rates contemplated under the contracts, OPDS shall notify the court and Contractors that appointment rates must be adjusted and corrected.

5.7 Other Contractors and Vendors

Contractor shall reasonably assist non-attorney vendors in billing for services provided at Contractor's request.

6 OBLIGATIONS OF PDSC

6.1 State Funding Shortfall

Notwithstanding anything to the contrary in this contract, if the Emergency Board or legislature does not appropriate sufficient funds, PDSC reserves the right to terminate this contract, subject to the below process. PDSC shall seek to apportion expenditure reductions equally and fairly among all public defense service providers, including the private bar. PDSC shall seek first to modify the contract through negotiation with Contractor. In negotiating any modification, the parties will consider the funds available, the legal requirements to provide representation that satisfies state and federal constitutional rights to effective and adequate assistance of counsel, and the obligation of counsel to meet prevailing performance standards and rules of professional conduct. PDSC may unilaterally suspend or terminate the contract if the parties cannot agree to modification.

6.2 Contract Payment

Payment under this contract shall be based on the Payment Schedule included in the Specific Terms.

7 OBLIGATIONS OF CONTRACTOR

7.1 Performance Obligations of Appointed Counsel

7.1.1 Standard of Representation

Contractor shall fulfill all applicable state and national standards of performance, including those of

the Oregon State Bar, American Bar Association, National Juvenile Defender Center, and National Legal Aid and Defender Association. Contractor shall also satisfy applicable state and federal constitutional requirements for the provision of adequate and effective assistance of counsel and shall meet state and federal statutory requirements for counsel in the applicable proceedings. Counsel shall satisfy the requirements of this contract, including but not limited to the Caseload Standards and the Oregon Rules of Professional Conduct. Breach of this Section 7.1 constitutes a material breach.

7.1.2 Minimum Contractor Duties During all Stages of a Proceeding

Contractor shall comply with 7.1.1 and shall use its independent professional judgment in performing the below contractual duties regarding its representation in all proceedings related to the legal matter that is the subject of the representation, including but not limited to proceedings below.

Representation under this contract includes, at minimum, the below listed items, but does not include related Department of Motor Vehicle license suspension hearings, civil forfeiture proceedings, domestic relations, probate proceedings, and other civil proceedings not otherwise provided for under this contract.

7.1.2.1 Pre-appointment representation

Where an individual would be eligible for appointed counsel at state expense if charged with a crime or served with a petition in juvenile court, but exigent circumstances preclude an appointment order, Contractor shall commence representation of a client prior to appointment by the court in order to preserve and protect the rights of the client, upon written request from OPDS. In determining whether to authorize pre-appointment representation, OPDS will consider whether:

- (a) The individual is a clear target of the investigation;
- (b) The agency has a good faith basis to conclude the individual seeks counsel;
- (c) It is reasonable for the agency to believe the person qualifies for public defense counsel; and
- (d) The case is of a magnitude for which pre-indictment/petition appointment is reasonable.

7.1.2.2 Appearance at first proceedings

- (a) Contractor shall provide representation at all arraignment and first appearance hearings, unless OPDS agrees in writing otherwise. Failure to provide such representation is a material breach of this contract.
- (b) Contractor shall work with OPDS and the court to determine schedules for providing representation at arraignments and first appearance hearings in jurisdictions in which there is more than one Contractor.
- (c) Contractor shall provide prompt notification to the court and client of the specific attorney assigned to each case.

7.1.2.3 Representation following the commencement of proceedings

Contractor shall provide representation during the pendency of a case through judgment or other final order of the court on the case, including, but not limited to:

- (a) Providing representation at all scheduled hearings and court proceedings.
- (b) Filing timely motions to dismiss in cases subject to diversion agreements, conditional

- discharge, or similar provisions;
- (c) Filing petitions for writ of mandamus or habeas corpus arising from the case on which counsel is appointed; and,
- (d) To the extent ethically permitted, representing a client at a show cause hearing to determine the client's financial eligibility for appointed counsel.

7.1.2.4 Post-judgment proceedings

Following the entry of judgment or other final order in a case, counsel shall provide post-judgment representation in accordance with the Oregon Rules of Professional Conduct, including, but not limited to:

- (a) Seeking modification or amendment of any judgment or final order that does not accurately reflect terms of sentencing or other disposition favorable to the client that were agreed upon in resolution of the case or pronounced by the court and through inadvertence or error not correctly included in a judgment or final order;
- (b) Litigating issues of restitution arising from the case until a judgment on restitution is entered by the court;
- (c) Completing questionnaires, forms, or other processes necessary to timely obtain appellate counsel for clients requesting an appeal;
- (d) Seeking court orders or other remedies on behalf of a client if a term of sentencing or other disposition favorable to the client is not followed or implemented by a probation department, Department of Corrections, the Department of Human Services, the Oregon Youth Authority, or other entity having authority over the client in connection with the subject of the representation;
- (e) Filing a motion for new trial;
- (f) Filing motions for reduction of certain felonies to misdemeanors, pursuant to ORS 161.705, when requested by a former Client;
- (g) Consulting with counsel representing the client on appeal or in post-conviction relief proceedings arising from the subject of the representation; and
- (h) Upon request, providing copies of the entire file to appellate or post-conviction relief counsel.

