

## Caseload Reporting Office Hours Frequently Asked Questions

### **With the passing of HB 4002, how will OPDC treat the new unclassified misdemeanor in terms of case weighting and MAC? Will there be a new case type code?**

All misdemeanors are given a case weight of 1 or a MAC value of .003 (or 1/300). The unclassified misdemeanor should be reported with the case type code of MISS. Regarding reporting the highest charge, OPDC will provide guidance at a future date if the unclassified misdemeanor is lower or higher than A and B misdemeanors. Reporting the unclassified misdemeanor with the appropriate ORS if it is the highest charge on the case will allow OPDC to track these new cases.

### **How do you report a case when the case type changed within the same month?**

A case should always be reported on a monthly caseload report with the highest charge for the given month. If a case type is changed within the same month, then report the highest charge. See the next question for how to report if a charge changes in a later month.

### **How do you report a case if the state amends and the new charge has a higher weight than what was originally reported?**

If the amended charge does not occur in the same month as the appointment, then the caseload report for the month the attorney was appointed to the case will need to be amended to reflect the higher charge to receive credit for the higher charge.

### **How to report a case when Count 1 is in diversion and Count 2 is on a trial track?**

General guidance for reporting any case is to report the highest charge. If Count 1 is the highest charge, then report the diversion information.

### **How to report a case that enters a specialty court, but then leaves the specialty court?**

These matters should be reported using the appropriate specialty court case type. If the case leaves the specialty court, it should be reported with the relevant disposition code. The attorney taking the case as part of their regular caseload should proceed in reporting the case type applicable to the case.

### **How does a dependency case that has reached disposition, but a new petition is filed with new allegations for a contested hearing get reported? How do you report a dependency case with an amended petition that alleges new allegations, but a separate jurisdictional proceeding and a subsequent judgement?**

Per the Uniform Trial Court Rules, an amended petition should only be filed prior to adjudication of the petition and a determination that the court has jurisdiction. If a petition has been adjudicated, the court determined it has jurisdiction, and new allegations are filed, those should be set forth in a supplemental

petition in the same dependency case/under the same case number. Providers should count a supplemental petition as a new case, but an amended petition should not.

### **How do I report a delinquency case where the admission and offense will be set over for a dispositional hearing?**

According to the caseload reporting manual, cases with partial disposition should not be reported with a disposition until the disposition terminates counsel.

Disposition in a delinquency case does not necessarily terminate counsel. When the court enters a disposition after determining it has jurisdiction, the case is ongoing, and the youth has a right to continued representation.

### **When do permanent guardianship cases stop getting reported?**

As stated in the caseload reporting manual, for non-PCRCP Juvenile contracts the obligation to report permanent guardianship cases is terminated when one of the following is entered into the court register:

- An order or judgement dismissing the petition.
- An order or judgement dismissing the case and/or terminating the wardship over the child.
- An order or judgement establishing a guardianship over the child unless the attorney is actively working on the case.
- An order or judgement disestablishing the parentage of the attorney's client.
- An order or judgment terminating the patently rights of the attorneys' client.
- An order or judgment granting an adoption of the attorney's client; or
- An order terminating or vacating the attorney's appointment.

### **At the end of January an attorney receives a case anticipating the appointment order to be signed in February. The attorney leaves this case off their January caseload report. The appointment order ends up being signed at the end of January. How should this be reported to receive the appropriate case weight?**

All cases appointed in January need to be reported on the January caseload report. If a January appointment was left off the report, then the January report needs to be corrected and resubmitted in its entirety.

### **What is the process for requesting co-counsel?**

Co-counsel is automatically approved for Capital Murder and Murder 1 cases. If you are seeking additional co-counsel for a Capital Murder or Murder 1 case, you must get approval from the Resource Counsel assigned to your region. Co-counsel for Murder 2 and Jessica's Law cases also needs to be approved by your assigned Resource Counsel. If you are unsure who your assigned Resource Counsel is, reach out to your Program Analyst.

**How long should I expect it to take to receive a successful submission or error email after submitting the monthly caseload report?**

Most often the email comes through within a few minutes. It may take up to 30 minutes depending on the volume of submissions the program is working through at that time.

Please remember the program will not accept any submissions with a CSV file name that contains special characters. If you submit a CSV file with special characters in the name, then the submission will not be processed, and you will not receive an email regarding the submission failure.

**A public facing dashboard was presented at the January office hours. What is the status of the dashboard?**

OPDC received feedback regarding concerns about the dashboard being completely public. OPDC is working internally with our new CIO to explore options to have only contract administrators access the dashboard.