



PCRCP Client Contact Activity Report 2025 Update

This document provides guidance to PCRCP attorneys and staff who complete OPDC Activity Reports. This document updates how to report “Client Contact” in the monthly PCRCP Activity Report. This is an update for the Attorney Reports only.

Activity Report

Each month, PCRCP attorneys submit an Activity Report detailing how much time attorneys spent each month on every open case in five categories:

- 1) Client Contact;
- 2) court;
- 3) CRB (Citizen Review Board);
- 4) drafting motions & Briefs; and
- 5) other case work.

Client Contact

A PCRCP lawyer should report all of the following under “Client Contact:”

- 1) time spent with client whether or not others are present;
- 2) time spent in any meeting in which client is also attending, whether or not others are present;
- 3) time spent communicating or drafting communications to a client or on which client is included. This includes emails, text messages, and phone calls.
- 4) Time spent reaching out to client, including phone calls, text messages, and emails. This includes times in which client did not answer or respond to outreach.
- 5) Time spent scheduling time with a child client.
- 6) Time spent with client before court. This includes sitting with client or meeting with client. It does not include waiting time in which attorney is not interacting or sitting with client. If the time before court is a settlement conference, it should be reported as “Court Time.”
- 7) Travel time to and from any of the activities in this section.
- 8) For client contact with very young children (infant, toddler, preschool), attorneys may include:

- a. observing the client with a caregiver (resource parent or parent);
- b. observing the child in their then-home setting;
- c. conversing with child's caregiver to gather information about child's well-being, developmental progress, physical or emotional health, etc.; and
- d. directly engaging with the child, including play, attempted conversation, interaction, etc.

Attorneys should not report the following under "Client Contact:"

- 1) time spent in court;
- 2) time spent in staffing (such as Family Treatment Court staffing) or court ordered settlement conferences;
- 3) time spent in CRB hearings; and
- 4) time spent drafting any motions or briefs; and
- 5) on-attorney staff time; and
- 6) time in meetings or other settings in which you are advocating for a child client, but the child client is not present.