7.1.2.5 Case Closure

Contractor may close the case when:

- (a) The final judgment has been entered into the court register, and the Contractor has met all other contractual obligations:
 - 1. If the case is a probation violation, the attorney may close the case upon final disposition of the probation violation;
 - 2. A judgment of dismissal constitutes a final judgment;
 - 3. An attorney may not close a case that has been entered into a deferral, diversion, or conditional discharge agreement until the final judgment has been entered into the court register;
- (b) A judge has signed an order removing the attorney from the case; or
- (c) A bench warrant for a client's failure to appear has been active for 180 days.

7.1.2.6 Reappointment to Prior Clients

Consistent with national best practices supporting the continuous representation of a client, and subject to Oregon Rule of Professional Conduct 1.7, Contractor shall ensure that the original contract attorney shall accept reappointment to a previous client when:

- (a) A case was dismissed without prejudice and has been refiled;
- (b) A case is reactivated following service of a bench warrant after contractor closed the file pursuant to Section 7.1.2.5; or
- (c) A case is remanded to circuit court following an appeal unless specific circumstances warrant assignment of a different attorney.

7.1.3 Client Contact

7.1.3.1 In-custody Initial Contacts

Contractor shall, whenever possible, speak to and conduct initial interviews in person with in-custody clients:

- (a) Within 24 hours of appointment; or
- (b) By the next working day if the court appoints Contractor on a Friday, or if the day following the appointment is a court recognized holiday.

7.1.3.2 Out-of-Custody Contacts

Within 72 hours of the appointment, Contractor shall arrange for contact with out-of-custody clients, including notification of a scheduled interview time or what the client must do to schedule an interview time.

7.1.4 Contractor Responsibilities Regarding Financially Ineligible Clients

Contractor shall consult Oregon State Bar Formal Ethics Opinion 2005-34, in conjunction with state and federal constitutional provisions, in determining what course to follow if Contractor learns that a client is ineligible for state-funded legal services under this contract.

7.1.5 Withdrawal

7.1.5.1 Withdrawal from Case Only with Court Approval

If seeking to withdraw from representation, Contractor shall comply with the Oregon Rules of Professional Conduct, including but not limited to Rule 1.16, which requires the court's approval and prompt notification to the court of any conflict of interest or any other reason requiring withdrawal from a case assigned under this contract. If the court approves Contractor's request to withdraw, the Contractor shall notify OPDS in writing. Consistent with the Oregon Rules of Professional Conduct, the Contractor shall ensure continuous representation of a client until withdrawal is granted and then assist in the prompt establishment of a new attorney/client relationship.

7.1.5.2 Limitations on Withdrawal

When a public defense attorney leaves a Contractor, they shall comply with the Oregon Rules of Professional Conduct and may not move to withdraw from their cases without contacting OPDS

and obtaining OPDS's written permission.

- (a) If a public defense attorney leaves a Contractor and continues doing public defense work funded by OPDS in the same jurisdiction, the attorney shall take their existing cases with them unless OPDS authorizes otherwise.
- (b) If a public defense attorney leaves a Contractor and continues doing public defense work funded by OPDS in a different jurisdiction, the attorney shall work collaboratively with their former Contractor, their new Contractor, and OPDS to ensure the due administration of justice and protect the rights of their existing clients.

7.2 Quality Assurance Obligations of Contract Administrator

7.2.1 Quality Assurance Procedures

Contractor shall ensure that persons providing client representation under this contract, including any subcontractors OPDS approves, meet the standards of representation set forth in Section 7.1.1 of this contract. Contractor shall comply with quality assurance programs adopted by OPDS. Contractor shall establish and implement, as appropriate for Contractor's entity structure, quality assurance procedures consistent with the practices recommended in the Office of Public Defense Services *Best Practices for Oregon Public Defense Providers* (2010).

7.2.2 Case Assignment and Workload

Contractor shall ensure that the attorney assigned to represent a client under this contract:

- (a) Possesses the qualifications for representation of the case-type involved (as set forth in PDSC's Qualification Standards for Court-Appointed Counsel) and has been approved for appointment to the applicable case type by OPDS. Contractor shall provide to OPDS the name and current qualifications, including a Certificate of Attorney Qualification and Supplemental Questionnaire, of any attorney providing representation under this contract, including attorneys who begin providing representation during the term of the contract.
- (b) Has a current workload, including other paid work not covered by this contract, that will not interfere with competent and diligent representation that fulfills the Standard of Representation set forth in Section 7.1.1 of this contract. No contract attorney funded to provide legal services to a Maximum Attorney Caseload may take on any other paid work. Contractor's non-contract work shall be proportional to their percentage of Maximum Attorney Caseload (e.g., an attorney with a .5 Maximum Attorney Caseload shall dedicate at least half of their time to contract work). Contractor shall fairly account for the time spent on non-contract work.
- (d) Provides continuous representation from the commencement of proceedings until the final disposition of the case.

7.2.3 Continuing Legal Education Requirements

Contractor attests to the PDSC that all attorneys providing representation under this contract have or will:

- (a) Obtain 12 hours of continuing legal education credits related to the practice of juvenile law during each year of this contract, if the attorney is handling juvenile court cases;
- (b) Obtain 12 hours of continuing legal education credits related to the practice of criminal and/or constitutional law during each year of this contract, if the attorney is handling criminal court

- cases; and
- (c) For attorneys with mixed caseloads including both juvenile and criminal cases, obtain 12 hours of continuing legal education credits during each year of this contract, apportioning those credits between programs related to juvenile and criminal law according to the percentage of the attorney's cases assigned under this contract in each of those practice areas.

7.3 Special Obligations to State of Oregon

7.3.1 Indemnity of PDSC By Contractor

Contractor shall protect, indemnify, defend, and hold harmless PDSC, OPDS, and the State of Oregon from all liability, obligations, damages, losses, claims, suits, or actions of whatever nature that are related to, result from, or arise out of Contractor's or Contractor's employees' or agents' actions, decisions, work, advice, activities, or failures to act under this Agreement.

7.3.2 Independent Status of Contractor

For purposes of this contract, Contractor is an independent contractor and has so certified under Oregon laws. Contractor shall perform all services under this contract as an independent contractor. OPDS may determine the scope and quality of the services to be provided, may modify the delivery schedule, and may evaluate the quality of the Services. OPDS will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Services; for paying any and all taxes on compensation received hereunder; for supplying the tools, office and materials to perform the services. Contractor is not eligible for any social security, unemployment insurance, workers compensation benefits or any other benefit not expressly provided herein. Neither Contractor nor any of its subcontractors, employees, officers, agents, members, and representatives, is an employee of the State of Oregon or a state aided institution or agency, by reason of this contract alone. No joint employer relationship is established by this Agreement.

7.3.2.1 Ineligibility for Public Employee Benefits

Payment from contract funds does not entitle Contractor, its subcontractors, employees, officers, agents, members, and representatives, to any public employee benefits of federal social security, unemployment insurance, workers' compensation, the Public Employees Retirement System, leave benefits, or similar employment-related benefits.

7.3.2.2 Wages and Taxes

Contractor shall pay any compensation, wages, benefits, and federal, state, and local taxes to be paid under or as a result of the contract.

7.3.2.3 Workers' Compensation

As an independent contractor, Contractor shall provide workers' compensation coverage for all subject workers performing work under this contract, including Contractor if self-employed or a business partner, to the extent required by all applicable workers' compensation laws and for the entire contract term. Contractor, its subcontractors, if any, and all other employers working under this contract are "subject employers." As such, they shall provide coverage for workers'

compensation benefits for any and all of their subject workers as required by ORS chapter 656 and for the entire contract term.

7.3.3 State Tort Claims Act Not Applicable

For purposes of this contract, Contractor is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265. The Oregon Tort Claim limits do not apply to any actions against Contractor. Contractor accepts responsibility for all decisions, actions or failures to act of its members, officers, employees, parties, agents, and subcontractors.

7.3.4 Equal Rights of Contractor's Employees

Contractor shall comply with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, including Title II of that Act, ORS Chapter 659A, and all regulation and administrative rules established pursuant to those laws.

7.3.5 Contractor Insurance to Protect State of Oregon

Contractor shall secure and maintain insurance coverage as set out below. Contractor shall provide OPDS a copy of the certificate of insurance listing the coverage and additional insured information.

7.3.5.1 General Liability Insurance

At its expense, in whole or in part from contract funds, Contractor and each law firm or sole practitioner member of a consortium shall procure and keep in effect during the contract term comprehensive general liability insurance with an extended coverage endorsement from an insurance company authorized to do business in the State of Oregon. The limits shall not be less than five hundred thousand dollars (\$500,000) per occurrence for personal injury and property damage.

7.3.5.2 Casualty Insurance

At its expense in whole or in part from contract funds, Contractor shall procure and keep in effect during the term of this contract, sufficient casualty insurance to replace any and all property losses caused by theft, fire, flood, or other casualty.

7.3.5.3 Additional Insured

The liability and casualty insurance coverages required for performance of the contract shall name the State of Oregon, PDSC, OPDS, and their divisions, officers, and employees as additional insureds but only with respect to the Contractor's activities or failures to act related to this contract.

7.3.5.4 Cancellation or Change

There shall be no cancellation, material change, potential exhaustion of aggregate limits, or intent not to renew insurance coverage without PDSC written approval.

7.3.6 Malpractice Insurance

Contractor's Initials _____

During the entire contract period, and at the Contractor's own expense in whole or in part from contract funds, Contractor shall ensure that each of its attorneys has malpractice insurance coverage in the minimum amount required by the Oregon State Bar. Contractor shall provide proof of such insurance to OPDS on request.

7.3.7 Internal Controls

Contractor shall establish internal controls, such as segregation of duties with respect to financial accounting, to ensure that contract funds are properly receipted, expended, and accounted for.

7.3.8 Oregon Judicial Case Information Network (OJCIN)

For juvenile cases, Contractor shall limit use of OJCIN, including the Oregon Judicial Information Network (OJIN) and the Oregon eCourt Case Information Network (OECI) to access only those cases that involve parties Contractor represents.

7.3.9 Protection of Consumer Personal Information

Contractor shall develop and implement appropriate privacy safeguards to protect the security of any consumer personal information that it will possess in its performance of this contract pursuant to the Oregon Consumer Identity Theft Protection Act of 2007, ORS 646A.600 to 646A.628.

7.4 Capacity and Equipment

7.4.1 Number of Persons Providing Services

Contractor shall secure, at its own expense in whole or in part from contract funds, all, members, personnel, or employees necessary to perform services that this contract requires. Contractor shall maintain an appropriate and reasonable number of attorneys and support services to perform its contract obligations.

- (a) Contractor shall not require any attorney performing the services required by this contract to sign a noncompete agreement;
- (b) Contractor shall maintain its ability to accept cases pursuant to the number of Maximum Attorney Caseloads as originally contracted for with the PDSC. If contractor is unable to do so for a period of 60 days, OPDS may temporarily remove funds, unless the inability to accept cases is pursuant to the Oregon Rules of Professional Conduct 1.7. The 60 days may be extended with written agreement by OPDS. Contractor shall immediately notify OPDS of any vacancy or potential attorney vacancy when it becomes aware of a vacancy or potential vacancy.
- (c) Contractor must retain a minimum of 0.5 support staff for every Maximum Attorney Caseload funded by this contract. Support staff are persons who provide support for attorneys and clients through administrative, clerical, communicative, technical, or similar work. Support staff does not include contracted services such as answering services or photocopying services. Failure to retain a minimum number of support staff is a material breach of this contract.

7.4.2 Certification to OPDS

Contractor shall provide an updated attorney certification form for all attorneys providing legal services pursuant to the contract within 30 days of the contract's execution or upon OPDS' request, excepting attorneys who have submitted an updated attorney certification form within the past 12 months of the

contract's effective date. Contractor shall also provide certifications for any attorneys added during the contract. Contractor shall certify that the attorney added has read this contract, including the payment schedules and other specific terms, and understands the obligations of attorneys providing services under the contract and the duties and responsibilities of the contract administrator.

7.4.3 Interpreters

For out-of-court attorney/client communications, Contractor may use staff who are either qualified, as defined by ORS 45.275(8)(c), or who are certified by the Office of the State Court Administrator (OSCA), under ORS 45.291. For in-court interpretation, Contractor shall ensure that all interpreters who are staff employees or who subcontract with Contractor comply with all certification requirements established by OSCA and the Code of Professional Responsibility for Interpreters in Oregon.

7.4.4 Contractor Offices

Contractor shall maintain an office in the judicial district in which they have contracted to provide legal services. If a contractor has contracted to provide services in more than one judicial district, then contractor shall maintain an office in at least one of the judicial districts in which they have contracted to provide legal services. A failure to maintain an office is a material breach of this contract.

7.5 Record Keeping

7.5.1 Case Records

Contractor shall preserve all case documents, notes, files, physical evidence, or any other items created or received in the course of the representation of a client in an orderly and organized manner such that it can readily be made available to successor counsel, if one is appointed or retained. To the extent ethically possible, records shall be kept in a manner to be available on request for inspection by OPDS, or OPDS's designee or agent.

7.5.2 Financial Records

Contractor shall maintain financial records on an accrual basis. Contractor's records shall show that all disbursements or expenditures of contract funds were ordinary, reasonable and necessary, and related to providing direct services required under the contract or services necessary to performance of the contract.

7.5.3 Retention Period

For purposes of this contract only, Contractor agrees to maintain, store, and preserve all appointment, service, and financial records for a period of five (5) years after this contract expires. In addition, Contractor agrees to maintain, store, and preserve all case files a minimum of ten (10) years from the date the case is closed for all cases except aggravated murder and Measure 11 cases. Case files in aggravated murder and Measure 11 cases shall be maintained, stored, and preserved a minimum of twenty (20) years from the date the case is closed.

7.6 Reports to OPDS

7.6.1 Caseload Reports

By the 20th day of each month, or the following business day if the twentieth day falls on a weekend or holiday, Contractor shall provide to OPDS, in a format specified by OPDS, a monthly caseload report for the preceding month. Contractor must be current on case reporting at the time of their review meetings with their analyst.

7.6.2 Case Activity, Disposition, and Withdrawal Data

Contractor shall maintain data, using codes specified by OPDS, to track the disposition of, or withdrawal from, all cases reported under the contract. Contractor shall maintain data on other case activity upon the request of OPDS. Contractor shall make the data available for OPDS review upon request.

7.6.3 Other Reports

Contractor shall comply with OPDS requests for information and data related to Contractor's performance under this contract. Contractor shall provide information and data to OPDS in a reporting form that OPDS develops to the extent permitted by the Oregon Rules of Professional Conduct. Contractor shall comply with any due dates established by OPDS. Information and data may include information related to Contractor's non-contract work, to the extent permitted by the Oregon Rules of Professional Conduct. OPDS will keep all data and information regarding non-contract work confidential.

7.6.4 Penalty for Late Reports

Except with prior approval from OPDS, Contractor shall submit timely and properly completed reports regarding Contractor's performance under this contract. If Contractor fails to submit a reasonably accurate report on the due date, OPDS may withhold the following percentage of funds from Contractor's monthly payment, and each subsequent monthly payment, until OPDS receives the report and supporting documentation. Funds withheld may be paid to Contractor once reporting is current.

- (a) Not received within 10 days of the due date: 5% of contract funds
- (b) 30 days of the original due date: 10% of contract funds
- (c) 60 days of the original due date: 15% of contract funds
- (d) 90 days of the original due date: 25% of contract funds

7.6.5 Enforceability

The reporting and records retention requirements set forth in this section are enforceable after the termination or expiration of this contract.

7.7 Client Clothing

Prior to requesting preauthorization to purchase clothing for a client's court appearance, Contractor agrees to contact contractors who maintain "clothing rooms" to determine whether suitable clothing is

available. (Contact OPDS for a current list.) If Contractor receives preauthorization to purchase clothing for a client, that clothing shall be provided to a “clothing room” upon completion of the case.

7.8 Special Notices

Contractor shall provide OPDS written notice of any significant changes affecting this contract. Such changes include, but are not limited to:

- (a) Contractor’s ability to carry out duties under this contract;
- (b) Contractor’s ability to accept appointments;
- (c) Contractor’s ability to meet financial obligations; and
- (d) Matters affecting Contractor’s ability to provide services to clients.

7.8.1 Time Requirement for Notices

All notices shall be provided within thirty (30) days of the occurrence requiring the notice, unless a shorter time is provided herein.

7.8.2 Specific Notices and Responses Required

7.8.2.1 Insurance Cancellation or Change

Contractor shall provide notice of any material changes to any insurance policy listed in Sections 7.3.5 - 7.3.6 and immediate notice of the cancellation of any such policies.

7.8.2.2 Persons Providing Services Under the Contract

Contractor shall provide, to OPDS and the affected court, notice of the names of attorneys providing services under this contract and any changes in the number of persons providing services under this contract. Upon request by OPDS, Contractor shall provide a current list of attorneys and non-attorneys providing services under this contract and provide timely responses to OPDS surveys or other inquiries concerning the diversity of attorneys and others performing services for Contractor.

7.8.2.3 Events Which Could Impair the Contract

Contractor shall notify OPDS in writing within forty-eight (48) hours of when Contractor learns that one of the following has occurred:

(a) **Criminal Charges**

An attorney or investigator performing services under this contract, or a person with responsibilities for the administration of this contract has been charged with a crime.

(b) **Criminal Conviction**

An attorney or investigator performing services under this contract, or a person with responsibilities for the administration of this contract has been convicted of a crime.

(c) **Formal Bar Complaint**

A formal accusation of misconduct has been filed by the Oregon State Bar against an attorney performing services for Contractor.

- (d) **Bar Discipline**
Disciplinary action is taken by the Oregon State Bar against an attorney performing services for Contractor.
- (e) **Uninsured Practice of Law**
An attorney performing services for Contractor has engaged in the practice of law in an area not covered by Contractor's or the attorney's professional liability insurance coverage.
- (f) **Unforeseen Events**
An attorney performing services for Contractor experienced an event that impacts their ability to perform services under this contract, including, but not limited to events such as fire, flood, burglary, embezzlement.

7.8.2.4 Nonassignment of Available Cases

Contractor shall notify OPDS immediately upon determining that the court is not assigning Contractor to cases available for appointment. OPDS shall propose a plan to Contractor and the court to resolve the nonassignment of available cases.

7.8.2.5 Contractor Shut-Off

If Contractor is unable, or believes it will be unable, to accept court appointments to public defense cases, Contractor shall notify OPDS immediately and provide at least 30 days' notice before refusing court appointments.

7.9 No Dual Payments for Contract Work

Contractor shall not:

- (a) Expend funds under this contract for work performed outside the scope of this contract;
 - (b) Accept funds from anyone other than PDSC for work performed under the scope of this contract, except for grants or funds for work study, job experience, internships, or other such grants or funds; or
 - (c) Solicit or accept payment from a client for legal services on a matter within the scope of services of this contract or on a matter which Contractor has been appointed by the court.
- Breach of this section is a material breach of this agreement.

7.10 Contract Administrator Duties

Contractor shall name a Contract Administrator, who is responsible for contract administration duties in this contract. Typical Contract administration duties include, without limitation, the following: selection of prospective contract attorney members; assigning cases and oversight of case assignments; timely and accurate tracking and reporting of caseloads to OPDS; management and disbursement of contract funds; working with OPDS to organize regular meetings to review data and ensure sufficient support to achieve program expectations; consulting with judges, court staff, and other system partners to ensure high quality representation and efficient case processing; corresponding with OPDS regarding contract

inquiries or complaints, including changes in contract attorneys and staffing that might impact contractor's ability to meet their contractual obligations; maintaining records of all case reporting, financial and other records regarding contract members and making such records available to OPDS upon request; negotiating new contracts and contract changes with OPDS as necessary; actively participating in system improvement initiatives including multi-disciplinary training and partner meetings and providing training and mentorship to contract attorneys and staff. Contract administrators and OPDS will meet a minimum of three times a year to update on items in the contract, issues in the jurisdiction, and any other matters related to the contract and contract administration.

8 MUTUAL RISKS

8.1 Impossibility of Performance

Neither party shall be held responsible for delay or default under this contract if such delay or default was caused by theft, fire, flood, or other casualty or if the delay or default was beyond the party's reasonable control. In the event of circumstances beyond a party's control that may render timely performance by that party impossible, either party may terminate this contract, or the affected part, by written notice.

8.2 Tort Liability

Each party shall be solely responsible for the decisions, actions or failures to act of its own officers, employees, and agents committed in the performance of this contract or related to this contract.

9 WIND-DOWN PROCEDURES

In the event of a termination, suspension, or expiration of this Agreement, Contractor shall comply with the Oregon Rules of Professional Conduct and continue to provide legal services on all existing contract appointments on cases assigned before the effective date of the suspension, termination, or expiration, unless OPDS provides written notice of its desire for the Contractor to cease working on such contract appointments. If OPDS does not provide such cessation notice, OPDS and Contractor shall negotiate wind-down terms that allow Contractor to continue to provide legal services for existing clients. If wind-down terms cannot be agreed to, OPDS shall pay Contractor at the existing PDSC authorized hourly rate to wind-down their contract caseload.

10 CASELOAD STANDARDS AND CASE WEIGHTING

10.1 Definitions

10.1.1 Case: Any action in this state in which a Contractor has been appointed to represent or advise a client under the terms of the Public Defense Services Contract in a matter to which there is a right to appointed counsel at state expense.

10.1.2 Case Weight: The numerical multiplier assigned by this policy to apply to specific types of cases to generally recognize the greater or lesser attorney workload required for those cases compared to an average case under a numerical caseload standard.

10.1.3 Case Count: The term used when a case can be reported more than once.

10.1.4 Caseload: The term given to cases assigned to an individual attorney on an annual basis.

10.1.5 Non-Charge Representation: Matters where public defense attorneys represent clients who are eligible for public defense representation for matters that do not involve the filing of new criminal charges (*i.e.*, material witness or extradition).

10.1.6 Partial Representation: Cases where only a partial representation occurs because the court allows the attorney to withdraw due to an ethical conflict, is relieved by retained counsel, the case is transferred or reassigned by the court, contract administrator, or OPDS.

10.1.7 Public Defense Attorney: Counsel appointed to perform legal services for financially eligible individuals as required by Oregon Revised Statute, the Oregon Constitution, or the United States Constitution.

10.2 Caseload Standards

10.2.1 Contractor shall apply its own professional judgment and discretion to control the means and manner of providing services under this Agreement. Contractor agrees that all services provided under this contract shall meet all performance standards and duties under this Agreement. In doing so, Contractor acknowledges that caseloads standards are a reasonable public defense “best practice.” The maximum number of annual case assignment for the below categories are:

Criminal

- Murder: 6
- Jessica Law: 6
- Ballot Measure 11: 45
- Major (A/B) felonies: 138
- Minor (C) felonies: 165
- Misdemeanors: 300
- Probation violations: 825
- Civil commitments: 230

Juvenile

- Murder: 6
- Delinquencies: 132
- Probation violations: 825
- Dependency: 69

Statewide

- PCR/Habeas: 45
- PCR appeals: 50
- Juvenile appeals: 32
- Civil commitment appeals: 60

10.3 General considerations

10.3.1 Contractor will comply with the Caseload Standards in order to establish and maintain professional and responsible legal services under this Agreement, whether such caseload comes from OPDS or outside of OPDS. Contractors who have accepted the Maximum Attorney Caseloads of OPDS work agree not to take on any additional legal work, whether such work comes from OPDS or outside of OPDS. Contractor may unilaterally amend this Agreement to decrease their caseload below the Maximum Attorney Caseloads, subject to any client duties, the Oregon State Bar Rules of Professional Conduct duties, and the notice requirements in Section 5.4. Contractor shall not begin any legal work which exceeds the Maximum Attorney Caseloads prior to the effective date of the amendment. The Parties hereby agree that such amendment will decrease any compensation due to Contractor under this Agreement in a percentage commensurate with the percentage reduction in OPDS assigned work (e.g. a 25 percent reduction in OPDS assigned work would result in a 25 percent reduction in compensation due to Contractor).

10.3.2 No one funded to perform a Maximum Attorney Caseload may engage in any other paid work, unless OPDS otherwise agrees in writing. Contractor's non-contract work shall be proportional to their percentage of Maximum Attorney Caseload (e.g., an attorney with a .5 Maximum Attorney Caseload shall dedicate at least half of their time to contract work).

10.3.3 Caseload limits assume a reasonable even distribution of cases throughout the year.

10.3.4 When public defense attorneys are not contracted for a Maximum Attorney Caseload, their maximum caseload shall be based on the percentage of a Maximum Attorney Caseload for which contractor receives funding.

10.3.5 Specialty Courts: When an attorney is assigned to represent or advise clients in Specialty Courts, the attorney's maximum caseload should be reduced proportionally by the amount of time they spend preparing for and appearing at such dockets.

10.4 Case Weighting

The Maximum Attorney Caseload for a public defense attorney shall not exceed 300 weighted cases per year, with each case type below worth the following value in terms of weighted cases.

Criminal

- Murder: 50
- Jessica Law: 50
- Ballot Measure 11: 6.7
- Major (A/B) felonies: 2.2
- Minor (C) felonies: 1.8
- Misdemeanors: 1
- Probation violations: .36
- Civil commitments: 1.3

Juvenile

- Murder: 50
- Delinquencies: 2.3
- Probation violations: .36
- Dependency: 4.3

Statewide

- PCR/Habeas: 6.7
- PCR appeals: 6
- Juvenile appeals: 9.4
- Civil commitment appeals: 5

10.5 Partial Representation

When an attorney’s appointment ends for any of the reasons stated in section 10.1.6, the full case weight of the case will be transferred to the new attorney. The attorney’s case weight will be determined based on the length of time they were on the case with partial weight being applied to the original case type weight.

Length of Representation	Weight
0-14 days	0.25
15-30 days	0.5
31-89	0.75
90+ days	1.0

10.6 Out of County Representation

The case weight determined by section 10.4 will be doubled whenever a contractor takes a criminal or non-PCR juvenile delinquency or dependency case in a county outside their contracted jurisdiction, with the following exceptions. When an attorney’s appointment ends for any of the reasons stated in section 10.1.6 of these guidelines, the case weight will be determined based on the length of time they were on the case with partial weight being applied to the original case type’s weight.

Length of Representation	Weight
0-14 days	0.5
15-30 days	0.75
31-89 days	1.0
90+ days	2.0

10.6.1 Murder cases, Jessica’s Law cases, and cases assigned pursuant to a statewide contract are not eligible for double weight, except as provided in section 10.8 of these guidelines.

10.6.2 Multiple cases: The case with the highest case type eligible for doubling under 10.4 will receive double weight. The remaining cases will not receive additional weight except as provided in section 10.7 of these guidelines.

10.6.3 Sibling Groups: If an attorney accepts appointments for a sibling group in a county outside their jurisdiction, they will receive one (1.0) additional dependency weighting for the sibling group.

10.7 Co-Counsel

Attorneys will receive a full case weight for their work as co-counsel on Murder 1 and juvenile Murder cases. OPDS may grant up to full case weight for an attorney’s work as co-counsel in Murder 2 and Jessica’s Law cases where the attorney can provide evidence to OPDS why co-counsel is necessary and reasonable.

10.8 Extraordinary Case Circumstances

Cases that involve extraordinary circumstances and require work well beyond the range of work typically required for the type of case may be granted additional case weight, subject to OPDS’s discretion. No earlier than thirty (30) days after being appointed in any particular case and no later than thirty (30) days after final disposition, an attorney seeking additional case weight for extraordinary circumstances may submit such a request using the form provided by OPDS for this purpose.

10.9 Case Count

10.9.1 Delay

If a case to which an attorney is appointed has been interrupted for the following reasons for 365 days or more the case can be reported again:

- a) Aid and Assist Delay;
- b) Bench warrant; or
- c) Dismissal.

10.9.2 Re-Trial or Resentencing

If a case to which an attorney is appointed comes back for re-trial or resentencing for the following reasons the case can be reported again:

- a) After Direct Appeal or Post-Conviction Relief; or
- b) After Mistrial or Hung Jury.

SPECIFIC TERMS

1 PARTIES TO CONTRACT

Pursuant to ORS 151.216 and ORS 151.219, this contract is between the Public Defense Services Commission ("PDSC") and _____ ("Contractor").

2 TERM OF CONTRACT

The contract term shall be from July 1, 2022, through June 30, 2023.

3 NOTICE

Each party shall provide to the other all notices regarding this contract:

- (a) In writing, and
- (b) Delivered to the other party at the email address below or to such person and email address as the parties provide to each other from time to time:

PDSC:
mail@opds.state.or.us

Contractor: _____
(Contract Administrator email address)

4 TOTAL VALUE AND PAYMENT SCHEDULE

For the services provided pursuant to this contract, PDSC shall pay Contractor a total of \$_____ during the term of this contract. PDSC shall pay the total value in monthly installments as shown in the Payment Schedule. Payments shall be made by direct deposit into the account designated by Contractor.

5 MAXIMUM ATTORNEY CASELOADS, SPECIALTY COURT, ADMINISTRATIVE, AND INVESTIGATOR BREAKDOWN

Contractor shall provide legal representation in the Circuit Court of _____ County. Contractor shall procure _____ attorneys to provide legal services pursuant to this contract, in accordance with the Maximum Attorney Caseloads established by Section 10. Contractor shall maintain an additional support staff ratio to attorney of at least 0.5:1. The minimum number of support staff for this contract is _____. This includes:

A. Attorney Funding

The following comprise the total contract value:

Attorney rates funded:

Murder	_____ at _____	per year.
Major Felony	_____ at _____	per year.
Minor Felony and Civil Commitment	_____ at _____	per year.
Misdemeanor	_____ at _____	per year.

Contractor's Initials _____

B. Specialty Courts: This includes _____attorneys for the following specialty court programs:

C. Administrative Fees: Contractor shall receive _____ per year to carry out the responsibilities of 7.10 of the general terms of this contract.

D. Investigation: Contractor shall procure _____ investigators at a rate of _____ per investigator per year.

6 ADDITIONAL AGREEMENTS AFFECTING THIS CONTRACT

Contractor may not distribute funds in a manner that violates the Oregon Rules of Professional Conduct, the Oregon or United States Constitutions, or any Oregon or federal statute. Attorneys providing legal services pursuant to this contract must comply with the Oregon Rules of Professional Conduct, including Rule 1.7.

7 MERGER CLAUSE

THIS WRITING TOGETHER WITH THE GENERAL TERMS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO OTHER ORAL OR WRITTEN UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS REGARDING THIS AGREEMENT. NO WAIVER, CONSENT, MODIFICATION, OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. IF MADE, SUCH WAIVER, CONSENT, MODIFICATION, OR CHANGE SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN.

CONTRACTOR, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT AND ALL ATTORNEYS PERFORMING LEGAL SERVICES PURSUANT TO THIS CONTRACT HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

Stephen I. Singer, Executive Director
Office of Public Defense Services Public Defense Services Commission

Date

Contractor

Date

Title or Representative Capacity

Contractor's Initials _____

CONTRACT BETWEEN PDSC AND XXXX PAYMENT SCHEDULE

Contractor's Initials _____